Student Handbook & Catalog 2025-2026

SOUTHERN UNION
STATE COMMUNITY COLLEGE

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website: http://www.suscc.edu
email: info@suscc.edu

General Information

Accreditation

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

Southern Union State Community College instructional programs have received individual professional accreditation/approval from the following organizations:

Associate Degree Nursing (ADN) - The ADN program at SUSCC located in Opelika, AL is accredited by the Accreditation Commission for Education and Nursing, 3390 Peachtree Rd NE, Suite 1400, Atlanta, GA 30326; telephone (404) 975-5000. The most recent accreditation decision made by the ACEN Board of Commissioners for the ADN program is continued accreditation (2021). View the public information disclosed by ACEN regarding this program at https://www.acenursing.org The Associate Degree Nursing program is approved by the Alabama State Board of Nursing.

Emergency Medical Technology - The Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Committee on Accreditation of Education Programs for the EMS Professionals (CoAEMSP). Commission on Accreditation of Allied Health Education Programs, 9355-113th St. N. #7709, Seminole, FL 33775; Phone: (727) 210-2350; Website: www.caahep.org. The Commission on Accreditation for Prehospital Continuing Education (CAPCE), 12300 Ford Road, Suite 35, Dallas, TX Phone: (972) 247-4442. The Alabama Department of Public Health, Office of EMS, The RSA Tower, 201 Monroe Street, Suite 1100, Montgomery, AL 36104.

Medical Assistant Technology - The Southern Union State Community College Medical Assistant Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of Medical Assisting Education Review Board (MAERB) www.maerb.org. Commission on Accreditation of Allied Health Education Programs; 9355-113th St. N. #7709, Seminole, FL 33775; Phone: (727) 210-2350, www.caahep.org

Practical Nursing (PN Program) - The PN program at SUSCC located in Opelika, AL is accredited by the Accreditation Commission for Education and Nursing, 3390 Peachtree Rd NE, Suite 1400, Atlanta, GA 30326; telephone (404) 975-5000. The most recent accreditation decision made by the ACEN Board of Commissioners for the ADN program is initial accreditation (2021). View the public information disclosed by ACEN regarding this program at https://www.acenursing.org. The Practical Nursing program is approved by the Alabama State Board of Nursing.

Physical Therapist Assistant Program - Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, VA, 22305;
phone: 703-706-3245; accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states.

The Physical Therapist Assistant Program at Southern Union State Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; telephone: 703-706-3245; email: accreditation@apta.org;
website: http://www.capteonline.org. If needing to contact the program/institution directly, please call Jeff Leatherman, DPT, MS, PT, Program Director at 334-756-4121 x 5254 or email jleatherman@suscc.edu.

Radiologic Technology Program - Accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) (20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182, (312) 704-5300).

Surgical Technology Program - Has continuing accreditation by the Commission on Accreditation of Allied Health Programs (CAAHEP), 9355-113th Street N, #7709, Seminole, FL 33775; Phone: 727-210-2350; Fax 727-210-2354 Website: www.caahep.org

Veterinary Technology Program - pending accreditation by the American Veterinary Medical Association Committee on Veterinary Technician Education and Activities (AVMA CVTEA), 1931 North Meacham RD, Suite 100, Schaumburg, IL 60173-4360; phone: 800-248-2862; fax: 847-925-1329; avma.org. The program will submit the formal application material required in the CVTEA pre-

accreditation stage. Submission of this documentation does not assure that the program will be granted initial or full accreditation status. Achievement of initial accreditation status signifies satisfactory progress toward accreditation, and does not assure that the program will be granted full accreditation. Should the Southern Union State Community College Veterinary Technology Program fail to be accepted by CVTEA for consideration of Initial or Full Accreditation status within the planned time frame, SUSCC may delay program dates and timelines until such approval is granted by CVTEA.

Regulatory Bodies

Cosmetology - Approved by the Alabama State Board of Cosmetology.

Nursing Assistant - Approved by the Alabama Department of Public Health, Division of Healthcare Facilities.

Therapeutic Massage - Approved as a licensed Massage Therapy School by the Alabama Board of Massage Therapy. State of Georgia Board Recognized Massage Therapy Educational Program.

Catalog Responsibility

A Southern Union State Community College student is bound to the program requirements in effect in the SUSCC College Catalog at the time of the student's initial registration. When a student changes his/her program or concentration or is readmitted to the College, the catalog at the time of the change becomes the catalog in effect. As courses and program requirements are revised to the extent that it becomes impossible for the student to meet the requirements of the original catalog in effect, it may become necessary for the student to abide by the requirements published in the most recent edition of the catalog. Concurrent enrollment students may be required to update to a newer catalog based on the requirements of the transfer institutions.

This Catalog is the official announcement of Southern Union State Community College's program requirements and regulations of Southern Union State Community College. Students enrolling in the College are subject to the provisions stated herein. Statements regarding programs, courses, fees, and conditions are subject to change without advance notice.

College Calendar 2025-26

Fall Semester 2025

79 Instructional Days, 10 Faculty Duty Days

August 11	College Assembly - Wadley Campus (Required for fulltime employees) Faculty Duty Day
August 12	Professional Development Faculty Duty Day Tuition and Fees Due by 4:30 p.m.
August 13	Walk-in Registration - All Campuses Residence Hall Move-in Day (Wadley) Faculty Duty Day
August 14	Walk-in Registration - All Campuses Residence Hall Move-in Day Faculty Duty Day
August 15	Walk-in Registration - All Campuses Faculty Duty Day
August 18	Classes Begin ($25 late registration fee applies) Drop/Add Begins
August 21	Drop/Add Ends Last day for registration, course change, or change to Audit Tuition and Fees Due by 4:30 pm for students that registered on or after August 15
August 22	Students Dropped for Non-Payment
August 27	Attendance Verification due by 11:59 p.m.
August 28	Students Dropped for Non-Attendance
September 1	Labor Day Holiday (College Closed)
September 9	Last day to Readmit for Non-Attendance
September 11	Students Dropped for Non-Payment Mid-term Alerts
October 14	Spring 2025 Online Registration for students with 45 hours or more
October 15	Spring 2025 Online Registration for students with 30 hours or more
October 17	Last day to apply for Fall Semester Diploma
October 20	Spring 2025 Online Registration Open for All Students
November 11	Veterans Day Holiday (College Closed)
November 18	Last Day to Withdraw with a "W" for full-term classes
November 24-25	State Professional Development Faculty Duty Days (No Classes)
November 26	Local Professional Development Faculty Duty Day (No Classes)
November 27-28	Thanksgiving Holidays (College Closed)
December 8	Last Class Day
December 9-12, 15	Final Exams
December 16	Grades due to Records Office by 10:00 a.m. Faculty Duty Day
December 17	Professional Development Faculty Duty Days
December 18, 19, 22, 23	Faculty Non-duty Days (Workdays for Administrators & Staff)
December 24 thru January 1	Christmas & New Year's Holidays (College Closed)

Spring Semester 2026

79 Instructional Days, 7 Faculty Duty Days

January 2	Closed to the Public - Work Day Faculty Duty Day (Workdays for Administrators & Staff)
January 5	Tuition and Fees Due by 12:15 p.m. Walk-in Registration - All Campuses Residence Hall Move-in Day Faculty Duty Day

January 6	Walk-in Registration - All Campuses Residence Hall Move-in Day Faculty Duty Day
January 7	Classes Begin ($25 late registration fee applies) Drop/Add Begins
January 12	Drop/Add Ends Last day for registration, course change, or change to Audit Tuition and Fees Due by 4:30 p.m.
January 15	Students Dropped for Non-Payment
January 16	Attendance Verification Deadline - due by 11:59 p.m.
January 19	Martin Luther King Jr./Robert E. Lee Birthday Holiday (College Closed)
January 20	Studnts Dropped for Non-Attendance
January 28	Last Day to Readmit for Non-Attendance
January 31	Students Dropped for Non-Payment
February 20	Professional Development (8:00 a.m.–12:00 p.m.)
March 4	Mid-term Alerts
March 9-13	Spring Break Faculty Non-duty Days (Workdays for Administrators & Staff)
March 20	Last Day to Apply for Spring Semester Diploma
April 7	Last Day to withdraw with a "W" for full-term classes Summer & Fall 2025 Online Registration for students with 45 hours or more
April 8	Summer & Fall 2025 Online Registration for students with 30 hours or more
April 13	Summer & Fall 2025 Online Registration Open for All Students
April 28	Last Class Day
April 29, 30; May 1, 4, 5	Final Exams
May 6	Grades due to Records Office for processing by 10:00 a.m. Faculty Duty Day
May 7, 8, 11	Faculty Duty Days
May 8	Commencement
May 12-15	Faculty Non-duty Days (Workdays for Administrators & Staff)

Summer Semester 2026

51 Instructional Days, 3 Faculty Duty Days

May 13	Tuition and Fees Due by 4:30 p.m. for students registered for Summer 2026
May 14	Walk-in Registration - All Campuses Residence Hall Move-in Day Students Dropped for Non-Payment for Summer 2026
May 15	Walk-in Registration
May 18	Classes Begin ($25.00 late registration fee applies) Drop/Add Begins
May 19	Drop/Add Ends Last day for registration, course change, or change to Audit Tuition and Fees Due by 4:30 p.m. for Students Registered on or after May 13
May 20	Students Dropped for Non-Payment
May 25	Memorial Day Holiday (College Closed)
May 26	Attendance Verification Deadline - due by 11:59 p.m.
May 27	Students Dropped for Non-Attendance
June 8	Last day to Readmit for Non-Attendance
June 12	Students Dropped for Non-Payment
June 17	Bison Bound - Valley Campus
June 19	Juneteenth Holiday (College Closed)
June 24-25	Bison Bound - Wadley Campus
June 26	Mid-Term Alerts
July 1	Fall 2026 Tuition and Fees Available for Payment Financial Aid Viewable on MySUSCC Student Portal
July 3	Independence Day Holiday Observed (College Closed)
July 7-9	Bison Bound - Opelika Campus
July 9	Last day to Withdraw with a “W” for full-term classes
July 28	Last Class Day
July 29-30	Final Exams
July 31	Grades due to records office by 10:00 a.m. Faculty Duty Day
August 3-4	Faculty Duty Day
August 5-7	Faculty Non-Duty Days (Workdays for Administrators & Staff)
August 10	College Assembly (Required for fulltime employees)

Fall 2025 Mini Terms

Mini-Term 1 Fall 2025 — 39 days

August 18	Classes Begin Drop/Add Begins
August 19	Drop/Add Ends
August 21	Tuition Fees Due by 4:30 pm
August 22	Students Dropped for Non-Payment
August 27	Attendance Verification due by 11:59 p.m.
August 28	Students Dropped for Non-Attendance
September 4	Last Day to Readmit for Non-Attendance
September 8	Students Dropped for Non-Payment
September 22	Last day to Withdraw with a "W" from Mini-Term 1
October 10	Final Exams Mini-Term 1 Ends

Mini-Term 2 Fall 2025 — 40 Days

October 13	Classes Begin Drop/Add Begins Students Dropped for Non-Payment
October 14	Tuition and Fees Due by 4:30 p.m. for students registered for Mini-Term 2 only Drop/Add Ends
October 16	Students Dropped for Non-Payment
October 20	Attendance Verification due by 11:59 p.m.
October 21	Students Dropped for Non-Attendance
October 29	Last day to Readmit for Non-Attendance
October 30	Students Dropped for Non-Payment
November 18	Last day to withdraw with a "W" from Mini-Term 2
December 15	Final Exams Mini-Term 2 Ends

Fall 2025 Five-Week Terms

Five-Week Term 1 Fall 2025 — 27 days

August 18	Classes Begin Drop/Add Begins
August 19	Drop/Add Ends
August 22	Tuition and Fees Due by 4:30 p.m.
August 23	Students dropped for Non-Payment
August 27	Attendance Verification due by 11:59 p.m.
August 28	Students dropped for Non-Attendance
September 4	Last Day to Readmit for Non-Attendance
September 11	Last day to Withdraw with a "W" from Five-Week Term 1 Students Dropped for Non-Payment
September 24	Final Exams Five-Week Term 1 Ends

Five-Week Term 2 Fall 2025 — 26 days

September 24	Tuition and Fees Due by 4:30 p.m. for students registered for Five-Week Term 2 only
September 25	Classes Begin Drop/Add Begins Students Dropped for Non-Payment Drop/Add Ends
September 26	Tuition and Fees Due by 4:30 p.m. for stdents registered for Five-Week term 2 Only
September 27	Students Dropped for Non-Payment
October 2	Attendance Verification due by 11:59 p.m.
October 3	Students Dropped for Non-Attendance
October 13	Last Day to Readmit for Non-Attendance
October 14	Students Dropped for Non-Payment
October 20	Last day to Withdraw with a "W" from Five-Week Term 2
October 30	Final Exams Five-Week Term 2 Ends

Five-Week Term 3 Fall 2025 — 26 days

October 30	Tuition and Fees Due by 4:30 p.m. for students registered for Five-Week Term 3 only
October 31	Classes Begin Drop/Add Begins Students Dropped for Non-Payment Drop/Add Ends
November 1	Tuition and Fees Due by 4:30 p.m. for students registered for Five-Week Term 3 only
November 4	Students Dropped for Non-Payment
November 7	Attendance Verification due by 11:59 p.m.
November 8	Students Dropped for Non-Attendance
November 18	Last Day to Readmit for Non-Attendance
November 19	Students Dropped for Non-Payment
December 2	Last day to Withdraw with a "W" from Five-Week Term 3
December 15	Final Exams Five-Week Term 3 Ends

Spring 2026 Mini Terms

Mini-Term 1 Spring 2026 — 42 days

January 5	Tuition and Fees Due by 4:30 p.m.
January 6	Students Dropped for Non-Payment
January 7	Classes Begin Drop/Add Begins
January 8	Drop/Add Ends
January 12	Tuition and Fees Due by 4:30 p.m. for students that registered on or after January 6
January 13	Students Dropped for Non-Payment
January 16	Attendance Verification due by 11:59 p.m.
January 20	Students Dropped for Non-Attendance
January 23	Last Day to Readmit for Non-Attendance
February 2	Students Dropped for Non-Payment
February 12	Last day to Withdraw with a "W" from Mini-Term 1
March 6	Final Exams Mini-Term 1 Ends

Mini-Term 2 Spring 2026 — 37 days

March 15	Tuition and Fees Due by 4:30 p.m. for students registered for Mini-Term 2 only
March 16	Classes Begin Drop/Add Begins Students Dropped for Non-Payment Drop/ Add Ends
March 17	Tuition and Fees Due by 4:30 p.m. for students registered for Mini-Term 2 Only
March 18	Students Dropped for Non-Payment
March 23	Attendance Verification due by 11:59 p.m.
March 24	Students Dropped for Non-Attendance
March 25	Students Dropped for Non-Payment
April 1	Last Day to Readmit for Non-Attendance
April 16	Last day to Withdraw with a “W” from Mini-Term 2
May 5	Final Exams Mini-Term 2 Ends

Spring 2026 Five-Week Terms

Five-Week Term 1 Spring 2026 — 27 days

January 5	Tuition and Fees Due by 4:30 p.m.
January 6	Students Dropped for Non-Payment
January 7	Classes Begin Drop/Add Begins
January 8	Drop/Add Ends
January 12	Tuition and Fees Due by 4:30 p.m. for students that registered on or after January 6
January 13	Students Dropped for Non-Payment
January 16	Attendance Verification due by 11:59 pm
January 20	Students Dropped for Non-Attendance
January 23	Last Day to Readmit for Non-Attendance

February 2	Last day to Withdraw with a “W” from Five-Week Term 1 Students Dropped for Non-Payment
February 13	Final Exams Five-Week Term 1 Ends

Five-Week Term 2 Spring 2026 — 26 days

February 13	Tuition and Fees Due by 12:15 p.m. for students registered in Five-Week Term 2 only
February 16	Classes Begin Drop/Add Begins Students Dropped for Non-Payment
February 17	Drop/Add Ends
February 23	Attendance Verification due by 11:59 pm
February 24	Students Dropped for Non-Attendance
March 4	Last Day to Readmit for Non-Attendance
March 6	Students Dropped for Non-Payment
March 18	Last day to Withdraw with a “W” from Five-Week Term 2
March 30	Final Exams Five-Week Term 2 Ends

Five-Week Term 3 Spring 2026 — 26 days

March 30	Tuition and Fees Due by 12:00 p.m. for students registered in Five-Week Term 3 only
March 31	Classes Begin Drop/Add Begins Students Dropped for Non-Payment
April 1	Drop/Add Ends
April 7	Attendance Verification due by 11:59 pm
April 8	Students Dropped for Non-Attendance
April 16	Last Day to Readmit for Non-Attendance
April 18	Students Dropped for Non-Payment
April 22	Last day to Withdraw with a “W” from Five-Week term 3
May 5	Final Exams Five-Week Term 3 Ends

Summer 2026 Mini Terms

Mini-Term 1 Summer 2026	**25 days**
May 16	Tuition and Fees Due by 4:30 p.m.
May 18	Classes Begin Drop/Add Begins
May 19	Drop/Add Ends Students Dropped for Non-Payment Tuition and Fees Due by 4:30 p.m. for students registered on or after May 16
May 20	Students Dropped for Non-Payment
May 26	Tuition and Fees Due by 11:59 p.m.
May 27	Students Dropped for Non-Attendance
June 3	Last Day to Readmit for Non-Attendance
June 4	Students Dropped for Non-Payment
June 9	Last Day to Withdraw with a “W” from Mini-Term 1
June 23	Final Exams Mini-Term 1 Ends

Mini-Term 2 Summer 2026	**26 days**
June 23	Tuition and Fees Due by 4:30 p.m. for students registered in Mini-Term 2 only
June 24	Classes Begin Drop/Add Begins Students Dropped for Non-Payment
June 25	Drop/Add Ends Tuition and Fees Due by 4:30 p.m.
June 26	Students Dropped for Non-Payment
June 29	Attendance Verification due by 11:59 pm
June 30	Students Dropped for Non-Attendance
July 10	Last Day to Readmit for Non-Attendance
July 13	Students Dropped for Non-Payment
July 20	Last day to Withdraw with a “W” from Mini-Term 2
July 30	Final Exams Mini-Term 2 Ends

Summer 2026 Seven-Week Term

Seven-Week Term Summer 2026	**33 days**
May 30	Tuition and Fees Due by 12:15 p.m. for students registered in Seven-Week Term only
June 1	M/W Classes Begin
June 2	Drop/Add Ends (M/W Classes) T/TH Classes Begin
June 3	Drop/Add Ends (T/TH Classes) Tuition and Fees Due by 4:30 p.m.
June 4	Students Dropped for Non-Payment
June 9	Attendance Verification due by 11:59 pm
June 10	Students Dropped for Non-Attendance
June 17	Last Day to Readmit for Non-Attendance
June 18	Students Dropped for Non-Payment
July 2	Last day to withdraw with a “W” from Seven-Week Term
July 17	Final Exams Seven-Week Term Ends

Commitment to Educational Opportunity

The College approaches its commitment to educational opportunity by maintaining an open admission policy in accordance with State Board requirements and by charging low tuition fees. The College also assists students in obtaining financial support. Residence hall facilities are provided for students at the Wadley Campus. Effort is made to provide and to schedule courses for the convenience of students.

Student services are provided by the College to support the educational programs and to assist in the development of the students enrolled. Among the services provided to students are placement testing and orientation for entering

freshmen and transfer students, academic advising, tutorial services, and student activities such as clubs and intercollegiate sports.

History

Southern Union State Community College was formed on August 12, 1993, when the Alabama State Board of Education effectively merged Southern Union State Junior College, located in Wadley, Valley, and Opelika, with Opelika State Technical College in Opelika. Final approval was granted on August 11, 1994. Each partner brought to the merger a history rich in tradition of service to students.

The older of the two colleges, Southern Union, was chartered as Bethlehem College on June 2, 1922, by the Southern Christian Convention of Congregational Christian Churches. Wadley was chosen as the site for the college because of its proximity to a large number of the denomination's churches and because of the donation of a forty-acre site by John M. Hodge, a local banker.

From its opening with 51 students in a single building on September 13, 1923, until 1964, the College remained church related, operating as Piedmont Junior College, Southern Union College, and The Southern Union College. On October 1, 1964, the college was deeded to the State of Alabama and became part of a newly created system of two-year colleges under the governance of the Alabama State Board of Education. The name of the college became Southern Union State Junior College, and it achieved accreditation in 1970 from the Southern Association of Colleges and Schools.

Opelika State Technical College was created by an act of the Alabama State Legislature on May 3, 1963, in response to a recognized need to establish vocational/technical colleges in industrial areas of Alabama. Contributions of local governmental entities such as the Lee County Commission, which donated 63 acres of land for the college site, and the City of Opelika, which provided access to utility services, helped make the college a reality. The college opened on January 10, 1966, as Opelika State Vocational Technical Institute but was designated Opelika State Technical College on August 22, 1973, by the Alabama State Board of Education and accredited in 1971 by the Southern Association of Colleges and Schools.

Southern Union State Community College serves residents of an eight-county area of East Central Alabama as well as neighboring Georgia counties from its campuses in Wadley, Valley and Opelika. A three-faceted educational emphasis is on academic programs for transferability, technical/vocational programs for specialized career competencies, and nursing and allied health programs for specialized training in health sciences.

Mission

Southern Union State Community College, an open admission, public two-year college and member of the Alabama Community College System, provides quality and relevant teaching and learning in academic, technical, and health science programs that are affordable, accessible, equitable, and responsive to the diverse needs of its students, community, business, industry, and government.

Non-Discrimination Policy

It is the official policy of the Alabama State Department of Education and Southern Union State Community College that no person in Alabama shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.

Southern Union State Community College complies with non-discriminatory regulations under Title VI, Title VII, and Title IX of the Civil Rights Act of 1964; Title IX Educational Amendment of 1972; and Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act of 1990.

Inquiries concerning this policy may be directed to the ADA Coordinator at ext. 5488. Grievance Procedure Forms are available online at www.suscc.edu.

See Complaint Resolution in the "Policy Statement" section for complaint and grievance procedures.

President's Message

On behalf of the entire Bison family, it is my pleasure to welcome you to Southern Union State Community College! Whether you are attending college for the first time, returning to college, or preparing to enter the job market, we are so honored that you have chosen SUSCC.

We take pride in our role of preparing today's students to be tomorrow's leaders. Our faculty and staff are committed to providing quality service and instruction to our students. We offer individual attention, hands-on training opportunities, and various support services to help our students prosper and thrive.

We truly have a place for everyone. In addition to our credit programs in academic transfer, health sciences and technical and workforce education, our Adult Education program presents opportunities to assist students as they work to meet their individual educational goals. And, our workforce development program helps elevate the workforce by helping them acquire new skills.

I encourage you to carefully review this catalog in its entirety as it will be your guide to joining the herd, being a Bison and to receiving your diploma at graduation. This catalog will serve as an important resource containing valuable information necessary for your success.

It is an exciting time to be a SU Bison! We look forward to helping you achieve your academic and career goals.

Todd Shackett
President, Southern Union State Community College

Program and Catalog Changes

The contents of this catalog are for informational purposes only and are not to be considered as a contract between a student and Southern Union State Community College. The College reserves the right to change any provision listed in this catalog without furnishing actual notice to individual students. Information on any changes will be available on our website at www.suscc.edu. Every attempt will be made to advise students if any changes do occur. It is the student's responsibility to know and follow all requirements.

For more information see the Catalog Resposibility section in this catalog.

Visiting the College: Campus Maps & Directions

Guided tours of campuses are available upon request to the College Recruitment department.
Click here for information on campus tours.

Campus Maps

Wadley Campus Map

Opelika Campus Map

Valley Campus Map

Traveling to SUSCC?

From Montgomery to:

- **Wadley Campus:** Take I-85 N to exit 62 (Opelika). Turn left onto 280/431. Take an immediate right on Hwy. 431 N. Continue to follow 431 for approximately 22 miles, into LaFayette. (You will pass SU's Opelika campus on the right.) Turn left onto Highway 77 N/ Pete Turnham Parkway. Follow 77 about 18 miles. Turn left on to Highway 22. Go 1.3 miles, turn right on AL 77 Turn right at the intersection downtown, continuing to follow Highway 77 N, travel approximately ½ mile. Turn right on to Roberts Street. Continue through the four-way stop and SU is just ahead.
- **Opelika Campus:** Take I-85 N to exit 62 (Opelika). Keep left on 280/431. Take an immediate right on

Hwy. 431 N (approximately 2 miles). The campus will be located on your right (across from Opelika High School).
- **Valley Campus:** Take I-85 N to exit 77 (Valley/ Huguley). Turn right onto Fob James Drive. The campus will be on your right (approximately 2 miles).

From Birmingham to:

- **Wadley Campus:** Take Hwy. 280 East until you reach Alexander City. In Alex City, turn left onto Hwy. 22 East. Stay on Hwy. 22 for approximately 31 miles until you reach Wadley. Turn left on to Roberts Street. Proceed through three stop signs and SU is just ahead.
- **Opelika Campus:** Take Hwy 280 East. Turn left on 147 N . The road will dead end on to 431 S (approximately 10 miles). Turn right. Travel another approximate 9 miles and the campus will be on your left.
- **Valley Campus:** Take Highway 280 East. Merge onto I-85N. Take exit 77 and turn right onto Fob James Drive. The campus approximately 2 miles down Fob James Drive is on your right.

Academic Division

Dr. Linda North, Dean of Academics

The Academic Division at Southern Union State Community College offers the Associate in Science (AS) and Associate in Applied Science (AAS) degrees. Students may also earn certificates in some curriculum areas. Academic Division departments include Business, Child Development, Fine Arts, Language Arts, Mathematics, Science, and Social Science. The Learning Resource Centers and Adult Education are also part of the Academic Division.

Since the College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, the College's academic courses, dependent upon an individual's program of study, are transferable to other colleges and universities. All academic courses are taught by fully qualified instructors with a low student to teacher ratio.

Concurrent Enrollment

Concurrent Enrollment offers exciting opportunities for students to work on their Associate in Science degree and their bachelor's degree at the same time. Students participating in concurrent enrollment are simultaneously enrolled in Southern Union State Community College and one of the four-year universities with which a concurrent enrollment agreement exists.

In addition to the admissions applications for each college, a concurrent enrollment application must be submitted by the published deadline. The selection committee extends offers to participate to students meeting the defined eligibility criteria. Concurrent enrollment students have access to facilities, academic advising, and other services at both colleges. Furthermore, these students benefit from earlier exposure to a four-year campus and major courses, guaranteed admission to the four-year university, and an increased probability of graduating in four years.

For more information, visit our website by clicking on the link above.

Distance Education

The Distance Education program at Southern Union allows students to choose quality, affordable courses that conveniently fit their lifestyle. Courses offered by Distance Education are the same quality as those taught traditionally in a classroom setting but offer flexible scheduling opportunities. Tuition and fees are equivalent to those for traditional courses, except for the addition of remote midterm and final exam proctoring fees required in all online, virtual, and some hybrid online courses.

Distance Education classes follow the same semester timelines as other courses. For your scheduling flexibility, Distance Education courses will be offered during the full term, mini-term 1 or 2, the 7-week term, or during 5-week terms 1, 2, or 3 as listed in the Academic Calendar. The starting date of the course indicated on the online schedule denotes which term the course fits into.

Four primary forms of distance education courses are offered at Southern Union: Online, Hybrid Online, Virtual, and Videoconference.

- **Online:** Online courses are delivered asynchronously. There are no required face-to-face sessions within the course and no requirements for on-campus activity. Faculty interact with students through assignments, discussion posts, email, office hours, and other electronic/virtual means. Identity verification will be required using the College's approved verification process.
- **Hybrid Online:** Hybrid Online courses require a combination of online and in-person activities, with more than 50% of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the College's approved verification process.
- **Virtual:** Virtual courses are delivered synchronously to extend lectures and course activities to students remotely in real time. Virtual courses are held online

at specific days and times and require students to use online conferencing tools to participate in learning activities. There are no requirements for on-campus activity. Identity verification will be required using the College's approved verification process.

- **Videoconference:** Videoconference courses meet at an approved instructional site equipped for remote video instruction. The instructor and students will interact via two-way video. Students are expected to attend class in the videoconference classroom on the days and times specified in the class schedule. Identity verification will be required using the College's approved verification process.

Requirements for Enrolling in Distance Education Courses

Technology Requirements: Students enrolling in distance education courses should have access to a reliable off-campus computer running an updated operating system and capable of downloading any software applications necessary for completing their course. The computer must be equipped with a working webcam and microphone and be connected to high-speed Internet service. A list of required technology and technical skills for distance education students is on the Distance Education webpage. The use of mobile devices for completing course requirements is not recommended and at times, may not be allowed.

Eligibility to enroll: Students enrolling in Distance Education Courses must meet eligibility requirements for the course. Eligibility is determined based on prerequisite requirements for each course. These prerequisites can be found in the online schedule by clicking the course title and then the Course Description or Prerequisites link, or in the course description section of the Student Handbook & Catalog. Meeting with an Academic Advisor is highly recommended to obtain a plan for completing your program of study. Students may enroll in distance education courses in the same manner they enroll in other classes.

Proctoring Fees: Students enrolling in Distance Education courses will be tested using various proctoring solutions as determined by the instructor, department, or college. The midterm and final examinations for many Distance Education courses will be proctored by a live remote proctor. To cover the cost of the AI-assisted software with flagged live proctor intervention, a non-refundable fee is included with the tuition for courses requiring proctoring services. Students will find a notification about these fees in the online schedule by clicking the course title and then the Fees link.

Current, valid ID: In addition to meeting the requirements to enroll in the course, distance education students must have a current, valid government-issued or SUSCC photo ID, access to a personal computer with reliable high-speed Internet service, and a webcam and microphone for use during test proctoring or other required class activities. By enrolling in a distance education course, students agree to provide a current, valid government-issued or SUSCC ID, an environmental scan, and a video recording while completing designated assignments.

Course Pacing: Distance education courses at Southern Union are not self-paced. Assignment deadlines are scheduled throughout the semester. By registering for a Distance Education course, you indicate that you understand the course is not self-paced and that assignment deadlines will not be extended.

Canvas Learning Management System and Other Course Technologies

The Canvas Learning Management System is utilized for all Southern Union courses. Canvas is used entirely in the delivery of many distance education courses. In a traditional classroom, Canvas is used to supplement the classroom instruction and does not replace regularly scheduled class meetings. Students in any Southern Union course may be required to use Canvas and other forms of technology to complete course requirements.

Students may access the Canvas LMS through a link at www.suscc.edu and use their ACCS student email address and password to log in to Canvas. For more detailed login information, click on the Online Services link on the SU webpage. After registration, a link for each course in which the student is registered will appear in Canvas under the Courses link by the published first day of class for the semester. Access to those classes may not be possible until the first day of class for the specific term. Students are responsible for accessing Canvas courses on the published first day of class.

Support Services

Every Southern Union campus has an open computer lab in the Learning Resource Center (library) with Internet access for students to use during operating hours. The College provides high-speed Wi-Fi service on each campus for students to connect their personal computers while completing coursework. In an emergency, a limited number of laptops are available for loan through the LRC. If you want to apply for a laptop loan, complete the Student Technology Request form available on Southern Union's website.

Student Privacy and Security in Distance Education Courses

Southern Union State Community College informs students of the Family Educational Rights and Privacy Act of 1974. This Act, with which the institution fully complies, was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Questions concerning the Family Education Rights and Privacy Act may be referred to the office of the Registrar.

Secure Login to the LMS

Upon enrollment in any college course at Southern Union, a student user account is created in the Canvas LMS. Each student uses their unique student email address and a default password to access the LMS. For further security of private information, students are advised to change the default password and not share this information with anyone. If a student experiences a problem accessing the Canvas LMS, they can use the Forgot Password link on the Canvas page or email technical support at support@suscc.edu.

To protect the privacy of grades for students enrolled in distance education courses, the faculty will not publicly post any grades or personal information for any student. Grades must be posted securely, visible only by each individual student, in his/her password-protected student grade book.

To further protect students' privacy, all faculty must contact students using the secure communication system in the Canvas LMS or through the College provided email accounts for both faculty and students. Like any other password-protected email account, others cannot access or view the message history.

For more information about privacy and security in Distance Education, please refer to www.suscc.edu and click on Programs of Study/ Distance Education, or contact the Distance Education office at (334) 745-6437, extension 5516 or 5378.

Students Residing Outside of Alabama

Many states have regulations that require out-of-state institutions to gain authorization to offer distance education courses to students who reside in those states. To ensure that Southern Union meets these regulations, the college is a member of NC SARA (www.nc-sara.org). At this time, all of the United States, except California and some territories, have entered into a reciprocity agreement through NC-SARA. Students residing in a location that is not an NC-SARA member should contact the Distance Education department before enrolling in online classes.

Professional Licensure Notice

Students who reside outside of Alabama and seek to obtain a professional licensure (for example: nursing, teaching, cosmetology, radiologic technology, etc.) in a different state should be aware that Southern Union cannot confirm whether a course or program of study meets requirements for professional licensure in that state. Therefore, the student should contact the appropriate state licensing board to determine whether Southern Union's course and/ or program meets requirements for licensure in that state.

Saturday College

Saturday College offers students an opportunity to earn an Associate in Science degree in seven semesters or less by completing a combination of onsite Saturday classes and online classes. Transfer options in Business, Communication, Early Childhood/Elementary Education, Psychology, and Social Work are available through Saturday College. Additionally, Academic core courses are available for the programs offered through Southern Union's Health Sciences and Technical Divisions.

Saturday College is offered at Southern Union's Valley Campus, located at 321 Fob James Drive in Valley, Alabama.

For additional information on Saturday College, visit the Southern Union website at www.suscc.edu/programs/saturdaycollege.

Adult Education Program

The Adult Education Department assists Alabamians to advance knowledge, build skills, obtain credentials and prepare for the workforce. The Adult Education Department works in conjunction with the General Education Development (GED) Testing Division https://www.ged.com/. The GED Testing Division supervises all official GED testing and issues diplomas and transcripts.

The Adult Education Program at Southern Union State Community College provides the following services for enrolled students:

- GED test preparation/remediation
- Remediation for improving academic skills
- English (ELL) classes for adults whose first language is not English

- WorkKeys testing to earn the College and Career Readiness certificate
- Career Pathways programs to earn certificates or gain technical skills.
- Non-Traditional High School Diploma Option program (eligibility required)
- ACE (Alabama Career Essentials) https://www.accs.edu/ace/
- MAPS (Mobilizing Alabama Pathways) https://www.accs.edu/adulteducation/maps/

Adult Education students work at their own pace rather than in accordance with a set term limit. Instructors provide each learner with an individualized plan of instruction. This plan is based on the Test of Adult Basic Education (TABE) which each person is required to complete before entering classes. Classes are open to adults age 18 or above, as well as 16 or 17-year old individuals who have the proper documentation of withdrawal from public, private, church, or home schools.

Classes are available both mornings and evenings and are located on the Opelika and Valley campuses as well as other locations in Chambers, Clay, Lee and Randolph counties. For more information about Adult Education schedules, locations, and registration, please call 334-749-8480.

Academic Policies

Academic Grade Appeal Procedure

The College has established a grade appeal procedure to be used if a student has a valid reason to believe that a grade he/she received for an examination, a written/oral presentation, a clinical, a lab, or a project is inaccurate or an inaccurate grade has influenced the final grade in the class. This procedure will be followed for all students whether enrolled in courses held on campus in a traditional classroom setting, or enrolled in dual enrollment courses held in a traditional classroom setting off campus, or courses that are delivered via distance learning formats.

Formal appeals are accepted only when a student believes the instructor did not assign the grade correctly based on the syllabus guidelines. Students may also appeal the final grade in the class if he/she believes the final grade is inaccurate.

To initiate the formal Academic Grade Appeal process, a student must file the Academic Grade Appeal Form **within ten (10) days of the College's** *scheduled faculty duty days* after the student has the received the grade in question. If the student is appealing the final course grade, the ten (10) *scheduled faculty duty days* period will begin on the first class day of the next academic term for full term or second mini term classes or the first class day of the second mini term for first mini term classes.

The student will initiate the formal appeal by following the procedure outlined below. The student must demonstrate proof that the instructor did not assign the course grade correctly based on the syllabus guidelines. The burden of proof is the responsibility of the student when appealing a grade. A student who receives a failing grade because he/she was unaware of the procedure or deadline for withdrawing from a course does not have the right to appeal the grade.

Thereafter, each subsequent appeal must occur **within ten (10) of the College's** *scheduled faculty duty days* after the respective decision is emailed to the student's official SUSCC email address (SUSCC will use the institutional student email as its official form of communication). If a student does not meet the deadline for appealing a grade, the right to appeal will be waived.

Appeal Procedure

In appealing a grade, the student may have his or her concern about the grade reviewed through the following procedures:

1. **Initiation of Appeal**
   To initiate a grade appeal, the student must complete the Grade Appeal Form Level 1, and include a written statement describing why he/she believes that the grading procedures outlined in the class syllabus were not appropriately followed, attaching all relevant evidence to the form.

   The completed form and evidence must be submitted in person or by email to the Assistant to the Dean of Academic, Health Sciences, or Technical Services, as appropriate. The ***ten (10) scheduled faculty duty days*** period will begin on the first class day of the next academic term for full term or second mini term classes or the first class day of the second mini term for first mini term classes.

   The dean's assistant will log the appeal into the database and give a copy of the student's form to the course instructor.

2. **Instructor Response**
   The instructor will prepare a written response ***within***

(10) scheduled faculty duty days of the receipt of the grade appeal and submit the response to the appropriate Dean's assistant.

The Instructional Dean's Assistant will notify the student of the response from the instructor via the college email system and/or the phone number supplied by the student on the Academic Grade Appeal Form.

The student may pick up a copy of the instructor's response from the Assistant to the Instructional Dean or the response will be sent to the SUSCC email address.

3. **Department Chair/Program Director Response**
If the student does not feel the issue has been resolved by the instructor, he/she may submit a written request using the Academic Grade Appeal Form, Level 2, for the department chair/program director to review the appeal to the appropriate dean's assistant ***within (10) scheduled faculty duty days*** of notification of the instructor's response. The completed appeal form may be emailed to the correct assistant/secretary by reviewing the list on the Appeal Form.

   The dean's assistant will deliver copies of all documents to the department chair/program director who will analyze the appeal and provide a written response to the assistant ***within (10) scheduled faculty duty days***.

   The chairperson/director has the authority to call in the instructor, to ask for the assistance of another SUSCC instructor or seek the opinion of an expert in the subject area under review.

   The assistant will deliver the response from the department chair/program director to the student in the same manner indicated above.

4. **Academic Grade Appeal Committee Decision**
If the student still believes there is a problem, he/she has *(10) scheduled faculty duty days* from notification of the chair/director's response to request in writing a review by the Instructional Dean's Academic Grade Appeal Committee.

   The dean's assistant will give a copy of all materials that have been submitted by the student, instructor, and chair/director to the Appeal Committee by the appropriate deadline.

   The Appeal Committee will review the documents and make a recommendation to the dean. The dean's assistant will deliver the response from the Appeal Committee to the student in the same manner indicated in step 2 listed above. The Appeal Committee's written decision cannot be appealed under the Academic Grade Appeal Policy.

   **The student may investigate the College Grievance process outlined in the College Catalog for additional options or the Appeal Process of the Alabama Community College System.*

Grade Appeal Decision: Subsequent Terms

If the grade appeal is in a course which is a prerequisite to a follow-up course for which the student is enrolled in the succeeding semester, the student will be allowed to enroll in the follow-up course if the student signs a statement that says:

I acknowledge that I am being allowed to enroll in <name of follow-up course(s)> pending the outcome of my grade appeal for <appealed course>. I understand that if my grade appeal for<appealed course> does not result in a change of grade that would qualify me to take <name of follow-up course(s)> I will be administratively withdrawn from the follow-up course(s) with full refund of tuition and fees. I acknowledge that the return of any books and supplies associated with the follow-up course(s) is entirely my responsibility, and that if those books were paid through financial aid, I must return that aid money. I also acknowledge that I am fully responsible for returning any financial aid refunds if withdrawal from courses results in a reduction in my aid amount.

If an unsuccessful grade appeal would result in the student being placed on academic suspension, the student will be allowed to enroll in the succeeding semester if the student signs a statement saying:

I acknowledge that I am being allowed to enroll in <term> pending the outcome of my grade appeal for <name of course>. If the grade appeal does not result in a change of grade that would preclude suspension, I will be administratively withdrawn from the college with full refund of tuition and fees. I acknowledge that the return of any books and supplies associated with the courses I was enrolled in for <term> is entirely my responsibility, and that if those books were paid through financial aid, I must return that aid money. I also acknowledge that I am fully responsible for returning any financial aid refund associated with <term>.

Once the student has exhausted all the SUSCC appeal

processes the student may choose to appeal to the Alabama Community College System. The student must use the System's official Student Complaint Form, which is available online at the ACCS website (www.accs.edu). Students may submit completed complaint forms by printing the form, signing it, and then either (1) scanning it and e-mailing it to complaints@accs.edu or (2) mailing it to:

Alabama Community College System
Attention: Division of Academic and Student Affairs
P.O. Box 302130
Montgomery, AL 36130-2130

The Division of Academic and Student Affairs will investigate the complaint within 30 days of receipt. The institution which is the subject of complaint has 30 days to provide a written response to questions and/or concerns raised during the investigation. Such response may or may not contain a resolution. The Division of Academic and Student Affairs will adjudicate the matter and write a report or letter to the institution and student detailing corrective action, if any is necessary, or stating that the school has no violation of policies. If corrective action is needed the institution will have 30 days to comply or develop a plan to comply with the corrective action. The System Office will monitor the institution's compliance to ensure the completion of any required corrective action.

Academic Bankruptcy

Academic bankruptcy is the removal of one to three semesters of grades from the calculation of a student's cumulative grade point average (GPA).

The following applies to any request for academic bankruptcy:

1. Academic bankruptcy is initiated by a written request from the student to the registrar/records official.
2. Upon receipt of the student's request, the college will inform the student that an award of academic bankruptcy may impact his/her financial aid status.
3. Academic bankruptcy **may only be declared once** and may be applied to no more than three (3) semesters, which do not have to be consecutive.
4. The bankrupted courses and grades remain on the transcript but are not calculated in the student's cumulative GPA.
5. **None of the coursework taken during a semester for which academic bankruptcy is declared, including hours completed satisfactorily, will be used to fulfill degree requirements.**
6. To be eligible for academic bankruptcy, the student must have completed 12 semester credit hours of coursework at the college since the most recent semester for which the academic bankruptcy is requested. A grade of "C", "S", or higher is required in each course in 12 semester credit hours in the post-bankruptcy period.
7. When a student receives a declaration of academic bankruptcy, a permanent notation of "ACADEMIC BANKRUPTCY" will be reflected on the transcript for each semester affected.
8. Approval of the academic bankruptcy status at a college does not guarantee other institutions will honor that status. This determination will be made by the respective transfer institution(s).
9. Academic bankruptcy has no bearing on financial aid status or eligibility. Standards of Academic Progress are determined based on all courses attempted.
10. Academic bankruptcy has no bearing on financial aid status or eligibility. Standards of Academic Progress are determined based on all courses attempted.

NOTE: STUDENTS SHOULD CHECK FINANCIAL AID REGULATIONS REGARDING THE REPETITION OF COURSES.

Academic Conduct

Code of Conduct

Southern Union expects all members of its academic community to perform according to the highest ethical and professional principles. The entire college population must be involved to ensure this quality of academic conduct. Whether or not academic misconduct occured, and what classrooms sanctions, if any, are to be applied are matters to be determined by the respective instructor. Any student who opposes the sanction imposed by an instructor may appeal the matter through judiciary procedures. Students who receive classroom sanctions for academic misconduct may be subject, at the instructor's descretion, to disciplinary action by the Dean of Students if the misconduct also violates the Student Code of Conduct and is reported by the instructor for such disciplinary action.

Academic Misconduct

Academic misconduct undermines the purpose of education. Such behavior is a fundamental violation of the trust that must exist between faculty and students in order for the College to cultivate intellectual growth and development. Academic misconduct can commonly be defined as all acts of dishonesty in an academic or related matter. Academic dishonesty includes, but it not limited to, the following categories of behavior:

- CHEATING: use of attemped use of unauthorized materials, information, study aids, the answers of others, or computer related information.
- PLAGIARISM: claiming as one's own the ideas, words, data, computer programs, creative compositions,

artwork, etc., done by someone else. Examples include improper citation of referenced works, use of commercially available scholarly papers, failure to cite sources, or copying another's ideas.
- FABRICATION: presenting as genuine, falsified data, citations, or quotations.
- ABETTING: helping another student commit an act of academic dishonesty. Examples include allowing a fellow student to copy quiz/examination answers or use one's work as their own.
- MISREPRESENTATION: falsification, alteration, or misstatement of the contents of documents, academic works, or other materials related to academic matters, including works substantially done for one class as work done for another without receiving prior approval from the instructor.

Academic Penalties
The following is a list of potential penalties that may be imposed upon any student found guilty of academic misconduct by the instructor:

1. Requirement to submit additional work or take additional examinations
2. A lower or failing grade on the assignment or examination
3. A lower of failing grade in the course
4. Automatic "F" in the course
5. Referral to the Dean of Students

Instructors may impose other appropriate penalties as outlined on their course syllabi.

Possible Additional Penalties
The following is a list of penalties that may be imposed by the Dean of Students in addition to those imposed by the instructor, as appropriate.

1. **Reprimand**: a written stastement from the College expressing disapproval of conduct. This reprimand will be retained with the student's disciplinary record.
2. **Probation**: The notice of probationary status will be placed in the student's disciplinary record. Probation will be in effect for a period of one calendar year. Subsequent violations of the Code of Conduct while on probationary status will merit automatic suspension or dismissal from the College.
3. **Suspension**: Suspension from the College for a period of one year. The student will receive an F in the class where the academic misconduct occured and be administratively withdrawn from other classes. The notice of suspension will be retained in the student's disciplinary record. After a period of one year, the student may apply for readmission to the College. Suspension from specific programs of study may be mandated on the first offense. Students should consult the policies of the program of study in which they are enrolled to determine the circumstances under which suspension can occur.
4. **Dismissal**: A permanent separation from the College. Students receiving this penalty ar forever prohibited from readmission to the College. The notice of dismissal will be placed in the student's disciplinary record.

Academic Honors

Southern Union State Community College provides selected academic honors to recognize and promote notable student achievements. These academic honors include the President's List and the Dean's List which are compiled at the end of each term. Developmental (pre-collegiate) courses carrying grades of A-F will be calculated in the term GPA; however, developmental courses will not count toward the minimum course load requirement for eligibility for the President's or Dean's Lists.

President's List:

Requirements for the President's List are (1) a term grade point average of 4.0 and (2) completion of a minimum term course load of 12 semester hours of college-level work.

Dean's List:

Requirements for Dean's List are (1) a term grade point average of 3.5 or above but below 4.0 and (2) completion of a minimum term course load of 12 semester credit hours of college-level work.

Class Scheduling

Class Schedules

Class schedules are posted on SUSCC's website prior to registration dates and provide students with information needed while registering for the subsequent term. The College reserves the right to cancel any course listed in the schedule of classes or to change instructors as conditions necessitate.

Registration Procedures

Students must follow the registration procedures established by the College to register initially for a course or to change their program after initial registration.

Courses

Courses are offered at Southern Union to fulfill degree and certificate requirements. With exception for specialized training programs, course numbers and descriptions are chosen from the *Common Course Guide* which is required system wide by the Alabama Community College System.

Course Load

Course work at Southern Union is measured in terms of "semester hours." The semester hour of credit (or credit hour) is based upon the average number of hours of instruction taught weekly. The ratio of weekly contact hours to credit hours varies with the type of instruction being used and the division of the College. State Board of Education Procedure 705.01 outlines six general categories of types of instruction: (1) Theory, (2) Experimental Laboratory, (3) Practical Application Laboratory, (4) Clinical Practice, (5) Preceptorship, and (6) Internship.

A variety of class meeting schedules fall within this structure and are offered within the Academic, Health Science and Technical Divisions of the College. The recommended student load per semester is 15-19 semester hours. Permission of the appropriate instructional dean is required for hours over 19. A student is considered full time when registered for 12 or more semester hours. The maximum for which a student may register is 24 credit hours.

Course Overload

Special approval from the appropriate instructional dean is required for students who desire to register for more than 19 credit hours. Students may not register for more than 24 credit hours during any term. A cumulative 2.0 GPA or higher is required for consideration.

Schedule Adjustments

All changes in student schedules shall be made during the drop and add period (see College Calendar).

Repetition of Courses

Any course for which a student has previously registered may be repeated. Each attempt that results in an official grade (A, B, C, D, F) will be recorded on the student's transcript, and each attempt resulting in an official grade will be used in computing the grade point average except in the case of implementation of the grade adjustment policy. No course in which the last grade received was an "F" may be counted toward graduation. Also, a course may be counted only once toward fulfillment of credit hours for graduation. The student should be aware that the last grade recorded may be regarded by a senior institution as the grade of record for transfer purposes. Institutional Scholarships will not pay for a repeat of successfully completed courses.

Course Forgiveness Policy

This procedure has been updated to allow students to repeat a course as many times as they would like and to allow the higher/highest grade to replace other grades earned in the course on previous attempts. Students will still be held to any financial aid regulations that may limit the number of times a student may receive aid for a given course and how repeated courses are calculated for Satisfactory Academic Progress (SAP) standards.

This policy applies to Southern Union State Community College courses only. Implementation of forgiveness does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institutions.

A student may request forgiveness for courses by completing a "Request for Course Forgiveness" form in Student Records.

Transient Form (SU Students)

Southern Union students wishing to take courses at another postsecondary institution and receive transfer credit must receive a Transient Form.

To apply for a transient form, a student must meet the following criteria:

1. In compliance with the Family Educational Rights and Privacy Act, transient forms are provided upon the student's written request. Requests must be done in person through an academic advisor.
2. Students must be currently enrolled at Southern Union with a minimum cumulative GPA of 2.0.
3. Students must be planning to return to Southern Union the next term after the transient status.
4. Requests should be made at least one week prior to need.
5. Requests may be denied for students who have a financial or other obligation to the College. It is the student's responsibility to have an official transcript forwarded to the Admissions Office at Southern Union after completing courses at another institution. Course credit earned as a transient student does not influence Southern Union cumulative GPA.

Class Attendance Policy

General Expectations: Students are expected to attend each class session, to arrive on time, and to remain for the entire class session. Faculty will record attendance from the first

day of the semester. Students in all classes, regardless of instructional modalities, will be required to complete an attendance verification activity or assignment. Excessive absences, regardless of the reason or circumstance, may interfere with the student's ability to successfully complete the requirements of the course. In such cases, the student should withdraw from the class before the last date to withdraw with a grade of "W". Withdrawal from class may affect eligibility for federal financial aid. Students should contact the Financial Aid Office for information *prior to withdrawing from a class*.

Distance Education Course Attendance Requirements: Attendance in Virtual, Hybrid, Online, and Videoconference courses goes beyond course login, and is based on documentable engagement in class activities. The assignment used to base attendance verification may include interacting with the instructor and enrolled students, attending required on-campus meetings, and/or submitting course assignments. It is recommended that distance education students access their courses in the LMS at least four times per week to remain current regarding course announcements and due dates for exams and assignments.

Absences and Make-Up Work: When a student is absent from class, the student is responsible for all material covered in class and for any assignments made in class. The instructor is not required or responsible for notifying a student of missed work. Students are responsible for checking grades posted in the Learning Management System (LMS), such as Canvas.The instructor's policies regarding makeup work, if allowed, are defined in the syllabus, which is available in the LMS.

Modes of Instructional Delivery and Student Responsibility: Students enrolled in courses taught in all modes of instructional delivery and at all instructional sites, including online instructional modalities, are responsible for course materials and assignments posted in the LMS and/or distributed in class. Modes of instructional delivery include, but may not be limited to, the following: Traditional, Virtual, Hybrid, Online, Videoconference, and Independent Study courses. Instructional sites include, but may not be limited to, all campuses, off-campus instructional sites, and online instructional modalities. All students should access the LMS on the first official day of classes and become familiar with each individual course's requirements. Distance education students (that is, a student enrolled in at least one Virtual, Hybrid, Online, Videoconference, or Independent Study course) must complete the Attendance Verification assignment by the due date, or they will be administratively withdrawn from class without penalty.

Excused Absences: An absence may be excused due to extenuating circumstances. Excused absences include, but may not be limited to, the following reasons:

1. Jury duty/court appearance
2. Death in the immediate family
3. Illness
4. College-sponsored functions
5. Other reasons deemed appropriate by the instructor

When such an absence occurs, students are responsible for providing official documentation of the reason for the absence to the instructor. Make-up work, if allowed as stated in the course syllabus, may be accepted.

Military Service Reinstatement: Southern Union State Community College is committed to supporting students who are called to active duty military service. Any student who is required to report for active duty will be granted a military leave of absence and will be eligible for reinstatement. Upon returning to the College, the student will be reinstated to their academic program with the opportunity to complete any missed coursework. Faculty will make reasonable efforts to accommodate the completion of assignments, exams, and other required work. To qualify for this reinstatement and make-up work opportunity, the student must submit official documentation of their active duty orders.

Instructor Grading and Attendance: Course grades at SUSCC are based on the demonstration of the understanding of principles and concepts, or the successful application and performance of skills and competencies related to course content. An instructor's syllabus *may* include a class participation grade as a component of the overall grading policy. The class participation grade is based upon activities and/or assignments completed in class that may be excluded from make-up policy guidelines. Faculty absences are not counted as student absences.

Administrative Withdrawal from a Course or from the College

A student may be administratively withdrawn from any course for the following reasons:

1. Failure to adhere to a faculty member's attendance criteria and/or policies as described in their course syllabus or in programmatic attendance criteria and/or policies as described in, but not limited to, Health Science Handbooks may result in administrative withdrawal before the published date for the last day to withdraw.

2. Failure to comply with "Standards of Practice" as established by the Alabama Board of Nursing, American Registry of Radiologic Technologists, National Registry of Emergency Medical Technicians, or other regulatory or licensing agencies for programs of study in the Health Sciences Division.
3. Students enrolled in a program within the Technical Education and Workforce Development Division of the College may be administratively withdrawn from any course for failure to attend class when the student has missed more than 20% of the total hours that the class meets.

Administrative withdrawal from class may affect eligibility for federal financial aid. Students should contact the Financial Aid Office for information. Students who are administratively withdrawn from a class will also be withdrawn from all co-requisite classes, if any.

Administrative Withdrawal Appeal

Initiation of the Administrative Withdrawal Appeal Process: Within five (5) days of the College's scheduled faculty duty days after the Administrative "W" has been posted in the student's mySUSCC portal, **the student must submit the following to begin the administrative withdrawal appeal process:**

1. **An Administrative Withdrawal Appeal Form - Level 1**: The form may be obtained from the Assistant to the Dean of Academics, Health Sciences, or Technical Services, as appropriate.
2. **A signed statement indicating rationale for the appeal**: The statement signed by the student should include a detailed explanation of the reasons for why the administrative withdrawal should be overturned.
3. **Any supporting documentation**: Documentation may include, but is not limited to, medical records, obituaries, birth records, police reports, legal records, and documented military service.

The completed Administrative Withdrawal Appeal Form - Level 1, signed statement, and supporting documentation must be returned via email to the Dean's Assistant. The Dean's Assistant will log the appeal into the database and will email a copy of the student's appeal form, statement, and documentation to the course instructor.

Students who appeal their administrative withdrawal are encouraged to remain in class while the appeal is under review.

Instructor Response: The instructor will prepare a formal written response within five (5) scheduled faculty duty days of the receipt of the appeal and submit the response to the appropriate Dean's Assistant. The Dean's Assistant will forward the instructor's response to the student's SUSCC email address.

If the appeal is granted and the student is to be reinstated in the class, the faculty member must submit a request to the Student Records Office for the student to be re-enrolled within five (5) scheduled faculty duty days.

If the student's appeal is denied, the student may submit an Administrative Withdrawal Appeal Form - Level 2 to the Assistant to the Dean of Academics, Health Sciences, or Technical Services, as appropriate. The Dean's Assistant will deliver copies of all documents to the department chair/program director who will analyze the appeal and provide a written response to the assistant within five (5) scheduled faculty duty days. The assistant will email the response from the department chair/program director to the student's SUSCC email address.

Dean's/Administrative Withdrawal Appeal Committee Decision: If the student's second appeal was denied, the student has five (5) scheduled faculty duty days from notification of the chair/director's response to submit an Administrative Withdrawal Appeal Form - Final Level requesting a review by the Instructional Dean or by the Administrative Withdrawal Appeal Committee. The preference of the student should be indicated on the Administrative Withdrawal Appeal Form - Final Level. If a choice is not indicated, the decision of whether to use a committee will be made by the Instructional Dean. The dean's assistant will give a copy of all materials that had been submitted by the student, instructor, and chair/director by the appropriate deadline to either the appropriate dean or to the Administrative Withdrawal Appeal Committee. If chosen, the committee will review documents and make a recommendation to the dean. The dean's assistant will send the response from the dean or the Administrative Withdrawal Appeal Committee to the student's SUSCC email account. The Instructional Dean or Administrative Withdrawal Appeal Committee's written decision cannot be appealed under the Administrative Withdrawal Appeal Policy.

Readmittance Process

Readmittance Process: Non-Payment

The drop for non-payment is scheduled to take place right after the Drop/Add Period ends. Please see the process below to submit a readmittance form for students dropped for non-payment.

Step 1: Student is dropped from classes for non-payment after the Drop/Add period ends for that part of term (Full-Term, Mini-Term, Five-Week Session, etc.)

- **Step 1A:** Instructors are notified via college email that students have been dropped for non-payment immediately after the drop takes place.

Step 2: During the first class after the drop for non-payment, the instructor checks the class roll in Banner (not Canvas roll) to see if anyone has been dropped.

- **Step 2A**: If the non-attendance drop has not occurred and a student is in class but is not on the roll, the instructor should complete the Readmit form as outlined in step 3 if they choose.
- **Step 2B:** If the non-attendance drop has already occurred and a student request readmittance to the class, the student is referred to the Business office or the Advisor's office for the student to determine why they were dropped. It is then the student's responsibility to inform the instructor why they were dropped and request readmittance. If the instructor chooses to readmit the student, the instructor will then fill out the form in step 3.

Step 3: Instructor submits the Readmit Form and chooses either "Dropped for Non-Payment" or "Dropped for non-attendance." The instructor receives a copy of the submitted form. The form is then processed by the Business Office, Financial Aid, Admissions, and the Deans, respectively. The student receives an automatic email to the email address the instructor enters on the form, which should be the student's college-issued email (@alabama.edu), letting the student know a readmit form has been submitted. The Admissions Office adds the student back to his or her class when the form is received. The student is informed via college email that they will have 72 hours to submit the payment if there is no financial aid to be applied to his or her account.

Step 4: The Business Office reviews the submitted form first, confirms whether the student has paid within 72 hours.

Step 5: Financial Aid reviews the submitted form and confirms whether the student has any aid that can be applied to cover his or her charges.

- **Step 5.A:** If the student does not pay within the 72 hours, then the student is permanently dropped from the class. If permanently dropped, both the student and the instructor will be notified via college email.
- **Step 5.B:** If "Yes," then Admissions keeps them in the class.

All Readmittance Forms for Non-Payment drops should be submitted before the Non-Attendance Drop.

Readmittance Process: Non-Attendance

The drop for non-attendance usually takes place within one week after the Drop/Add Period ends. Instructors should begin the Attendance Verification process during the first week of class and conclude by the published deadline. Please see the process below to submit a readmittance form for students dropped for non-attendance.

Step 1: Student is dropped from classes for non-attendance.

- **Step 1A:** Instructors are notified via college email immediately after the drop for non-attendance takes place

Step 2: During the first class after the drop for non-attendance, the instructor checks the class roll in Banner to see if anyone has been dropped and/or the student informs the instructor he/she has been dropped for non-attendance. If the student does not know why they were dropped, they should be referred to the Business Office or Advisor's Office.

Step 3: If the instructor chooses to readmit the student, the instructor then submits the Readmit Form and chooses "Dropped for Non-Attendance." (If the instructor chooses not to readmit, no form is submitted, and the process ends.)

Step 4: The instructor receives a copy of the submitted form. The form's information is processed by the Business Office, Financial Aid, Admissions, and the Deans, respectively. The student also receives an automatic email to the email address the instructor enters on the form, which should be the student's college-issued email (@alabama.edu), letting the student know a form has been submitted.

Step 5: Financial Aid reviews the submitted form and confirms whether the student has any aid that has been affected by the drop for non-attendance. The Business Office also checks to see if there is a credit that can be applied to cover the cost of the dropped class.

Step 6: Admissions adds the student back to the class. The instructor and the student receive confirmation that the student has been added back to class.

[1] The student may investigate the College Grievance process outlined in the College Catalog for additional options or the Appeal Process of the Alabama Community College System.

Examinations and Grading

1. **Examinations**
   Students will be expected to take their final examinations at the regularly scheduled times. No exceptions will be made without the permission of the instructor of the course and the appropriate Instructional Dean. The request for an early exam must be made three weeks in advance of the final examination period. Makeup examinations or early examinations are not permitted unless the student satisfies the faculty member and the Dean that the absence involves an official college trip, a return or responsibility to another educational institution, or an emergency such as illness (doctor's statement), death in the family, or court appearance.
2. **Grading System**
   The quality of performance in any academic course is reported by a letter grade, the assignment of which is the responsibility of the instructor. These grades are assigned quality points as follows:

A - 90-100	4 quality points per credit
B - 80-89	3 quality points per credit
C - 70-79	2 quality points per credit
D - 60-69	1 quality points per credit
F - 59 and below	0 quality points per credit

   Grades in the Health Sciences Division (excluding physical education, CPR, emergency services dispatcher, and fire science) are assigned quality points as follows:

A - 90-100	4 quality points per credit
B - 80-89	3 quality points per credit
C - 75-79	2 quality points per credit
D - 60-74	1 quality points per credit
F - below 60	0 quality points per credit

   In all college divisions, the following grade options apply.

W - Withdrawal	No credit; a grade of "W" is assigned to a student who officially withdraws from a class or from the College on or before the date specified in the college calendar. If the withdrawal is requested after the date specified in the calendar, the student must be passing at the time of withdrawal and receive permission of the appropriate Instructional Dean in order to withdraw passing (W). Only under extenuating circumstances will a student be allowed to withdraw passing (W) after the published deadline. Students who withdraw from a course after the date specified in the college calendar and who are failing at the time of the withdrawal will receive the grade of "F."
I - Incomplete	No credit; used for verifiable unavoidable reasons. Since the "incomplete" extends enrollment in the course, requirements for satisfactory completion will be established through student/ faculty consultation. Courses for which a grade of "I" (incomplete) has been awarded must be completed by the end of the subsequent term. Unless the deficiency is made up before the last class day of the following semester/term, the mark "I" automatically becomes "F".
NG- No Grade Assigned	No credit; used for administrative purposes when faculty fail to meet grade submission deadlines established by the college. Not to be assigned to an individual student who fails to complete the required coursework before the scheduled course end date.
AU - Audit	No credit; a grade of "AU" is assigned for the completion of college credit courses audited by students. A student may change from credit to audit at any time prior to the last day of registration, but must meet all class requirements except tests in order to receive a grade of "AU".

   The College may use grades of "S" and "U" for institutional credit courses, Training for Business/ Industry courses, and internship experiences (cooperative education, practicums, sponsored work experiences, and other sponsored but not directly supervised instruction).
3. **Grade Reports**
   At the close of each term, an individual report showing the scholastic record of each student is accessible on-line at www.suscc.edu. These grades are a part of the student's permanent record and will be recorded on his/her official transcript. At the option of the instructor, midterm progress reports may be sent to students who are in danger of failing a course. Midterm alerts are posted on a student's campus email account via BISONmail.

4. **Grade Point Average (GPA)**
   The student's academic standing or quality point average is obtained by dividing his/her total number of quality points by the total number of semester hours for which the grades of A, B, C, D, or F are assigned. A course repeated is counted as hours attempted each time a grade is awarded except in cases of academic bankruptcy and course forgiveness.

   A student must earn a total grade point average of 2.0 in order to be eligible for graduation. Grades earned in courses carrying institutional credit are not computed for graduation GPA.

   Any course for which the student has previously registered may be repeated. However, a course may be counted only once toward fulfillment of credit hours required for graduation.

Non-Traditional College Credit

1. **College-Level Examination Program (CLEP)**
   Students who obtain the credit-granting score required on the College Level Examination Program (CLEP) exams may earn credits and course exemptions up to 40% of the total required for program completion. CLEP measures prior knowledge in a wide variety of disciplines that have been acquired through independent study, prior course work, on-the-job training, professional development, cultural pursuits, or internships. CLEP examinations are given at specific testing centers throughout the state. The College policy standards regarding CLEP may be obtained from an instructional dean or the registrar.

2. **Advanced Placement**
   Credit by Advanced Placement (AP credit) may be obtained by high school students who present acceptable scores on the College Entrance Examination Board test. A score of 3 or higher on Advanced Placement subject examinations is accepted by all Alabama public community colleges for credit for a minimum of one course in the subject area corresponding to the test. A minimum score of 4 on the English Language/Composition Advanced Placement test is required to receive credit for English Composition I (ENG 101). Additional Advanced Placement credit in a single subject area may be awarded by the individual institution at its discretion based on an evaluation of the student's high school record and career goals.

3. **International Baccalaureate (IB)**
   Credit for International Baccalaureate Credit may be earned by high school students who present acceptable scores on the IB credit examinations. Southern Union State Community College accepts a score of 5 or higher on the IB exams in the following six subject areas: language and literature, language acquisition, individuals and societies, sciences, mathematics, and arts.

4. **Credit for Military Training and Educational Experiences**
   Military credit may be awarded on the basis of recommendations in the Guide to the Evaluations of Educational Experiences in the Armed Services published by the American Council on Education (ACE). Credit may be awarded if Southern Union offers an equivalent course and the ACE credit hour recommendation is the same as the course offered by Southern Union. Students must submit an official military transcript to the College Records office for evaluation.

   Military transcripts can be obtained through the Joint Services Transcript website at www.jst.doded.mil. Once military transcripts are received the student should contact an academic adviser for a full evaluation of prior credit.

5. **Nursing and Emergency Medical Services Non-Traditional Credit Option**
   Students transferring in to the ADN Program who have completed the LPN Program and are currently licensed in Alabama will be awarded 15 non-traditional hours after successful completion of the NUR 209 Concepts for Healthcare Transition Students.

   Students transferring into the ADN program who have completed the Paramedic program and are currently licensed as a paramedic can be awarded 15 non-traditional hours at the completion of the NUR 209 Concepts for Healthcare Transition Students.

   Students transferring in to the EMS Program from a non-accredited EMT Program will be awarded 10 hours of non-traditional credit upon completion of EMS 108 Directed Studies course (if they are entering the Advanced Medical Emergency Technician level), or EMS 156 Advanced Medical Technician Clinical (if they are entering the Paramedic level)

6. **Air Force Reserve Officer Training Corps (AFROTC) Course**
   Air Force ROTC is an educational program designed to prepare young men and women for becoming Air Force officers while completing a four-year degree. Through an agreement with Auburn University, Southern Union students may take basic AFROTC classes for credit at the University. However, to earn a commission, the student must transfer to Auburn to complete a four-year degree and advanced AFROTC classes. A student must contact the AFROTC office at Auburn University prior to enrollment.

7. **Credit Awarded Through Non-Traditional Means**
   Southern Union recognizes that learning occurs in a variety of ways. As such, college credit may be awarded for learning obtained through non-traditional means, including, but not limited to credit awarded for prior learning, military training credit, and local and state-wide articulation agreements.

   Prior Learning Assessment (PLA) is a means for a student to receive college-level credit for learning that took place in a non-traditional learning

environment, such as on-the-job training, military training, professional development seminars, volunteerism, and experience in-field. PLA relies heavily on aligning learning gained through experience with outcomes found in traditional courses of higher education.

Credit awarded through nontraditional means may be awarded by examination or nationally recognized guidelines (AP, CLEP, ACT/PREP, DSST, Challenge Exams, ACE PONSI/CREDIT, ACE/MILITARY) or through other statewide programs identified by the Alabama Community College System.

Process Overview

a. The student must be admitted to the institution and meet all requirements for the program in which credit for prior learning is being sought.
b. The student must make application to the institution for prior learning through the PLA contact for the program in which the credit is being sought.
c. The PLA contact will guide the student through the process and will be the point of contact for all questions concerning PLA.
d. A portfolio evaluation will be required for prior learning assessment.
   The student must compile a portfolio that includes a detailed summary of individual experiences applicable to college-level learning. The portfolio should include a description of experiences, and the skills learned from these experiences. The portfolio must contain a brief life history, statement of individual's career goals, description of experiences (work and non-work related) and related learning matched to courses for which credit is being sought, and any supporting documentation (e.g., licensures, certifications, continuing education units, training records, employer statements).
e. A program area instructor will evaluate the portfolio for student's knowledge, skills, and experience in the program field to determine if the student should be considered for PLA credit.
f. Upon completion of portfolio evaluations, the candidate will be informed of recommendations for award of credit or coursework needed. A $25.00 portfolio assessment fee is required for each portfolio evaluation.
g. All documentation of the PLA process, including evaluation results, will be maintained in the student's file by the Records Office.

Standards of Academic Progress

These standards of progress shall apply to all students unless noted in the following exceptions.

- Programs within the institution that are subject to external licensure, certification, and/or accreditation or which are fewer than four semesters in length may have higher standards of progress than the institutional standards of progress.
- Selected transfer students will be placed on Academic Probation upon admission and must transition to these standards of academic progress.
- Special standards of academic progress have been established for students enrolled in institutional credit courses carrying optional grades and for students who wish to remain eligible to receive Title IV financial aid.

DEFINITION OF TERMS RELATED TO STANDARDS OF ACADEMIC PROGRESS

Grade Point Average (GPA)
The grade point average is based on all hours attempted during any one term at the institution based on a 4-point scale.

Cumulative Grade Point Average (CGPA)
The grade point average is based on all hours attempted at the institution based on a 4-point scale.

Clear Academic Status
The status of a student whose cumulative grade point average (CGPA) is at or above the level required by this policy for the number of credit hours attempted at the institution.

Academic Probation
The status of a student whose academic status the previous term was Clear and whose cumulative grade point average falls below the level required by this policy for the total number of credit hours attempted at the institution; *or*
The status of a student who was on Academic Probation the previous term and whose cumulative GPA remained below the level required by this policy for the total number of credit hours attempted at the institution but whose GPA for the term was 2.0 or above; *or*
The status of a student who has re-entered the institution after being suspended for one term or one year (or after being granted readmission upon Appeal).

Academic Suspension
One-Term Academic Suspension
The status of a student who was on Academic Probation the previous term but who has never been suspended or

who, since the suspension, had achieved Clear Academic Status and whose cumulative GPA that term was below the level required by this policy for the total number of credit hours attempted at the institution and whose GPA for that term was below 2.0.

One-Year Academic Suspension
The status of a student who was on Academic Probation the previous term and who had been previously suspended without having achieved Clear Academic Status and whose cumulative GPA that term remained below the level required by this policy for the total number of credit hours attempted at the institution and whose GPA for that term was below 2.0.

Appeal of Academic Suspension
One-Term Academic Suspension Appeal
The process by which students (native or transfer) who are on a one-term academic suspension may appeal the suspension by contacting an academic advisor and requesting to participate in the Intervention for Student Success Program. Students participating in the intervention program will be permitted to re-enroll at Southern Union.

One-Year Academic Suspension Appeal
The process by which students (native or transfer) who are on a one-year (three semester) suspension and have served at least one semester may file an Academic Suspension Appeal to request to return to college before the year of suspension is served. The Academic Suspension Appeal must be submitted by the published "last class day" date in the semester preceding the term the student is petitioning to re-enroll. The appeal deadlines for each semester are outlined on the Admissions and Records web page under the Academic Suspension Appeal section.

STANDARDS OF PROGRESS POLICY

- Students who have attempted 12-21 semester credit hours at the institution must maintain a 1.5 cumulative grade point average.
- Students who have attempted 22-32 semester credit hours at the institution must maintain a 1.75 cumulative grade point average.
- Students who have attempted 33 semester or more credit hours at the institution must maintain a 2.0 cumulative grade point average.

Required GPA levels for students according to the number of hours attempted at the institution:

Application of Standards of Progress

- When the cumulative GPA is at or above the GPA required for the total number of credit hours attempted at the institution, the student's status is Clear.
- When a student's cumulative GPA is below the GPA required for the number of credit hours attempted at the institution, the student is placed on Academic Probation.
- When the cumulative GPA of a student who is on Academic Probation remains below the GPA required for the total number of credit hours attempted at the institution but the term GPA is 2.0 or above, the student remains on Academic Probation. When the cumulative GPA of a student who is on Academic Probation remains below the GPA required for the total number of credit hours attempted at the institution and the term GPA is below 2.0, the student is suspended for one term. The transcript will read SUSPENDED—ONE SEMESTER.
- The student who is suspended for one term may appeal. The student who is readmitted upon appeal re-enters the institution on Academic Probation. The student who serves one-semester academic suspension re-enters the institution on Academic Probation.
- A student who is on Academic Probation after being suspended for one term (whether the student has served the suspension or has been readmitted upon appeal) without having since achieved Clear academic status and whose cumulative GPA falls below the level required for the total number of hours attempted at the institution but whose term GPA is 2.0 or above will remain on Academic Probation until the student achieves the required GPA for the total number of hours attempted.
- A student who is on Academic Probation after being suspended for one term (whether the student served the suspension or was readmitted upon appeal) without having since achieved Clear academic status and whose cumulative GPA remains below the level required for the total number of hours attempted at the institution and whose term GPA is below 2.0 will be suspended for one calendar year. The transcript will read SUSPENDED—ONE YEAR.
- Students who have been suspended for one year must serve at least one semester of the suspension before an appeal can be filed. If, upon appeal, the student is readmitted, the transcript will read SUSPENDED—ONE YEAR/ READMITTED UPON APPEAL.

Note: *Students wishing to return to Southern Union after being placed on one-year academic suspension must serve one full semester before an appeal can be submitted. Whether the year suspension is served or*

readmission upon appeal is granted, the student re-enters the institution on Academic Probation. All applicable academic designations except Clear will appear on the student's transcript.

Transfer Students

A transfer student who is admitted on Clear academic status is subject to the same standards of academic progress as a "native" student. Grades accrued at other regionally accredited postsecondary institutions are not included in GPA calculation.

A transfer student who is admitted on Academic Probation retains the status until the student has attempted at least 12 semester credit hours at the institution. If, at the conclusion of the term in which the student has attempted a total of 12 or more semester credit hours at the institution, the cumulative GPA at the institution is below 1.5, the student is suspended for one term. The transcript will read SUSPENDED ONE SEMESTER.

If at the conclusion of the term in which the transfer student admitted on Academic Probation has attempted a total of 12 or more credit hours at the institution, the cumulative GPA at the institution is 1.5 or above, the student's status is Clear.

Transfer students on suspension may file an Academic Suspension Appeal.

Transcripts

A transcript is an exact copy of a student's permanent academic record at the time it is issued. It can be either an official or an unofficial transcript, the latter usually issued directly to and only for the personal information of the student concerned. Partial transcripts are not issued. Southern Union State Community College transcripts include the student's complete record at Southern Union.

Transcript Requests

The Admissions Office maintains student records and, upon written request from the student, will issue transcripts. The Family Educational Rights and Privacy Act (FERPA) of 1974 defines the rights of the student with regard to records and other information that might be maintained and/or released.

- In compliance with the Family Educational Rights and Privacy Act, the College does not release transcripts of a student's work except upon the student's written request, except in a case where educational or governmental offices have a lawful need for the information.
- Enrolled students may obtain an unofficial copy of their Southern Union transcript through the website at www.suscc.edu.
- Requests for official transcript(s) can be submitted online from the Transcript Request page at www.suscc.edu.
- The Records Office does not issue official transcripts from other institutions. The student must request any required transcripts where the course work was taken.

Withdrawal Policies

Withdrawal From a Single Course

A student who wishes to withdraw from a single course may do so online. Prior to the deadline specified in the college calendar, the students will receive a grade of "W" for any course dropped. Withdrawal after the date specified in the calendar is permitted only under extenuating circumstances. A Catastrophic Withdrawal may be granted in circumstances that are outside of the student's control in which a serious catastrophic personal life situation prevents the student from attending classes or completing required classwork. If approved, a Catastrophic Withdrawal will be noted on the transcript with a symbol of "W". Courses in which a final grade has been earned may not be dropped.

Note: Students may not drop a course in which a final grade has been earned prior to the published date to withdraw.

Withdrawal From the College

A student may completely withdraw from SUSCC at any time up to the last day to withdraw, as noted in the College calendar. Withdrawing from the final remaining class is considered a complete withdrawal and cannot be done through the MySUSCC portal. To withdraw from all classes, students must submit a complete withdrawal form or email the Admissions Office at admissions@suscc.edu using their student email. Failure to officially withdraw from a class or the College may result in a grade of "F."

Administrative Withdrawal or Drop from a Course or from College

A student may be administratively withdrawn from any course for the following reasons:

- Failure to adhere to a faculty member's attendance criteria and/or policies as described in their course syllabus or in programmatic attendance criteria and/or policies as described in, but not limited to, Health

Science Handbooks may result in administrative withdrawal before the published date for the last day to withdraw.

- Failure to comply with "Standards of Practice" as established by the Alabama Board of Nursing, American Registry of Radiologic Technologists, National Registry of Emergency Medical Technicians, or other regulatory or licensing agencies for programs of study in the Health Sciences Division.

- Students enrolled in a program within the Technical Education and Workforce Development Division of the College may be administratively withdrawn from any course for failure to attend class when the student has missed more than 20% of the total hours that the class meets.

Administrative withdrawal from class may affect eligibility for federal financial aid. Students should contact the Financial Aid Office for information. Students who are administratively withdrawn from a class will also be withdrawn from all co-requisite classes, if any.

Administrative Withdrawal Appeal

Initiation of the Administrative Withdrawal Appeal Process: Within five (5) days of the College's scheduled faculty duty days after the Administrative "W" has been posted in the student's mySUSCC portal, **the student must submit the following to begin the administrative withdrawal appeal process:**

1. **An Administrative Withdrawal Appeal Form - Level 1**: The form may be obtained from the Assistant to the Dean of Academics, Health Sciences, or Technical Services, as appropriate.
2. **A signed statement indicating rationale for the appeal**: The statement signed by the student should include a detailed explanation of the reasons for why the administrative withdrawal should be overturned.
3. **Any supporting documentation**: Documentation may include, but is not limited to, medical records, obituaries, birth records, police reports, legal records, and documented military service.

Dean's/Administrative Withdrawal Appeal Committee Decision: If the student's second appeal was denied, the student has five (5) scheduled faculty duty days from notification of the chair/director's response to submit an Administrative Withdrawal Appeal Form - Final Level requesting a review by the Instructional Dean or by the Administrative Withdrawal Appeal Committee. The preference of the student should be indicated on the Administrative Withdrawal Appeal Form - Final Level. If a choice is not indicated, the decision of whether to use a committee will be made by the Instructional Dean. The dean's assistant will give a copy of all materials that had been submitted by the student, instructor, and chair/director by the appropriate deadline to either the appropriate dean or to the Administrative Withdrawal Appeal Committee. If chosen, the committee will review documents and make a recommendation to the dean. The dean's assistant will send the response from the dean or the Administrative Withdrawal Appeal Committee to the student's SUSCC email account. The Instructional Dean or Administrative Withdrawal Appeal Committee's written decision cannot be appealed under the Administrative Withdrawal Appeal Policy.

The completed Administrative Withdrawal Appeal Form - Level 1, signed statement, and supporting documentation must be returned via email to the Dean's Assistant. The Dean's Assistant will log the appeal into the database and will email a copy of the student's appeal form, statement, and documentation to the course instructor.

Students who appeal their administrative withdrawal are encouraged to remain in class while the appeal is under review.

Instructor Response: The instructor will prepare a formal written response within five (5) scheduled faculty duty days of the receipt of the appeal and submit the response to the appropriate Dean's Assistant. The Dean's Assistant will forward the instructor's response to the student's SUSCC email address.

If the appeal is granted and the student is to be reinstated in the class, the faculty member must submit a request to the Student Records Office for the student to be re-enrolled within five (5) scheduled faculty duty days.

If the student's appeal is denied, the student may submit an Administrative Withdrawal Appeal Form - Level 2 to the Assistant to the Dean of Academics, Health Sciences, or Technical Services, as appropriate. The Dean's Assistant will deliver copies of all documents to the department chair/program director who will analyze the appeal and provide a written response to the assistant within five (5) scheduled faculty duty days. The assistant will email the response from the department chair/program director to the student's SUSCC email address.

Catastrophic Withdrawal Policies and Procedures

A Catastrophic Withdrawal may be granted in circumstances that are outside of the student's control in which a serious catastrophic personal life situation prevents the student from attending classes or completing required classwork. A Catastrophic Withdrawal is intended to be considered on a case-by-case basis, and it is not intended to be used more than once per academic year.

Catastrophic Withdrawal consideration is for a complete withdrawal from a given term. Students that have requested and received an Incomplete in a class will not be considered for a Catastrophic Withdrawal. All requests for Catastrophic Withdrawal require thorough, original, and credible documentation. If approved, a Catastrophic Withdrawal will be noted on the transcript with a symbol of "W."

A Catastrophic Withdrawal may be requested upon recommendation of a licensed health care provider when a student cannot continue enrollment in his/her courses after the College's published "last day to withdraw" date because of a serious physical and/or psychological condition. Additionally, a student may request and be considered for a Catastrophic Withdrawal when extraordinary personal reasons, not related to the student's physical or mental health, prevent the student from continuing in classes (examples may include caring for a seriously ill family member, death of an immediate family member, extreme financial hardship, a traumatic experience, or other significant personal hardship).

The Catastrophic Withdrawal Request Form may be submitted for consideration after the published "last day to withdraw" date but no later than the published "last class day" date in the term in which the event occurred. Consult the College Calendar for published dates.

Requests for Catastrophic Withdrawals must be verified and approved by the Catastrophic Withdrawal Committee.

Prior to Submitting the Catastrophic Withdrawal Request Form

1. Students are strongly encouraged to consult with a financial aid counselor to identify and understand the financial aid and monetary implications of processing the request for Catastrophic Withdrawal.
2. International students with an F1/J1 visa are strongly encouraged to consult with the International Student Advisor to discuss the serious immigration consequences that may result from withdrawal from Southern Union State Community College.

Catastrophic Withdrawal Request Procedures

1. Secure the Licensed Provider Recommendation for Catastrophic Withdrawal information and signatures, as required.
2. Complete and submit the Catastrophic Withdrawal Request Form after the published "last day to withdraw date and before the published "last class day" date.
3. Submit complete and credible documentation to support the catastrophic event with the Catastrophic Withdrawal Request Form. Examples of documentation may include a copy of the death certificate of the student's immediate family member, police report, hospital admission and discharge papers, etc.

Admissions Information

Amber Lovelace, Director of Admissions

Southern Union State Community College has an open-door admissions policy to assure optimal higher educational opportunities. The College admits eligible applicants at the beginning of the Fall semester, Spring semester, and Summer semester. Admission applications are available online or requests for information can be sent to the following address:

Southern Union State Community College
Admissions Office/ Registrar
P.O. Box 1000
Wadley, Alabama 36276

Admission Requirements

Admission of First Time College Students

First Time College Students

Applicants who have not previously attended a regionally accredited postsecondary institution will be considered first time college students. For admission to an Alabama Community College System institution, an applicant must provide the following:

1. Admission Application
2. Official final high school transcript with proof of graduation or GED®.
3. Official transcript(s) –all college(s) attended (if applicable)

For admission to an Alabama Community College System institution, all international applicants must provide a VISA acceptable to the United States and an official translated

copy of the student's high school/college transcript, a copy of their original transcript(s), a minimum score on an approved English as a Foreign Language exam as specified in the guidelines, signed, a notarized statement verifying adequate financial support, and documentation demonstrating adequate health and life insurance which must be maintained during enrollment.

Note: The documentation identified above should be submitted along with the online application, in person, or by email to admissions@suscc.edu.

First time applicants seeking admission to Southern Union State Community College must provide an official high school transcript or an official copy of their GED.

Admission to Courses Creditable Toward an Associate Degree

To be eligible for admission to courses creditable toward an associate degree, a first time college student must meet one of the following criteria:

1. The student holds the Alabama High School Diploma, the high school diploma of another state equivalent to The Alabama High School Diploma, or an equivalent diploma issued by a non-public regionally and/ or state accredited high school; or
2. The student holds a GED Diploma issued by the appropriate state education agency.

Students who meet one of the above criteria shall be classified as "Degree-Eligible."

Unconditional Admission of First Time College Students

Students who have applied and submitted all required documentation shall be admitted unconditionally. For unconditional admission, applicants must have on file at the College a completed application for admission and at least one of the following:

1. An official transcript showing graduation date.
2. An official GED Diploma

Conditional Admissions of First Time College Students

Students who have applied but not submitted required documentation shall be admitted as conditional status (excluding transient and international students). Failure to provide all required documentation by the end of the first semester, as determined by local institutional calendars, will prevent a student from future registration and official transcript release.

Conditional admission may be granted to an applicant who does not have on file at the College at least one of the following:

1. An official transcript showing graduation date.
2. An official GED diploma.

Note: Conditionally admitted students are not eligible for financial aid.

Policy on Placement Testing

Students are required to take the Accuplacer placement test in English and math prior to enrollment in classes unless appropriate exemptions are on file with the Admissions Office (see the Accuplacer section of this catalog). Prospective students are strongly urged to schedule and complete the placement test prior to registration, as results are used to determine placement in courses at registration. Students whose Accuplacer scores indicate the need for developmental courses must register for the indicated developmental courses the first term. There is no fee for the first Accuplacer test, but students who retest must pay an $8 fee and complete remediation.

The following students are exempt from taking the ACCUPLACER:

1. Students who have the required scores on the ACCUPLACER, SAT, ACT, or GED test that are less than five years old.
2. Students who have a 2.75 high school GPA or higher and a grade of "A", "B", or "C" in English IV and Math (Algebra II, Elements of College Math, Algebra II with Trigonometry, Pre-Calculus, or Calculus) that are less than five years old.
3. Transient students who submit a completed transient form.
4. Students who enroll as non-credit students (Training for Business and Industry and Continuing Education).
5. Students who successfully completed a college-level English or math course with a "C" or better at a regionally accredited institution as verified by official transcripts, faxed transcripts, or student grade reports. (Unofficial transcripts or reports are only used for registration purposes. All official transcripts must be received before the end of the first term of enrollment.)
6. Students scoring 510 or above on the SAT verbal or a 17 or above on the English component of the ACT are exempt from the ACCUPLACER for English.
7. Students scoring 510 or above on the SAT math or a 17 or above on the math component of the ACT are exempt from the ACCUPLACER for math.
8. Students who provide documentation of successful completion ("C" or higher) of developmental

course(s) which determine eligibility for English 101 and/ or college-level math from a regionally accredited institution.
9. Students who have an associate degree or higher from a regionally accredited institution that demonstrates successful completion of college-level English and/or math courses.
10. Students who enroll to audit a course.
11. Students who score 165 or higher on the Mathematical Reasoning or Reasoning Through Language Arts subject tests of the 2014 series GED.

Re-Testing

A student who has not attended a developmental English or math class may retest one time per calendar year provided there is evidence the student has completed test preparations and/or remediation activities. Additional preparation includes academic boot camps or online study aids.

Southern Union will charge a one-time fee of $10.00 per retest assessment. Placement test scores will be valid for five years from the date of the retest assessment. Students **may not** retake the ACCUPLACER if they have previously been unsuccessful in the developmental course within the last five years.

Admission of Georgia Students

Students are eligible for in-state tuition if the student resides in the state and county, and attends the designated campus noted below.

PLEASE NOTE THAT DESIGNATIONS ARE BY THE INDIVIDUAL CAMPUS.

Wadley Campus

Adjacent State: Georgia
***Counties:** Carroll, Chattahoochee, Coweta, Haralson, Harris, Heard, Marion, Meriwether, Troup

Valley Campus

Adjacent State: Georgia
***Counties:** Harris, Muscogee, Pike, Stewart, Talbot, Taylor, Troup, Upson

Opelika Campus

Adjacent State: Georgia
***Counties:** Chattahoochee, Harris, Heard, Marion, Meriwether, Muscogee, Quitman, Stewart, Talbot, Troup

***The student must live in the reciprocal county for at least the previous twelve (12) months.**

Admission of High School Students

High school students admitted to any program must meet the qualifications outlined below including placement testing. Admission is available to students attending public, private, parochial, or church/religious schools and to students who are receiving instruction from a home school/private tutor(s) entity.

Accelerated High School Students

A secondary education student who is earning college credit while still in high school. Accelerated High School credit is only applied toward college.

A student is eligible for admission as an Accelerated High School student if he/she meets all of the following criteria:

1. The student has completed the 10th grade
2. The student provides a letter from the local principal or his or her designee certifying that the student has a minimum cumulative 3.0 average and recommends the student be admitted under this policy

Accelerated High School Admission Requirements:

1. Admission Application
2. Written approval from school administrator

Students must satisfy admission requirements outlined in Policy and Procedure 801.01: Admission: General, with the exception of proof of high school graduation or GED completion.

Additional Information for Accelerated Students:

1. Students may enroll in academic, career and technical, or health profession courses/programs in accordance with additional written guidance issued by the Chancellor.
2. Enrolled students must pay tuition and fees as required by the institution.
3. Exceptions may be granted by the Chancellor for a student documented as gifted and talented in accordance with Alabama Administrative Code §290-8-9-12. Exceptions apply only to the requirements above.

Dual Enrollment High School Students

A secondary education student who is earning college credit while still in high school. Dual enrollment credit may be applied toward high school AND college.

Dual Enrollment Admissions Requirements:

1. Admission Application
2. High school transcript
3. Written approval from a school administrator

The College is authorized to establish Dual Enrollment for Dual Credit agreements with local educational agencies in the College's service area. The College may also establish agreements with private, home school/private tutor, parochial or church/religious secondary entities. Dual Enrollment for Dual Credit is available for academic, career and technical, and health science courses/programs. A student is eligible for conditional admission as a dual enrollment for dual credit student if the student meets all of the following criteria:

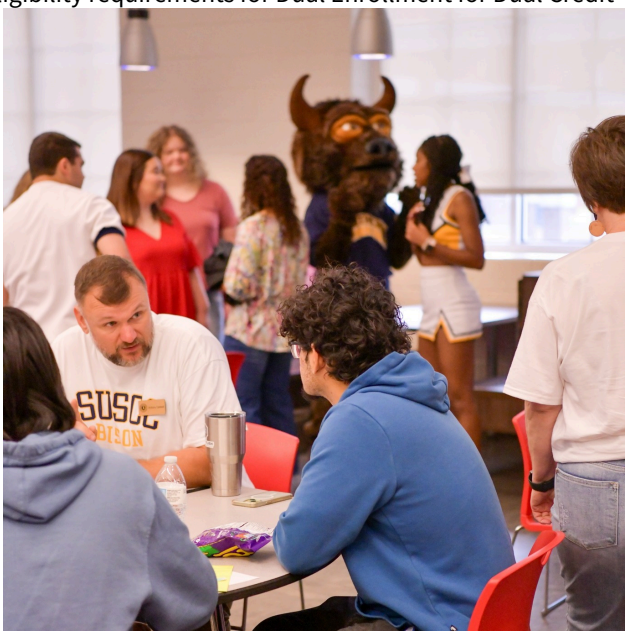
1. The student has submitted a college application and identification for general admission;
2. The student has met the entrance requirements established by Southern Union;
3. The student is in the 10th, 11th, or 12th grade. An exception may be granted by the Chancellor of the Alabama Community College System for students documented as gifted and talented in accordance with Alabama Administrative Code §290-8-9-12;
4. The student has a minimum cumulative 2.5 grade point average on a 4.0 scale;
5. The student provides written approval from the appropriate principal or career and technical education program representative and counselor. Students enrolled in private, home school/private tutor, parochial or church/religious secondary educational entities must provide written approval from the appropriate school official indicating that the student has demonstrated both academic readiness and social maturity.
6. The College has the right to restrict a student's enrollment on the basis of academic readiness, social maturity, health and safety concerns, course availability, and/or local institutional policy.

Official college credit will be awarded and unconditional transcripts will be released only when students enrolled under this program meet regular admission criteria for courses creditable toward an associate degree.

Placement and Pre-Requisites

- Dually enrolled students registering for college-level English or math courses must be placed into courses using the current placement guidelines. Students who do not register for college-level English or math courses are not required to take any English or math placement test, regardless of their grade levels.
- Students must meet all applicable pre-requisites prior to enrolling in courses.
- Developmental courses (those numbered below 100) are not offered through dual enrollment. This includes developmental co-requisite courses which are required to be taken along with college-level English and math courses.

Students who meet the criteria for initial admission and eligibility requirements for Dual Enrollment for Dual Credit



program will maintain continuous eligibility so long as they earn a grade of C or better in attempted college courses. Students who fail to meet this minimum requirement will be suspended from the program for a minimum of one term. The one-term suspension may not be served during the summer semester. The student may not re-enroll until the suspension has been served. The student may reapply to the program and must meet the minimum 2.5 grade point average requirement.

Note: Three semester credit hours at the postsecondary level equals one credit at the high school level in the same or related subject.

Comprehensive information pertaining to Dual Enrollment policies and procedures can be accessed by referring to the SUSCC Dual Enrollment Handbook and the ACCA Chancellors Procedure 801.03.

Admission of International Students

In addition to the regular admission requirements, and before an I-20 can be issued, all international students must request an International Student Information Packet

Prior to being issued an I-20 form, all international student applications must be submitted no less than 3 months prior to the beginning of the semester for which the applicant hopes to gain admittance.

ALL International Students must present the following requirements.

International First-Time Students

- Admission application
- A certified, original, translated, and evaluated copy of the student's high school transcript, if graduated outside of the United States.
- A current and valid passport or other official documentation to verify lawful presence
- A current photo (passport-size, preferred)
- A minimum score of 5.5 on the International English Language Testing System (IELTS), a total score of 61 on the Internet-based Test of English as a Foreign Language (TOEFL), a 2A on the Step EIKEN Test in Practical English Proficiency, a total score of 500 on the paper-based TOEFL, or a 95 on the Duolingo English Test must be taken by each international student whose national language is not English and who did not graduate from an English speaking high school. Official scores should be sent to Southern Union State Community College prior to a decision on admission.
- A signed, notarized statement verifying adequate financial support
- Receipt of payment of I-90I Student and Exchange Visitor Information System (SEVIS) Fee
- A medical health history with proof of vaccination
- Documentation demonstrating adequate accident, sickness, and life insurance that includes evacuation repatriation. Students must maintain insurance coverage throughout the duration of their I-20.

International Transfer Students

- Admission application
- A certified, original, translated, and evaluated copy of the student's high school transcript verifying completion status and a translated and evaluated transcript from each college attended if graduated outside of the United States.
- Original transcripts from all US institutions attended
- A signed notarized statement verifying financial support
- Copy of the student's current Form I-20
- Receipt of payment of I-901 Student Exchange Visitor Information System (SEVIS) Fee.
- Copy of student's Visa and Passport
- A medical health history with proof of vaccination
- Documentation demonstrating adequate accident, sickness, and life insurance that includes evacuation repatriation. Students must maintain insurance coverage throughout the duration of their I-20.

Other non-immigrant students must meet all ACCS admission requirements as well as provide documentation of immigration status as prescribed by the institution. An international student who fails to provide the required documentation will not be admitted to any ACCS institution.

When all documentation is completed, it must be forwarded to the International Student Coordinator.

**Note: International student applications are not eligible for conditional admissions status.*

1. **English as a Second Language Exam Waiver**

   The English as a Second Language exam may be waived for students from all English speaking countries including, but not limited to: Anguilla, Antigua and Barbuda, Australia (Australian English), the Bahamas, Barbados, Bermuda, Belize (Belizean Kriol), the British Indian Ocean Territory, the British Virgin Islands, Canada (Canadian English), the Cayman Islands, Dominica, the Falkland Islands, Gibraltar, Grenada, Guam, Guernsey (Channel Island English), Guyana, Ireland (Hiberno-English), Isle of Man (Manx English), Jamaica (Jamaican English), Jersey, Montserrat, Nauru, New Zealand (New Zealand English), Nigeria, Pitcairn Islands, Saint Helena, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Tanzania, Singapore, South Georgia, and the South Sandwich Islands, Trinidad and Tobago, the Turks and Caicos Islands, the Gambia, the United Kingdom, the U.S. Virgin Islands, and the United States.

   Admission to an ACCS institution does not ensure admission to any individual program or course. Institutions are expected to comply with all applicable accreditation requirements and standards regarding program admission.

2. **Transfer Credit from Foreign Institutions**
   Students who have attended academic institutions outside the United States must submit an official

translated copy of their high school transcript and college transcript translated by SpanTran, World Education Services, Inc., Education Credential Evaluators or JS&A (Josef Silny & Associates). Course descriptions must be included with evaluation/ transcripts. Transfer credit is not guaranteed and will be subject to the following conditions:
    - Transfer credits must fall within the school's guidelines and are subject to approval by the registrar, dean and/or program chair.
    - Courses must be germane to a program/degree/ certificate at Southern Union State Community College.
    - A transfer grade of "D" will only be accepted when the transfer student's cumulative GPA is 2.0 at all institutions where the "D" grade was earned. If the student has a cumulative 2.0 or above, the "D" grade will be accepted the same as for first time students.
    - Transfer students will be subject to placement testing as detailed in the section "Policy on Placement Testing".
3. **Issuance of Form I-20**
    - The I-20 will be issued to the student only after all requirements above have been met and the student's file is complete

Admission of Students to Special Programs

Special/ Non-Degree Seeking Admissions

A student who wishes to enroll but does not wish to pursue a degree or certificate.

Special/Non-Degree Seeking Admissions Requirements:

1. Admission Application
2. Official final high school transcript with proof of graduation or GED® (if applicable).
    - Students with an associate degree or bachelor's degree are not required to submit a high school transcript.
3. Official transcript(s) from all college(s) attended (if applicable)

Admission of Transfer Students

Admission of Transfer Students

Applicants who have previously attended another regionally accredited postsecondary institution will be considered transfer students and will be required to furnish official transcripts of all work attempted at all said institutions. Southern Union may also require the transfer of student documents required of first-time college students.

Transfer Student Admission Requirments:

1. Admission Application
2. Official final high school transcript with proof of graduation or GED®. Students with an associate degree or bachelor's degree are not required to submit a high school transcript.
3. Official transcript(s) – all college(s) attended

Transfer students who meet requirements for admission to courses creditable toward an associate degree shall be classified as "Degree-Eligible" students. Transfer students who do not meet these requirements shall be classified as "Non-Degree-Eligible" students.

Applicants who have been placed on one-year academic suspension from another institution for academic or disciplinary reasons must wait one full semester before being considered for admission.

Unconditional Admission of Transfer Students

1. For unconditional admission, transfer students must have submitted to the College an application for admission and official transcripts from all regionally accredited institutions attended, official high school transcripts (Students with an associate degree or bachelor's degree are not required to submit a high school transcript), and any other requested documents required for first-time college students.
2. Transfer students will be subject to placement testing as detailed in the section "Policy on Placement Testing."
3. *If the student intends to obtain a degree or certificate from the College, transcripts from all institutions must be submitted for evaluation prior to applying for graduation. If the student intends to register for courses requiring prerequisites that have been fulfilled at another institution, transcripts must be submitted for evaluation prior to enrolling.*

Initial Academic Status of Transfer Students

1. Transfer students whose cumulative grade point average at the transfer institution(s) is 2.0 or above on a 4.0 scale will be admitted on Clear academic status.
2. Transfer students whose cumulative GPA at the transfer institution(s) is less than 2.0 on a 4.0 scale will be admitted on Academic Probation. The transcript will read ADMITTED ON ACADEMIC PROBATION.

3. Applicants who have been academically suspended from another regionally accredited postsecondary institution may be admitted as transfer students only after following the appeal process established at the institution for native students who have been academically suspended. If the transfer student is admitted upon appeal, the student will enter the institution on Academic Probation. The transcript will read ADMITTED UPON APPEAL-ACADEMIC PROBATION.

General Principles for Transfer of Credit

1. Course work transferred or accepted for credit toward an undergraduate program must represent collegiate course work relevant to the formal award, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in Southern Union's undergraduate formal award programs. In assessing and documenting equivalent learning and qualified faculty, the College may use recognized guides which aid in the evaluation for credit. Such guides include those published by the American Council on Education, The American Association of Collegiate Registrars and Admissions Officers, and the National Association of Foreign Student Affairs.
2. A course completed at other regionally accredited postsecondary institutions with a passing grade will be accepted for transfer as potentially creditable toward graduation requirements.
3. A transfer student from a collegiate institution not accredited by the appropriate regional association may request an evaluation of equivalent transfer credits after completing 15 semester hours with a cumulative GPA of 2.0 or above.
4. A transfer grade of "D" will only be accepted when the transfer student's cumulative GPA is 2.0 or above at the institution where the "D" grade was earned. This does not apply to English Composition 101 and 102, where a grade of "C" is required.
5. Awarding of transfer credit to fulfill graduation requirements will be based on applicability of the credits to the requirements of the degree sought.

Credit may be extended based on a comprehensive evaluation of demonstrated and documented competencies and previous formal training.

Admission of Transient Students

Transient Students

Students who attend another postsecondary institution and who wish to earn credits for transfer to the parent institution may be admitted to Southern Union State Community College as transient students. A transient student must submit the following items for admission: a) a complete admissions application, and b) an official transient letter from the institution the student has been attending which certifies the credits s/he earns at Southern Union State Community College will be accepted as part of his/her academic program. Students must present the transient letter prior to registering at Southern Union.

Transient Student Admission Requirements:

1. Transient admission application
2. Appropriate transient documentation from home institution*

*The transient permission form must be properly signed by the appropriate official at the parent institution and must list the specific college course(s) for which the student has been approved to enroll. Students are not required to submit transcripts since the transient approval letter will serve in lieu of transcripts. A transient student may not enroll in a course and its prerequisite concurrently.

Note: The documentation identified above should be submitted along with the online application, in person, or by email to admissions@suscc.edu.

Admission of Veterans

In addition to completing regular admission requirements, veterans and veterans' dependents eligible for educational benefits under the GI Bill through the Veterans Administration must make application for such benefits through the VA. This may be done by contacting the College Financial Aid Office, the State Veterans' Service Office in the county of residence, or any VA Regional Office for the necessary forms and assistance in completing them.

For more information on education benefits for Veterans, visit our website at www.suscc.edu/admissions/veterans-assistance-overv.

Admission Requirements for Health Sciences Programs

In addition to the College's general admission requirements, applicants to the Nursing, Radiologic Technology, EMS, Medical Assistant Technology, Surgical Technology, Physical Therapist Assistant, Therapeutic Massage, or Veterinary Technology programs must also meet all specific admission requirements for their chosen program.

Admission into the programs listed above is highly competitive. While completion of all requirements establishes eligibility, it does not imply or guarantee admission. Specific program admissions and progression requirements are found in the Health Sciences Division section of this catalog, or visit the Health Sciences section on our website.

Falsification of Records

Any falsifying of records by a student will disqualify the student from receiving academic credit or earning a degree from Southern Union.

Non-Credit Courses

Continuing Education Courses

Continuing education courses are designed to provide intellectual and cultural development for participants. There are no entrance requirements. An application and information may be obtained at the administrative office on each campus. For further information, contact the appropriate Instructional Dean or Director of Adult Education.

Courses for Audit

Students may take college courses without credit by a process called "audit" in which students are expected to meet all requirements of the courses except for the examinations. Admission requirements and fees are the same for audited and college credit courses. To audit a course, the audit must be declared by the end of the registration period and may not be changed thereafter. Students auditing a class will not receive credit applicable to the satisfaction of degree requirements. Students must meet all class requirements except tests to complete an audit and have a grade of "AU" recorded on his/her transcript.

Training for Business and Industry

The College assists businesses and industries by offering customized non-credit courses, workshops, or seminars that meet their employees' specific needs. This specialized training may be conducted at the business/industry facility or on campus at a time that is convenient to employees. For further information, contact the Director of Workforce Development or the Dean of Technical Education and Workforce Development.

Developmental Courses

Developmental courses (college preparatory) are offered in English, Math, and Reading. These courses allow students to study at their own level to develop the skills and knowledge needed to attempt credit-bearing courses. Descriptions of these courses: ENR 098 and MTH 098 appear under the "Course" tab of this catalog. These courses produce institutional, non-transferable credit only and will not satisfy the requirements for degrees or certificates.

Returning Students (Readmission)

Readmission Students

1. An applicant previously admitted but who did not enroll will be required to complete an online readmission application. A former student, previously enrolled at Southern Union who has not been in attendance for more than three (3) consecutive semesters, will be required to complete an online readmission application.
2. Students seeking readmission must request that any colleges attended during the interim period of attendance at Southern Union mail official transcripts of academic record(s) directly to the Registrar. Students who have not attended for six or more terms must resubmit all previous college transcripts.
3. Students placed on their first academic suspension may apply for the *Intervention for Student Success* program and meet with their academic advisor for guidance on the readmission process. Students (native or transfer) who are placed on a one-year (three-semester) suspension and have served at least one semester may file an *Academic Suspension Appeal* to request early readmission. The appeal must be submitted by the published "last class day" of the semester preceding the term in which the student is petitioning to return. Appeal deadlines for each semester are available on the Admissions and Records web page under the *Suspension*

Appeal section. All suspension appeals are reviewed by the Academic Suspension Appeals Committee. Decisions made by the Committee are final.
4. Students seeking readmission who have not been enrolled for more than two academic years will be admitted under the current catalog requirements.

For more information visit our website at www.suscc.edu/admissions/Admissions_info.

Financial Aid

Melissa Todd, Director of Financial Aid

Through institutional, state, and federally subsidized assistance programs, Southern Union State Community College provides financial aid to students of academic promise and financial need. Part-time employment, scholarships, loans, and grants assist students who have difficulty meeting the financial obligations of college. Financial aid rules and regulations are subject to change according to new regulations handed down by the U.S. Department of Education and/or the Alabama Community College System.

Federal Financial Aid

Eligibility

There are certain eligibility requirements mandated by the U.S. Department of Education. In order for students to receive Title IV federal financial aid, students must:

1. have a high school diploma or GED;
2. be enrolled as a regular student in an eligible program leading to a degree or certificate;
3. be a U.S. citizen or eligible non-citizen;
4. be making satisfactory academic progress;
5. not owe a refund on a federal grant or be in default on a federal educational loan;
6. be registered with selective service if required;
7. must not possess a Bachelor's degree from any foreign or U.S. college

Application Process

All students applying for the federal financial aid programs must submit a Free Application for Federal Student Aid (FAFSA). This application should be completed online at www.studentaid.gov. The school code for Southern Union is 001040. Students and parents of dependent students should first create a FSA User ID and password to complete FAFSA online.

Applications received by June 1 receive priority consideration for Pell and/or loans for the upcoming fall semester. Students who have not completed all the required paperwork by June 1 cannot be assured that Pell and/or loans will be ready in time for fall tuition and fee payment. Students must apply each academic year for assistance.

Students should have an application for admission and all required transcripts on file in the Student Services Office. If a student is selected for additional verification, all documentation requested by the Financial Aid Office should be submitted as soon as possible. Students can check their student portal for documents needed in order to process their financial aid offer. When all required information is received, eligible students will receive an offer notification from the Financial Aid Office.

All questions relating to the verification process or awarding of financial aid can be emailed to financialaid@suscc.edu.

Ineligibility/Drug Conviction

A federal or state drug conviction can disqualify a student for FSA funds. The student self-certifies in applying for aid that he/she is eligible; you are not required to confirm this unless you have conflicting information.

Convictions only count if they were for an offense that occurred during a period of enrollment for which the student was receiving Title IV aid, they do not count if the offense was not during such a period. Also, a conviction that was reversed, set aside, or removed from the student's record does not count, nor does one received when they were a juvenile, unless they were tried as an adult.

Financial Aid Overpayment Policy

In accordance with federal regulations, financial aid overpayments made to a student must be repaid to the college to be refunded to the appropriate Title IV financial aid program.

Return of Title IV Funds

A Return of Title IV Funds (R2T4) calculation is processed for a student who meets the following conditions: receives grant funds (or who meets the conditions that may entitle the student to a late disbursement), begins attending classes, and completely withdraws his/her period of enrollment. The Return of Title IV Funds calculation is a

policy of the United States Department of Education that determines the amount of grant funds SUSCC and/or the student are to return to a federal financial aid program. The term “Title IV Funds” refers to the Federal Financial Aid Programs authorized under the Higher Education Act of 1965 (as amended) that at SUSCC include the following programs: Direct Student Loans, Direct Plus Loans, Federal Pell Grants and Federal Supplemental Opportunity Grants (FSEOG).

The student’s recalculated award amount is used in the Return of Title IV Funds calculation. The percentage of Title IV aid earned is found by dividing the number of calendar days completed by the time of withdrawal date by the number of calendar days in the term. If the student has completed more than 60% of the term, the student is considered to have earned 100% of the Title IV aid. The amount of Title IV aid earned is found by multiplying the amount of aid disbursed for the term plus what could have been disbursed by the percentage of Title IV aid earned. If the amount earned is less than the amount of aid disbursed, the difference must be returned. If the student earned more than what was disbursed, a late disbursement may be due. If the amount earned equals the amount disbursed, no return and no disbursement are to be made. SUSCC returns the lesser of (a) the total amount of unearned aid or (b) an amount equal to the student’s institutional charges multiplied by the percentage of aid unearned.

Effective Summer 2021 SUSCC opted to early implement the R2T4 Final Rules for modules as instructed by the Federal Register. These rules allow for withdrawal exemptions. Given these are exemptions, no R2T4 calculations are required given students meeting one or more of these exemptions are not considered withdrawn. In the case a return is needed, students are not expected to pay the college any money associated with Title IV calculations. The college will return the funds on behalf of the student with no further obligations due from the student, per the college directive. These guidelines will be effective as long as the Department of Education permits them.

Effective Spring 2024, unofficial withdrawal will be determined based on the midpoint of the semester.

Standards of Academic Progress for Financial Aid

All students receiving federal aid (Pell Grant, College Work Study, Supplemental Grant, or William D. Ford Direct Loan) must make satisfactory academic progress SAP). Academic progress must be monitored for all terms of enrollment, whether or not financial aid was received. In accordance with federal guidelines, students receiving federal financial aid at Southern Union State Community College must meet the following requirements:

1. **Status Review:** Academic progress will be assessed at the time a student is awarded and at the end of each semester after grades have been posted to academic history by the Registrar’s Office. You will receive one of the following status notifications:

Pass:	Your status was reviewed and you are eligible to receive aid for the following term.
Warning:	Your status was reviewed and you are not meeting the minimum SAP guidelines. You will be put on a “Warning” status and allowed to keep aid for one term. Your continued eligibility will be determined after the next term checkpoint.
Failure:	Your status was reviewed after the check point of a “Warning” classification and it was found that you do not qualify for financial aid for the following term.
Close to Max:	Your status was reviewed and you are close to reaching your maximum timeframe in credit hour limit. You will continue to be monitored until you have exhausted your eligibility. Your continued eligibility will be determined after the next term checkpoint.
Max:	Your status was reviewed after the checkpoint of the "close to max" classification and it has been determined you have exceeded the maximum timeframe in credit hours. you no longer qualify for federal financial assistance.

2. **Maximum Time Frame:** Students may receive financial aid for a period not to exceed 1 1/2 times the normal length of their specific program of study. For example, students with an Associate in Science Degree requiring 64 credit hours will have a maximum of 96 hours to complete the program. Students who transfer from other colleges will have all credit hours accepted by Southern Union included in the 96-hour total. The length of programs may vary.

   Note: All attempted courses, including transfer credits accepted by the institution, incompletes, periods where academic bankruptcy or course forgiveness was applied, and developmental courses, must be factored into the calculation of the Maximum Time Frame.

3. **Grade Point Average Standard:** Each student will be expected to meet or exceed the following GPA at the indicated points in his/her program of study:

   Long-Term Certificates and Degrees:

Credit Hours	Minimum Cumulative GPA
1 - 21 semester hours	1.50
22 - 32 semester hours	1.75
33+ semester hours	2.00

   Short-Term Certificates:

Credit Hours	Minimum Cumulative GPA
1 - 12 semester hours	1.50
13+ semester hours	2.00

Note: Transfer credits, if applicable, are not included in the GPA calculation. Academic bankruptcy and course forgiveness courses must be factored into the GPA calculation. Incompletes are not averaged into the GPA calculation until the grade has been updated to reflect the student's actual grade for the course.

4. **Pace Standard:** Each student will be expected to meet or exceed the following Pace of Progression at the indicated points in his/her program of study:

   Long-Term Certificates and Degrees:

Credit Hours	Completion Rate
1 - 21 semester hours	58%
22 - 32 semester hours	62%
33+ semester hours	67%

   Short-Term Certificates:

Credit Hours	Completion Rate
1 - 12 semester hours	58%
13+ semester hours	67%

   Note: If a student repeats a course that was previously successfully completed, the credit hours obtained the second time the course is attempted do not count toward the minimum number of academic hours required for program completion. Withdrawals count as hours attempted but not earned. Academic bankruptcy and course forgiveness courses must be factored into the completion rate. Incomplete grades are calculated in attempted but not as passed for Pace.

5. **Developmental Courses:** A student may not enroll in the same developmental course more than three times and continue to receive financial assistance. A federal financial aid recipient may not receive aid for more than 30 semester hours of developmental work. In addition, effective beginning Fall Semester 2011, developmental hours taken will not be included when determining a student's grade point average and pace standards progress for financial aid, including the maximum time frame allotment.

6. **Academic Suspension:** When a student is suspended, whether the student serves the suspension or is readmitted upon appeal, the student is not eligible to receive financial aid for the duration of the suspension. To regain eligibility, the student must attain the minimum cumulative GPA required for the number of credit hours attempted, or make a 2.0 GPA for the term.

7. **Change in Program:** A student may change his/her program of study; however, this may cause the student to exceed the maximum time frame for financial aid. All hours attempted at Southern Union and all transfer hours accepted in all programs are counted in the maximum time frame allowed for the student's current program of study.

8. **Regaining Eligibility:** To regain eligibility, a student must attend Southern Union at his/her own expense until the standards outlined in this policy are met.

9. **Appeal Process:** A student who loses his/her financial aid because of a failure to meet these academic progress requirements may appeal if there are extenuating circumstances. The student must submit a completed Financial Aid Appeal Form and supporting documentation of the extenuating circumstances. The student will be allowed to appeal one time. All appeals will be reviewed by the Financial Aid Committee and the decision of the committee is final. Each student will be notified in writing as to the outcome of his/her appeal. An approved appeal is void after three (3) consecutive semesters of non-enrollment.

10. Beginning with the 2012-2013 academic year, the Pell Grant duration of eligibility will be 600%, which is the equivalent of 12 full-time semesters. The Pell Lifetime Eligibility Used (LEU) limit of 600% will apply to all Pell recipients regardless of when they first began receiving Pell Grant funds.

Student Notification

Students are responsible for regularly checking their school portal. Notifications regarding financial aid status will be sent via student email and/or posted in the student portal.

Types of Financial Assistance

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- Employment
- Loans
- Institutional Scholarships

- Veterans' Assistance
- PACT
- State Vocational Rehabilitation
- Other Programs Based on Special Qualifications

Grants

Federal Pell Grant

The Pell Grant is an entitlement program, which means all students who qualify will be awarded the grant. This grant is intended for "exceptionally needy" students, as defined by federal guidelines and determined by completing the FAFSA. Each student completing the FAFSA is assigned an "SAI" number, which indicates the student's "student aid index." This SAI number measures the student's ability to pay for college. The neediest students are those who have a -1500 SAI. Pell Grant award ranges are based on Congressional appropriations. Award amounts will also vary based on student enrollment status. Students are not required to be full-time, but the amount of the grant is prorated for less than full-time enrollment.

Federal Supplemental Educational Opportunity Grant

The SEOG is a grant program for the neediest students (those who qualify for the Pell Grant). Funds are limited, so those students who complete the FAFSA by October 1 will receive priority consideration. Awards are generally $1,000 per academic year.

Alabama Student Assistance Program

The ASAP is a grant for exceptionally needy students (Pell Grant recipients) who are Alabama residents. Funds are very limited, so those students who complete the FAFSA by October 1 receive priority consideration. Awards are generally $300-$1,000 per academic year and are dependent on funding from the state.

Employment

Federal College Work Study

The College Work Study Program is for students who have financial needs and would like a part-time job to help pay college expenses. Students do not have to qualify for a Pell Grant but must complete the FAFSA to determine financial eligibility. Interested students should contact the Financial Aid Office to receive a job assignment if eligible. Students generally make above minimum wage and work a maximum of 19 hours per week. A work study form can be found at www.suscc.edu/admissions/financial-aid-forms.

Institutional Work Study

Students who do not have financial need but would like part-time employment may be assigned campus jobs. Applicants are required to complete the FAFSA. Job opportunities are limited, and students should apply early. Students generally make above minimum wage and work about 10 hours per week. Interested students should contact the Financial Aid Office to inquire about job assignments and eligibility.

Loans

Students must complete the FAFSA to be considered for a Direct Loan. Students will be notified through their school portal and/or student email of the Direct Student Loan offer along with other federal financial aid offers extended after eligibility has been determined. First-time borrowers must complete an entrance counseling session and sign a promissory note online at www.studentaid.gov. The student is the borrower, and repayment generally begins six months after the student graduates or drops below half-time enrollment status.

Per federal regulations, a student must be enrolled for at least half-time (6 hours) at the time of disbursement. Student loans are offered with the assumption the student will be enrolled full-time. If you are enrolled less than full-time, your loan amounts may be reduced, canceled, or moved to an unsubsidized loan to correct a subsidized loan over-award.

Students who have financial needs may receive a Subsidized Direct Loan, which will not accrue interest while the student is in school at least half-time. Students who do not have financial need may receive an Unsubsidized Direct Loan, which will accrue interest while the student is in school.

Freshmen may borrow up to $3,500 per academic year, and sophomores may borrow up to $4,500 per academic year. Loan funds are disbursed approximately 30 days after each term begins for first-time borrowers and 14 days for repeat borrowers. Students may qualify for additional unsubsidized funds and must inquire in the Financial Aid Office about eligibility.

Parent Plus Loans for Undergraduate Students

Parents may borrow through the PLUS Loan program. The student must have completed a FAFSA, then the parent completes a PLUS Loan information sheet at www.studentaid.gov. The amount of the PLUS Loan will be dependent on the cost of attendance and other financial

assistance the student might receive. Parent Plus borrowers must complete the credit check and sign the Master Promissory Note using their FSA user I.D. and password at www.studentaid.gov.

Institutional Scholarships

The College Financial Aid Committee meets once a year to award the Presidential Honors, Presidential Academic, Partial, Bison Media Influencer, and Technical Scholarships. To be considered for institutional scholarships, applicants must meet all admissions requirements and submit a complete scholarship application packet. **All applicants must meet U.S. Citizenship requirements.**

Institutional scholarships will pay for a limited number of credit hours. Students may have tuition and applicable fees for up to 57 credit hours per academic year paid for by their institutional scholarship. The scholarship will pay for up to 82 total credit hours or the length of the program, whichever is shorter, providing all other criteria are met. Applicable fees are limited to technology, facility, and special building fee.

Note: *Institutional Scholarships will not pay for a repeat of successfully completed courses.*

Presidential Honors Scholarship

Presidential Honors Scholarships are awarded to students graduating from high school or currently enrolled who would like to pursue an academic program. Applicants must have at least a 90 % average or higher numeric GPA, a composite ACT score of at least 21, a score of 21 or higher in English, and a score of 21 or higher in Math. Students must commit to being a peer tutor for at least four (4) hours per week/ 2 days per week on the assigned campus in Developmental English and/or Math courses (not to exceed 19 total hours per week). These scholarships pay tuition and applicable fees for two years, rental of required textbooks, and hourly compensation for tutoring services. Students must be enrolled full-time (12 credit hours or more), maintain a GPA of at least 3.5 and meet the peer tutor hour requirement for the scholarship to be continued beyond the first year. Should the student not meet the stated requirements, he/she may be considered for the Presidential Academic scholarship for the duration of the eligible timeframe. Each qualified applicant will be evaluated by the Presidential Honors Committee based on his/her academic achievement, outgoing personality, people skills, and communication skills. Each student chosen as a recipient of this scholarship will be required to complete at least 1 service duty day each academic year. The service duty day requirement would consist of participating in a recruiting event or service project on or off campus along with SUSCC employees and/or Ambassadors.

Presidential Academic Scholarships

Presidential Academic Scholarships are awarded to students graduating from high school who want to pursue an associate's degree program. Applicants are evaluated based on numerical GPA (90 percentile and higher required) and ACT score (20 or higher preferred). These scholarships pay tuition and applicable fees for two years. Students must be enrolled full-time (12 credit hours or more) Fall and Spring semesters (the summer semester is optional) and have a GPA of at least 3.0 for the scholarship to be continued beyond the first year. Each student chosen as a recipient of this scholarship will be required to complete at least 1 service duty day each academic year. The service duty day requirement would consist of participating in a recruiting event or service project on or off campus along with SUSCC employees and/or Ambassadors

Technical Scholarships

Graduating High School Senior

These scholarships are awarded to students graduating from high school who want to complete a technical program. Applicants must declare a technical area of interest and remain in that program for the duration of the scholarship. These scholarships pay tuition and applicable fees for up to two years. Awards can vary from single-semester scholarships to full two-year scholarships. Students must be enrolled full-time (12 credit hours or more) and have a GPA of at least 2.5 for the scholarship to be continued beyond the first year if offered a full two-year scholarship. Single-term scholarship awards are non-renewable. Each student chosen as a recipient of this scholarship will be required to complete at least 1 service duty day each academic year. The service duty day requirement would consist of participating in a recruiting event or service project on or off campus along with SUSCC employees and/or Ambassadors.

Non-traditional

These scholarships are awarded to current students or new students who are not graduating high school seniors and wish to pursue a technical degree. Applicants must remain in that program for the duration of the scholarship. These scholarships pay tuition and applicable fees for up to two years. Awards can vary from single-semester scholarships to full two-year scholarships. Students must be enrolled full-time (12 credit hours or more) and have a GPA of at least 2.5 for the scholarship to be continued beyond the first year if offered a full two-year scholarship. Single-term scholarship awards are non-renewable. Each student chosen as a recipient of this scholarship will be required to

complete at least 1 service duty day each academic year. The service duty day requirement would consist of participating in a recruiting event or service project on or off campus along with SUSCC employees and/or Ambassadors.

Ambassador Scholarships

Ambassador Scholarships are awarded to students graduating from high school who have the desire to represent the college in a responsible, ethical, and professional manner while portraying a positive image of the institution. Applicants must have a minimum high school GPA of 3.25 and a minimum ACT score of 20 to be considered for the Ambassador Scholarship. Services provided by the Ambassadors may include: conducting campus tours, hosting campus activities, recruiting students, assisting with registration, graduation, and orientations, and welcoming groups to the campus. Each applicant will be evaluated by the Ambassador Scholarship Committee based on her/his academic achievement, outgoing personality, professional appearance, and communication skills. Students must earn a GPA of 2.75 to continue beyond the first year.

Performing Arts Scholarships

Performing Arts Scholarships are awarded to students who want to participate in the performing arts programs at Southern Union. These tuition and applicable fee scholarships are awarded in the areas of dance, theatre, music (vocal), and production technical support. Auditions/interviews are held in March. Applicants are selected based on auditions, interviews, and/or other criteria which may be established by the director of the respective program. Students must earn a GPA of 2.5 to continue beyond the first year. Each student chosen as a recipient of this scholarship will be required to complete at least 1 service duty day each academic year. The service duty day requirement would consist of participating in a recruiting event or service project on or off campus along with SUSCC employees and/or Ambassadors.

Bison Media Influencer Scholarships

Bison Media Influencer Scholarships are awarded to students graduating from high school or currently enrolled who would like to pursue an associate's degree program and actively work with the SUSCC Public Relations Department. Applicants must have the desire to represent the college in a responsible, ethical, and professional manner while portraying a positive image of the institution. Services provided by the Bison Media Influencer may include: creating video content, taking photos at various college events, maintaining social media accounts, and other assigned duties by the PR Director and/or PR Coordinator.

Each applicant must complete an SUSCC Scholarship application, have a completed admissions application on file, have maintained a 2.5 GPA (in high school or currently enrolled in college) at the time of their application, have experience working with Adobe Suite, Canva, and have documented experience of working with the media team at the high school level or with a community organization.

Partial Scholarships

Partial scholarships are available to incoming freshmen or currently enrolled students. The scholarship covers tuition and applicable fees for six (6) credit hours. Students must be enrolled full-time (12 credit hours or more) and have a cumulative GPA of at least 2.5 for the scholarships to be continued beyond the first year. If enrolled in a technical or health science program of study, the full-time enrollment requirement may be substituted for twelve (12) contact hours or more. An allotted amount of scholarships will be divided amongst each division: academic, technical, and health sciences. This scholarship cannot be used in conjunction with any other institutional scholarships. Each student chosen as a recipient of this scholarship will be required to complete at least 1 service duty day each academic year. The service duty day requirement would consist of participating in a recruiting event or service project on or off campus along with SUSCC employees and/or Ambassadors.

Counselor's Leadership Scholarships

Counselor's Leadership Scholarships are available for one semester to students for the summer or fall term immediately following high school graduation. These scholarships are awarded to students who have demonstrated leadership in an area such that they are recognized by their high school counselors and/or principals. Recommendations are accepted beginning April 1 of the academic year. Each principal or counselor submits to the Financial Aid Director a letter naming his/her recipient. Each high school in the Southern Union service area will be allotted one scholarship. This scholarship is non-renewable.

Special Circumstances Scholarships

Special Circumstances Scholarships may be available in isolated cases to students who may have encountered an emergency or hardship that is not easily addressed by conventional financial aid or scholarship policies. The President, Financial Aid Director, and at least one financial aid committee member will be involved in any decision to award a Special Circumstances scholarship.

Bison Scholarships

Bison Scholarships are awarded to students as a result of performance and/or participation in selected Southern Union sponsored activities including, but not limited to, academic tournaments, pageants, SOAR, and community events. The number of scholarships awarded may vary. Two scholarships will be allotted for each academic tournament including the Language and Fine Arts Tournament, Business Tournament, Mathematics Tournament, and Scholars' Bowl.

Athletic/ Cheerleading Scholarships

Athletics and Cheerleading scholarships cover tuition, applicable fees, and books. Coaches of each respective sport make awards based on tryouts and other criteria. Each student chosen as a recipient of this scholarship may be asked to complete at least 1 service duty day each academic year. The service duty day request would consist of participating in a recruiting event or service project on or off campus along with SUSCC employees and/or Ambassadors.

Note: All of the above-listed institutional scholarships are under the oversight of the College Financial Aid Committee.

Senior Adult Scholarships

Alabama residents meeting institutional admission requirements who is 60 years of age or older is eligible for the Senior Adult Scholarship Program, which covers tuition only. This waiver (scholarship) can be used for developmental and credit courses. Scholarships are limited based on the availability of space. Applicants that wish to enroll using this scholarship must register for classes on the last published date of registration so that space availability may be determined. The program is restricted to those courses which support the institution's approved associate degree and certificate programs. The programs are not extended to continuing education, personal enrichment, recreation, or leisure classes. The waiver form can be found at https://www.suscc.edu/admissions/financial-aid-formshttps://www.suscc.edu/admissions/financial-aid-forms.

Veterans' Assistance

Veteran students and/or their dependents may qualify for VA educational benefits. Students must self-identify themselves with the school certifying official (SCO) located in the Student Veterans Resource Center on the Opelika campus and the Financial Aid Office on the Wadley campus.

Application Procedures:

- For veterans or dependents of disabled veterans, apply online at www.va.gov for federal VA benefits.
- For dependents of Alabama disabled veterans, go to the local VA office. Visit www.va.alabama.gov for more information and to locate a VA office in each county.
- A National Guard or Reservist eligible for tuition assistance must log on to www.armyignited.army.mil/student/public/welcome to establish an account and submit their schedule with the exact courses and costs of said courses before registration. Students must submit an approved tuition assistance form to the SCO no later than 7 days after the first day of each semester.
- Official transcripts from all institutions previously attended must be submitted. Military transcripts must be obtained by going to JST or Joint Service Transcripts and must be submitted by the completion of the student's first term of enrollment at the college.
- Students must complete the Statement of Understanding (SOU) each academic year and complete the Enrollment Certification Request Form (ECR) each semester to confirm enrollment that will be submitted to the VA on the student's behalf. Beginning in spring 2023 students will be placed on a processing hold to prevent overpayment, withdrawals without notification, and update enrollment. Forms can be found online at www.suscc.edu/admissions/va-forms.

Enrollment Certification

- The first semester of the student's enrollment will be certified /billed with the Certificate of Eligibility submitted to the SCO in the Veterans Resource Center.
- To continue enrollment certifications for subsequent semesters, a student must submit the VA Statement of Understanding form every academic year authorizing the SCO to certify/bill the VA.
- Certification will be granted only to registered students. Tuition and all applicable fees must be paid in full using VA benefits or by other means of financial aid.
- Certification will be granted only for those courses required for the student's declared program of study.
- Certification will be granted only for those repeat courses where credit was not previously earned.
- Certification will not be granted for courses audited.
- Students should promptly notify the SCO of any change in enrollment status as this could result in overpayment of VA benefits.

State VA Educational Benefits:

Alabama GI Dependent Scholarship Program

The veteran must meet the necessary qualifications to establish eligibility for his/her dependents. A dependent is defined as a child, stepchild, spouse, or the un-remarried widow(er) of the veteran. Visit www.va.state.al.gov to learn more. Students must complete the Free Application for Federal Student Aid online at www.studentaid.gov to be considered for the scholarship.

Students must also meet the institution's Standards of Academic Progress guidelines to qualify for benefits. If eligible, the scholarship will pay for tuition and books only. It is the responsibility of the student to pay mandatory fees. This scholarship is the payer of last resort.

Alabama National Guard Educational Assistance Program

ANGEAP is a program established by the legislature of the State of Alabama and is designed to provide financial assistance to active Alabama National Guard members who are enrolled in degree programs at accredited postsecondary institutions of higher learning located within the State of Alabama. Students must complete the Free Application for Federal Student Aid online at www.studentaid.gov. Beginning in Spring 2022 Southern Union State Community College will be requiring that all students using ANGEAP pay their tuition and fees upfront. Applying for FAFSA and being approved is one way that your tuition can be paid, or you can pay out of pocket for expenses.

Purple Heart Waiver

The Purple Heart Waiver is a waiver of undergraduate tuition and fees for Purple Heart recipients. A public institution of higher education may waive undergraduate tuition and fees for each veteran who is the recipient of the Purple Heart and who satisfies all of the following:

- Is enrolled as a full-time, part-time, or summer school student in an undergraduate program that culminates in a degree or certificate.
- Is currently, and was at the time of the military action that resulted in the awarding of the Purple Heart, a resident of this state.
- Submits to the public institution of higher education the DD-214 form issued at the time of separation from service as documentation that he or she has received the Purple Heart.

Federal VA Education Benefits:

Federal Tuition Assistance (i.e. ArmyIgnitED or Navy WAWF)
Tuition Assistance (TA) is a Department of Defense (DOD) program. VA does not administer TA. TA rules vary by branch of service and can even vary between units depending on whether the unit is active, reserve, or National Guard.

Chapter 31 Veterans Readiness and Employment
A veteran may be eligible for Veterans Readiness and Employment (Chapter 31) benefits if he or she:

- Received, or will receive, a discharge other than dishonorable conditions;
- Incurred or aggravated a service-connected disability which entitles him or her to VA disability compensation; and
- Needs vocational rehabilitation because his or her disability creates an employment handicap. Students may apply by visiting https://www.va.gov online.

Chapter 30 Montgomery GI Bill® Active Duty (MGIB-AD)
The Montgomery GI Bill® (Active Duty), also known as Chapter 30, is a program of education benefits generally for individuals who enter active duty for the first time after June 30, 1985, and have contributed to the College Fund. When using this benefit, all tuition and fees must be paid at the time of registration. Students may apply by visiting https://www.va.gov online.

Chapter 33 Post 9-11®
The Post 9/11 GI Bill® is a program for individuals who served on active duty on or after September 11, 2001. The benefits are payable for training pursued on or after August 1, 2009. No payments can be made under this program for training pursued before that date. Students may apply by visiting https://www.va.gov online. * As of December 17, 2021; all students using Chapter 33 (Post 9/11) GI Bill® Educational Benefits. Students that receive Monthly Housing Allowance (MHA) and/or kicker payments will be required monthly to verify their enrollment status and continue receiving their payments.

Chapter 1606 Montgomery GI Bill® Selected Reserves (MGIB-SR)
This program provides benefits for members of the Selected Reserve and National Guard who enlisted, re-enlisted, or extended their enlistment for a period of six years after July 1, 1985. Students may apply by visiting https://www.va.gov online.

Chapter 35 Survivors and Dependents Education Assistance (DEA)
Sons, daughters, and spouses of veterans may be eligible for educational assistance if the veteran died while in

service, died as a result of a service-connected disability, became permanently and totally disabled as a result of a service-connected disability, or died while disability was in existence. Benefits are paid at the single rate. Students may apply by visiting https://www.va.gov online.

Southern Union State Community College Military Spouse Career Advancement Accounts (MyCAA)
MyCAA is a Department of Defense program that provides up to $4,000 of financial assistance for military spouses who are pursuing degree programs, licenses, or credentials leading to employment in portable career fields.

Additional Benefits
Any additional benefits are subject to review by the Veteran Affairs Office, Financial Aid Office, and Business Office before using benefits at Southern Union State Community College.

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

Work-Study
The Work-Study program allows a VA student to earn the Federal or state minimum wage (whichever is higher) for up to 1,300 hours per year. The benefit is tax-free and allows each VA student to "earn while he/she learns," while he/she is pursuing an approved post-secondary program of education on at least a three-quarter time basis. The VA Work-Study student may only perform VA-related work. This work might include preparing and processing VA enrollment certifications, checking VA student attendance records, or checking for course changes. Students who are eligible for Federal VA education benefits may be eligible for work-study.

College Financing Plan
Southern Union State Community College has agreed to comply with Establishing Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and Other Family Members (E.O. 13607), with a commitment to use the college financing plan. The college financing plan will provide each prospective veteran and service member student with a personalized form that contains standardized information describing the cost of the educational program and the amount of that cost that may be covered by available Federal educational benefits and financial aid.

In-State Tuition Rates
Southern Union State Community College is in compliance with Section 702-Tuition under the Veteran's Access Choice and Accountability Act of 2015 by providing resident in-state tuition and fee rates for students who meet the said requirements listed in this catalog under "Guidelines for Determining Eligibility for "In-State" Tuition Rates".

Note: For additional information and application procedures for each benefit, visit www.suscc.edu/admissions/veterans-assistance-overv.

PACT

The Prepaid Affordable College Tuition plan provides a total of 135 semester hours of tuition and 8 terms of fee payment. Once the PACT program pays for tuition and fees, the plan will not allow families to pay tuition and fees back to the program to use those funds at another time. Students should be aware that if the PACT is used to pay for a semester of tuition and fees, one of the eight allowed terms for fees is charged. This is true even if the student takes only one class. Therefore, Southern Union requires authorization from students to use the PACT program at this college. All PACT students must submit an authorization form which can be found at www.suscc.edu/admissions/financial-aid-forms. The completed form must indicate which term(s) the student intends to use PACT during the academic year. Students must notify the Financial Aid Office each term before registering. Students registering on the web must still contact our office via e-mail at least 48 hours before registration to ensure that tuition and fees are paid. All students should check each term to ensure that their account is in "Paid Status". Tuition and fee rates are determined by the PACT program and are subject to change each year. Students will be responsible for paying any difference between the PACT payment and their current tuition and fee obligation.

State Vocational Rehabilitation

Students who have physical or mental challenges that interfere with their ability to work may be eligible for assistance through Vocational Rehabilitation Services. For further information, students should contact the Vocational Rehabilitation office in their home county.

Other Programs Based on Special Qualifications

- Workforce Innovation & Opportunity Act (WIOA)*
- Trade Readjustment Act (TRA)*
- Police Officers', State Patrol, and Firefighters' Survivors Program (eligibility determined by Alabama Commission on Higher Education)
- Scholarships for Students of Blind Parents (eligibility determined by the Chancellor of Alabama Community College System)

****Contact the State Employment Office***

Verification of Attendance and Engagement for Title IV

If a student is the recipient of Title IV funds, he/she must attend and engage in classes to receive aid. Documented verification of engagement is required. If a student fails to attend classes for which he/she is enrolled, no financial aid will be awarded for those courses, and the student will be dropped from those classes not attended.

Students who stop attending classes during the semester also may be administratively withdrawn or dropped from those classes. A calculation will be performed at the time of withdrawal for all students who withdraw or are administratively withdrawn from all of their classes prior to the completion of more than 60% of the semester in order to determine the return of Title IV funds.

A copy of the "Return of Title IV Funds" calculation worksheet is available in the Financial Aid Office.

Veterans Certificate of Eligibility

In accordance with Title 38 US Code 3679

Financial Information

Tuition and Fees

General Policies

Ben Jordan, Vice President of Financial and Administrative Services

Students must pay tuition and fees in full by the designated payment due date set by the institution for the term in order to have their names placed on class rolls and to attend class. Payment may be in any combination of cash, check, Visa, MasterCard, Discover Card, grants, direct student loans, and scholarships. Sponsored students, i.e., Vocational Rehabilitation Service, Alabama Veterans Affairs, etc., must have written authorization from the appropriate agency to complete registration.

Students who fail to pay tuition and fees by designated payment due dates are not considered a registered student.

Southern Union State Community College reserves the right to revise fees, price schedules and terms of payment, and other financial elements listed in this catalog at any time without notice.

Tuition is waived for Alabamians age 60+ through the Senior Adult Scholarship Program if enrollees concur with program guidelines in course selection. Fees must be paid by the senior adult student.

Guidelines for Determining Eligibility for "In-State" Tuition Rates

For the purpose of assessing tuition, applicants for admission shall be classified in one of the two categories as outlined below:

1. **Resident Student**
    a. "Resident Student" shall be charged the in-state-tuition rate established by the State Board of Education.
        i. A Resident Student is an applicant for admission who meets all legal requirements or is a duly registered resident in the State of Alabama for at least 12 months immediately preceding application for admission, or whose non-estranged spouse has resided and had habitation, home and permanent abode in the State of Alabama for at least 12 months immediately preceding application for admission. **Consequently, an out-of-state student cannot attain Resident Student status simply by attending school for twelve months in the State of Alabama.**
    b. In the case of minor dependents seeking admission, the parents, parent, or legal guardian of such minor dependent must have resided in the State of Alabama for at least 12 months immediately preceding application for admission. If the parents are divorced, residence will be determined by the residency of the parent whom the court has granted custody.
        i. Minor: An individual who, because of age, lacks the capacity to contract under Alabama law. Under current law, this means a single individual under 19 years of age and a married individual under 18 years of age, but excludes an individual whose disabilities of non-age have been

removed by a court competent jurisdiction for reason other than establishing a legal residence in Alabama. If current law changes, this definition shall change accordingly.

ii. Supporting Person: Either or both parents of the student, if the parents are living together, or if the parents are divorced or living separately, then either the parent having legal custody or, if different, the parent providing the greater amount of financial support. If both parents are deceased or if neither has legal custody, supporting person shall mean, in the following order: the legal custodian of the student, the guardian, and the conservator.

c. In determining Resident Student status for the purpose of charging tuition, the burden of proof lies with the applicant for admission.

i. Students having graduated from an Alabama high school or having obtained a GED in the State of Alabama within three years of the date of application for admission shall be considered Residential Students for tuition purposes.

ii. The in-state tuition rate shall be extended to students who reside outside of Alabama in a state and county within fifty (50) miles of a campus of an Alabama Community College System institution, provided, however, that the campus must have been in existence and operating as of January 1, 1996.

iii. An individual claiming to be a resident shall certify by a signed statement **each** of the following:

1. A specific address or location within the State of Alabama as his or her residence.
2. An intention to remain at this address indefinitely.
3. Possession of more substantial connections with the State of Alabama than with any other state.

iv. Although certification of an address and an intent to remain in the state indefinitely shall be prerequisites to establishing status as a resident, ultimate determination of that status shall be made by the institution by evaluating the presence or absence of connections with the State of Alabama. The evaluation shall include the consideration of the following connections:

1. Consideration of the location of high school graduation.
2. Payment of Alabama state income taxes as a resident.
3. Ownership of a residence or other real property in the state and payment of state ad valorem taxes on the residence or property.
4. Full-time employment in the state.
5. Residence in the state of a spouse, parents, or children.
6. Previous periods of residency in the state continuing for one year or more.
7. Voter registration and voting in the state; more significantly, continuing voter registration in the state that initially occurred at least one year prior to the initial registration of the student in Alabama at a public institution of higher education.
8. Possession of state or local licenses to do business or practice a profession in the state.
9. Ownership of personal property in the state, payment of state taxes on the property, and possession of state license plates.
10. Continuous physical presence in the state for a purpose other than attending school, except for temporary absences for travel, military service, and temporary employment.
11. Membership in religious, professional, business, civic, or social organizations in the state.
12. Maintenance in the state of checking and savings accounts, safe deposit boxes, or investment accounts.
13. In-state address shown on selective service registration, driver's license, automobile title registration, hunting and fishing licenses, insurance policies, stock and bond registration, last will and testament, annuities, or retirement plans.

d. Students determined to be eligible for resident tuition will maintain that eligibility upon re-enrollment within one full academic year of their most previous enrollment unless there is evidence that the student subsequently has abandoned resident status, for example,

registering to vote in another state. Students failing to re-enroll within one full academic year must establish eligibility upon re-enrollment.

e. Southern Union State Community College is in compliance with Section 702- Tuition under Veteran's Access Choice and Accountability Act of 2015, providing for resident (in-state) tuition and fees for the following:

   i. A Veteran using educational assistance under either Chapter 30 (Montgom ery G.I. Bill® - Active Duty Program) or Chapter 33 (Post 9/11 G.I. Bill®), of Title 38, United States Code, who lives in the state of Alabama while attending a school located in the state of Alabama (regardless of his/her formal state of residence) and enrolls in the school within three years of discharge from a period of active duty service;
   ii. Anyone using transferred Post -9/11 G.I. Bill® benefits (38 U.S.C. § 3319) who lives in the state of Alabama while attending a school located in the state of Alabama (regardless of his/her formal state of residence) and enrolls in the school within three years of the transferor's discharge from a period of active duty service;
   iii. A spouse or child using benefits under the marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311) (b) (9) who lives in the state of Alabama while attending a school located in the state of Alabama (regardless of his/her formal state of residence) and enrolls in the school within three years of the service member's death in the line of duty following a period of active duty service;
   iv. Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three year period following discharge or death described above and must be using educational benefits under either Chapter 30 or Chapter 33, or Title 38, United States code.

2. **Non-Resident Student (additional persons for resident tuition)**
   A Non-Resident student, one who does not meet the standard of having resided in the State of Alabama for at least 12 months immediately preceding application for admission, shall be charged the in-state tuition rate established by the State Board of Education under the following circumstances, provided such student is a citizen of the United States.
   a. The dependent student
      i. whose supporting person is a full-time permanent employee of the institution at which the student is registering; or
      ii. whose supporting person can verify full-time permanent employment in Alabama and will commence said employment within 90 days of registration; or
      iii. whose supporting person is a member of the United States military on full-time active duty stationed in Alabama under orders for duties other than attending school; or
      iv. whose supporting person is an accredited member of a consular staff assigned to duties in Alabama.
   b. The student who is not a dependent (as defined by Internal Revenue Codes)
      i. who is a full-time permanent employee of the institution at which the student is registering or is the spouse of such an employee; or
      ii. who can verify full-time permanent employment within the State of Alabama or is the spouse of such an employee and will commence said employment within 90 days of registration with the institution; or
      iii. who is a member of or the spouse of a member of the United States military on full-time active duty stationed in Alabama under orders for duties other than attending school; or
      iv. who is an accredited member of or the spouse of an accredited member of a consular staff assigned to duties in Alabama.
   c. In determining Non-Resident Student status for the purpose of charging tuition, the burden of proof lies with the applicant for admission. The institution may request proof that the applicant meets the stipulations noted above prior to admission.
   d. Students are eligible for in-state tuition if the student resides in the state and county and attends the designated campus noted below: **PLEASE NOTE THAT THE DESIGNATIONS ARE BY CAMPUS AND NOT BY INSTITUTION.**

Wadley Campus
Adjacent State: Georgia
Counties: Carroll, Chattahoochee, Coweta, Haralson, Harris, Heard, Marion, Meriwether, Troup

Valley Campus
Adjacent State: Georgia
Counties: Harris, Muscogee, Pike, Stewart, Talbot, Taylor, Troup, Upson

Opelika Campus
Adjacent State: Georgia
Counties: Chattahoochee, Harris, Heard, Marion, Meriwether, Muscogee, Quitman, Stewart, Talbot, Troup

3. **Out-of-State Student**
   Any applicant for admission who does not fall into one of the categories noted above shall be charged a minimum tuition of two times the resident tuition rate charged by that institution.

   Students initially classified as ineligible for resident tuition will retain that classification for tuition purposes until they provide documentation that they have qualified for resident tuition.

   Students determined to be eligible for in-state tuition will maintain that eligibility upon re-enrollment within one full academic year of their most previous enrollment unless there is evidence that the student subsequently has abandoned resident status, for example, registering to vote in another state. Students failing to re-enroll within one full academic year must establish eligibility upon re-enrollment.

   Students who wish to apply for the Out-of-State tuition waiver should contact the Dean of Student Affairs Office at 256-395-2211 (Wadley) or 334-745-6437 (Opelika).

Refunds

Withdrawal From the College

To withdraw from the College, a student should secure a withdrawal form from the Records Office, complete and return the form. Students may also withdraw from the college online under the student portal at www.suscc.edu. Refund applies for students who completely withdraw from the College during the refund period and so notify the Records Office in writing of their withdrawal. The date to establish refund will be determined by the date withdrawal is initiated and acknowledged (documented) by an appropriate college official. Any financial obligation to the College is deducted from any refund due.

1. **Refunds for Fall and Spring Terms**
   Prior to first day of class: 100%
   First Week (beginning the same day as late registration fee applies): 75%
   Second Week: 50%
   Third Week: 25%
2. **Refund for Summer Term**
   Specific dates are in the term schedule. Each refund period is approximately three days during summer term
3. **Refund for Mini-Terms**
   See class schedule for refund policies on mini-terms. All refunds, other than 100% withdrawals, are subject to a 5% administrative fee, not to exceed $100.00. Refunds are made at mid-term. Financial aid students are subject to the FInancial Aid Return of Title IV Funds Policy.

Reduction in Credit Hours

Students who reduce their credit hours during the drop/add period will receive at mid-term a tuition adjustment at the applicable rate. After the end of the drop/add period, students who reduce their credit hours without withdrawing from the College will receive no tuition refund.

Room and Board

Room and board will be refunded as follows:

1. Withdrawal prior to published first day of class: full refund.
2. Withdrawal prior to the end of first week of class: 75% less 5% administrative fee.
3. Withdrawal prior to the end of second week of class: 50% less 5% administrative fee.
4. Withdrawal prior to the end of third week of class: 25% less 5% administrative fee.
5. Withdrawal after the end of the third week of class:
   - No refunds will be issued for room and board.
   - Residents will owe for the entire semester.

In case of residence hall suspension, only advance payments for food will be refunded.

Short Courses

Full refunds for short courses will be given if students withdraw prior to the beginning of the class. After the class meets, no refund will be given.

Residence Hall Room and Board - Expenses (Per Semester)

The $200 reservation fee is required prior to being added to the dorm's waiting list. The reservation fee can be refunded only if the student is not placed in a dorm for that school year, or if they choose to be removed from the waiting list prior to move-in. Once your placement is confirmed for the residence hall, the total room and board fee for the semester is due prior to the date of move-in.

Reservation/Deposit Fee Required to reserve a room. Refunded only when student does not move into the Residence Hall. Any damages to a room are payable at time of occurrence.	$200.00
Residence Hall Room and Board - Fall/Spring Term Due before move-in. Includes five-day meal ticket with three meals daily Monday - Friday and two brunches on weekend.	$2000.00
Residence Hall Room and Board - Summer Term Due before move-in. Includes five-day meal ticket with three meals daily Monday - Friday. No brunches on weekends.	$1600.00
Wireless Internet Service	Included
Telephone: Long Distance Service Long Distance Service is available through CenturyLink. Students must contact and contract directly with the company.	
Single Room Supplement Single rooms are rarely available, especially during Fall Term, and must be requested through the Coordinator of Student Life.	$500.00
Overnight Guest Lodging Overnight guests must be approved in advance through the Coordinator of Student Life.	$15.00

Note: *All fees are subject to change without notice.*

Tuition and Fee Schedule

Credit Hours	Alabama Residents	Non-Alabama Residents
1	182.00	313.00
2	364.00	626.00
3	546.00	939.00
4	728.00	1,252.00
5	910.00	1,565.00
6	1,092.00	1,878.00
7	1,274.00	2,191.00
8	1,456.00	2,504.00
9	1,638.00	2,817.00
10	1,820.00	3,130.00
11	2,002.00	3,443.00
12	2,184.00	3,756.00
13	2,366.00	4,069.00
14	2,548.00	4,382.00
15	2,730.00	4,695.00
16	2,912.00	5,008.00
17	3,094.00	5,321.00
18	3,276.00	5,634.00
19	3,458.00	5,947.00
20	3,640.00	6,260.00

***In-state tuition is $131.00 per semester hour; facility fee and technology fee are $15.00 each per semester hour; bond reserve fee is $1.00 per semester hour; special building fee and ACCS Enhancement fee are $10.00 each per semester hour.**

The following Additional Fees are charged when applicable:

Late Registration Fee:	$25.00 (incurred if registration is not completed prior to first day of class) ***Note:*** *Students utilizing VA education benefits shall not be charged a penalty, including assessment of late fees, denial of access to classes, libraries, or other institutional facilities or be required to burrow additional funds because of the individual's inability to meet their financial obligations due to the delayed disbursement of a payment to be provided by the Department of Veterans Affairs.*
Returned Check Fee:	$30.00 for each returned check (AL Law)
Diploma Fee:	No fee for first diploma through Parchment. Additional copies may be assessed a fee. Cap and gown are rented for an additional fee from the bookstore.
ACCUPLACER Retest Fee:	$10.00
PED Classes:	Golf, bowling, and CrossFit are subject to fees payable to the facilities used in these classes.
Heath Science and Technical Programs:	Various program fees are charged for liability insurance, assessment fees, lab fees, and drug testing fees, based on the individual program of study.
Online Fee:	$35.00 Honorlock fee (per online class)

Health Sciences Division

Mrs. Rhonda Davis, Dean of Health Sciences

The Health Sciences Division offers programs within the departments of Emergency Medical Services, Medical Assistant Technology, Nursing, Physical Education, Radiologic Technology, Surgical Technology, Physical Therapist Assistant, Therapeutic Massage and Veterinary Technology. Physical Education courses, including health education, first aid, and activity courses, are taught on all three campuses of Southern Union during the mornings, afternoons, and evenings. Nursing is taught on the Wadley and Opelika campuses. Emergency Medical Technician, and Advanced Emergency Technician are taught on the Wadley Campus. Emergency Medical Technology (EMT, AEMT, and Paramedic), Radiologic Technology, Surgical Technology, Wellness, and Therapeutic Massage are taught on the Opelika Campus. The Medical Assistant Technology Program, Physical Therapist Assistant Program, and

Veterinary Technology Program are offered on the Valley Campus. The Nursing Assisting and Basic & Advanced EMT programs may be offered at Valley, Wadley, or Opelika.

The Health Sciences Division offers programs leading to short term certificates, awards of achievement, certificates, as well as Associate in Applied Science Degrees.

- Associate in Applied Science Degree programs are career development programs especially designed for students to prepare for an occupation and at the same time enjoy the rewards of general college education. Certificate programs are also designed for students desiring to prepare themselves for immediate entry into the workforce.
- Certificate programs are of shorter duration than degree programs and require fewer general education courses.

The College's general education courses are transferable to other colleges and universities. The discipline-specific or professional courses in programs of study also may be transferable to a four-year college or university, thus allowing the student to complete a four-year institution.

For information on accrediting agencies, please got to the Accrediation section in the General Information section of the catalog.

Essential Functions/ Technical Standards

The following essential functions are required for programs in the Health Sciences Divi- sion. Specific examples of the necessary criteria to meet the standards are available for each program in the Division. The student and physician will be asked to respond on a verification form if the student fully meets the criteria (100%) or is unable to fully meet the criteria (less than 100%). If the student or physician responds less than 100% to any criterion, an explanation and/or additional information will be required. The student may ask for reasonable accommodations; the ADA Coordinator will determine if the accom- modations can be met for the particular program. No otherwise qualified individual with a disability, as the term "disability" is defined in 29 U.S.C. Section 706(8), shall, solely by reason of his or her disability, be denied admission or continued progression in a program.

1. Cognitive and critical thinking activities must be sufficient to make clinical judgments and meet laboratory objectives and requirements.
2. Interpersonal abilities must be sufficient to interact purposefully and effectively with others.
3. Communication abilities must be sufficient to convey thoughts in verbal and written form so that they are understood by others.
4. Physical mobility must be sufficient to fulfill classroom, clinical, and program objectives safely and effectively. Physical disabilities must not pose a threat to the safety of the student, faculty, patients, or other health care workers.
5. Strength (gross motor skills) and endurance are sufficient to safely fulfill clinical laboratory objectives and requirements.
6. Fine motor skills and hand/eye coordination must be sufficient to safely fulfill laboratory objectives and requirements.
7. Auditory ability must be sufficient to communicate effectively with others, to monitor and assess patient status, and to fulfill all laboratory objectives and requirements.
8. Visual ability must be sufficient to monitor and assess patient status and to fulfill laboratory/clinical objectives and requirements including visualizing. Instruments used to enhance or correct vision must be portable, usable in small spaces and in varying levels of light, and must not disrupt care or cause discomfort to patients.
9. Tactile ability and sense of smell must be sufficient to assess patients and the environment.
10. Operate a computer for tests and assessments within the programs.

HIPAA – Health Insurance

HIPAA – HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996

Title II of the Health Insurance Portability and Accountability Act of 1996 requires the protection of all individually identifiable health information. This protected health infor- mation must be kept confidential whether electronic, paper, or oral. In order to satisfy HIPAA compliance, the Southern Union State Community College Health Sciences Programs requires each hand-held device to be password protected, and all information to be deidentified. Due to the seriousness of this policy HIPAA violations will be considered a severe offense and therefore the consequences will be severe.

CONFIDENTIALITY/ HIPAA

All patient/client information is confidential. Protecting patient confidentiality is the law. The Health Insurance Portability and Accountability Act (HIPAA) of 1996 came into effect in April 2003. Noncompliance can result in monetary, civil and criminal penalties.

Southern Union State Community College Health Sciences division takes HIPAA violations very seriously. In order to help preserve patient confidentiality, levels of HIPAA violations have been developed and will be strictly enforced for every student that is enrolled in Health Sciences courses at Southern Union. This policy consists of 3 levels of violations with repercussions outlined in each level.

Records of student violations of the SUSCC Confidentiality/ HIPAA policy will be maintained in the student's file.

LEVEL 1:
Constitutes an act of negligence.

Examples of a level one violation include but are not limited to:

- Leaving patient information unattended.
- Turning in assignments with a patients' name attached.
- Sharing passwords with other classmates.
- Not signing off of a computer in the clinical setting.
- Not password protecting any personal device that is used to record patient information.

The Level 1 violation will result in a student being given a reprimand (STA, Clinical unsatisfactory etc.) and counseling by instructor. A Level one violation carries over to subsequent semesters.

LEVEL 2:
Repeat violation of a level one incident within the same semester or subsequent semester in a Heath Science program (does not have to be the same incident) will result in a level two violation.

Intentional violation of the SUSCC Confidentiality/ HIPAA policy. Examples of a level 2 violation include but are not limited to:

- Unauthorized access to patient records.
- The discussing of Patient's, Patient's family and or visitors' information with others not involved in the patient's care
- Discussing Patient, Patient's family and or visitors' information on social media sites
- Discussing of Patient's, Patient's family and or visitor's information where as others not involved in the direct care of the patient may overhear your conversation.
- Sharing/Discussing the identity of a Patient, Patient's family and or visitors outside of the clinical setting, even if not discussing information regarding their care.

The level 2 violation will result in the student receiving a clinical failure for the course that the offense took part in. Additionally, the student will be academically withdrawn from all health sciences courses. The student will have to go through the application process for possible re-admission to the program. This offense will stay in the student's permanent file. If readmitted to a health sciences program, any further violation of the SUSCC HIPAA policy will automatically move the student to a Level 3 violation.

- Students should not discuss patient/client information with anyone except for clinical personnel and those in the Health Science program

LEVEL 3:
Additional violation of the SUSCC Confidentiality/ HIPAA policy after already receiving a Level 2 violation or a malicious offense used to cause harm to a person, or used for personal gain.

The level 3 violation will result in student receiving a clinical failure for the course that the offense took part in. Additionally, the student will be academically withdrawn from all health sciences courses. The student will not have the option of returning to that program or any program of study in the Health Sciences Division.

The following are some general guidelines for students regarding HIPAA compliance:

- Students should not discuss patient/client information with anyone except for clinical personnel and those in the Health Science program who are involved in your education and adhere to the same confidentiality (e.g., faculty, graduate colleagues).
- Client records should never leave the clinical agency.
- Students should never save patient/client sensitive information (with identifying information) on their computers.
- E-mail correspondence with faculty should also be treated confidentially and identifying information about patients/clients should not be included.

- All documentation related to clinical clients must be treated as a legal document and confidentiality respected and maintained.
- Client names should not be included in clinical paperwork, case presentations, or on notes.
- Photocopying of client records is NOT permitted in any clinical setting.
- Records should not have client's names or initials when turned in for clinical paperwork
- Students should NEVER discuss ANY information, no matter how insignificant it may seem, on any social media site.
- All violations of the SUSCC confidentiality/ HIPAA will remain active for two years after the incident or until the completion of the currently enrolled program (whichever is longer) regardless of the program. The active violation will transfer to any Health Science program from any other Health Science program

**Note: For more information regarding HIPAA, visit http://www.hhs.gov/ocr/privacy/.*

Legal Limitations

ELIGIBILITY FOR CLINICAL ROTATIONS, LICENSURE, & EMPLOYMENT

Criminal Background Checks

Southern Union is contractually obligated to comply with requirements set forth by agencies used for clinical rotations. Clinical agencies used by the college require that students subject to criminal background checks by an approved agency. "Consent for Release of Information" form must be submitted to authorize the criminal history record check and the release of information to the clinical agency. Students may have to submit to more than one criminal background check during their ed- ucational experience. The cost of the background check is the responsibility of the student. Results are confidential and submitted directly to the clinical agency. Any student denied clinical access by a clinical affiliate will be administratively withdrawn from the program.

Drug Screening

Students are required to abide by the policies, procedures and rules of behavior of the in situations from which the student obtains clinical laboratory experiences. Students will be required to undergo unannounced drug and alcohol testing prior to clinical. Students will also be subject to random drug testing and drug or alcohol testing for "cause." Students who test positive for drugs or alcohol will be administratively withdrawn from the Health Sciences program.

Legal Limitations for Licensure and Employment

According to the Nurse Practice Act of Alabama, the Administrative Code of the Alabama Board of Nursing, the Alabama Department of Public Health, Emergency Medical Services Division, the National Registry of Emergency Medical Technicians, the American Registry of Radiologic Technologists, and the Commission on Accreditation of Allied Health Education Programs application for licensure in Alabama or national certification to practice as an Emergency Medical Technician, Advanced Emergency Medical Technician, or Paramedic, Licensed Practical Nurse, Registered Nurse, Surgical Technologist, and/or Radiographer may be denied if a person has been convicted of a felony, is guilty of a crime involving moral turpitude, and/or has displayed other grounds for denial as specified by law. Additionally, many health care facilities will not employ a person, even if fully certified and/or licensed, who has been convicted of a felony or who has unfit personal habits including alcohol or drug abuse.

Health Sciences Registration Requirements

REGISTRATION REQUIREMENTS

(After admission to a program and prior to registration each semester)

Health records vary by program and by clinical facility requirements.

Note: Health records must be updated by the scheduled deadline for the term for which the student will be enrolled or the student will not be allowed to progress.

Student Clinical Health Requirement

Student Clinical Health Requirements

Students accepted into a health sciences program are required to provide proof of individual health care requirements. Clinical agencies mandate that students provide documentation that they have updated immunizations for communicable diseases such as measles, mumps and rubella (MMR x2) tetanus with diphtheria and pertussis (Tdap), Hepatitis B, flu and

chicken pox. If the students do not have the current immunizations, then they must have blood drawn for a titer to assess immunity. Clinical agencies also require that students complete a physical examination and document that they can meet essential functions of the program. Additionally, agencies require proof that criminal background checks and drug screens have been completed and cleared by the agency before a student may begin clinical rotations. Drug screens are completed during the first semester and randomly while the student is in the program. Additional requirements include an annual TB Skin Test and current CPR at the American Heart Association Health Care Provider level. These requirements fulfill contractual obligations for students to be eligible for clinical rotations. Student clinical requirements may change during their tenure in the program depending on the health care agency policies and contractual requirements. Documentation for all clinical requirements must be on file in the Health Sciences building before the student will be cleared to register for health science courses. Students receive directions for completing the clinical documents during orientation to the individual program or can be found on the Health Sciences section of the website.

Clinical Progression Requirements

Clinical requirement must be kept current throughout the student's tenure in the program. The documentation will be reviewed initially upon entrance to the program and prior to each semester until program completion. Students may not progress through the program if the required clinical documents are not updated and submitted by scheduled deadlines. Clinical documents such as TB Skin Test must not expire during the semester.

NOTE: Clinical requirements are subject to change during the year as required by contractual obligations with clinical agencies.

Additional Expenses

Students enrolled in health-related programs should anticipate additional expenses such as malpractice insurance, immunizations, uniforms, transportation to clinical sites, lab or clinical supplies, drug testing, course assessments, criminal background checks, and licensure examination fees. Students are required to have health insurance.

**Please Note: Clinical sites may be within a 70 mile radius of the Opelika campus.*

Grading System/Evaluation

GRADING SYSTEM/EVALUATION

(Excluding Health Education, Medical Assistant Technology, Physical Education, and Fire Science)

Clinical laboratory performance

Refer to individual departmental/program require- ments printed in the program's Student Handbook and each course syllabus. Students will be dismissed from clinical and/or a program of study for unethical, immoral, illegal, or unsafe clinical practice.

Theory

A Excellent	(90 - 100)
B Good	(80 - 89)
C Average	(75 - 79)
D Poor	(60 - 74)
F Failure	(below 60)

Clock-Hour to Credit-Hour Ratio

Theory. One hour of theory instruction under the supervision of an instructor plus an average of two hours of out-of-class study per week. 1:1

Laboratory. Two hours of experimental laboratory under the supervision of an instructor plus an average of one hour of out-of-class study per week. 2:1

PED Activity. Two hours of physical education class activity/practice under the supervision of an instructor with out-of-class assignments per week. 2:1

Skills Laboratory/Clinical Practice. Three hours of skills laboratory or clinical practice under the supervision of an instructor. 3:1

Preceptorship. Three hours of clinical experience per week under the supervision of a health care professional who is currently licensed, has expertise in the selected clinical area, and serves as a facilitator of learning. 3:1

Transfer Requirements

NON-NURSING TRANSFER REQUIREMENTS

1. Unconditional admission to the College with clear academic status.
2. Ability to meet and comply with standards and policies in the current *College Catalog* and *Student Handbook* and *Nursing Handbook*.

3. Successful completion of prerequisite courses and program requirements.
4. Meet grade point average requirements of the particular program.
5. Letter of eligibility from previous program director or dean.
6. Official transcripts verifying a minimum grade of "C" earned in courses which represent collegiate coursework relevant to the degree with course content and level of instruction resulting in student competencies at least equivalent to those of "native" students.
7. Completion of all health requirements, drug testing and drug screening as required by clinical agencies.
8. No more than one (1) semester in which a grade of D or F has been earned in program courses.
9. Must meet acceptability criteria for placement at clinical agencies for clinical experiences.
10. Must occur within one year from the last clinical course.

Transcripts are evaluated on an individual basis for application of program specific credit. Acceptance of transfer students is based on space availability. Verification of knowledge and/or skills may be required. Individual programs may have additional requirements.

NURSING TRANSFER REQUIREMENTS

1. Meet the entry and progression requirements of the institution and the nursing program including a GPA of 2.0 are higher and an ACT score of 18 or higher.
2. Provide evidence that all required general education and nursing courses maintain a grade of C or better taken at an accredited institution and maintain a 2.0 cumulative GPA in all previous college coursework. Alabama Community College System Standardized Nursing Curriculum courses will be transferred without review of the course syllabus. Nursing courses from any other institution are accepted only after review by the accepting institution to ensure content consistency.
3. Must be a student in good standing and eligible to return to the previous nursing program as indicated by letter of good standing from the Dean/Director of the previous program.
4. Must occur within one year from the last clinical course.
5. Complete at least 25% of the total program at the accepting institution.
6. Acceptance of transfer students into nursing programs is limited by the number of faculty and clinical facilities available. Meeting minimal requirements does not guarantee acceptance.
7. Validation of skills and knowledge may be required to determine program placement.
8. Must meet acceptability criteria for placement at clinical agencies for clinical experiences.

Learning Resource Centers

Learning Resource Centers (Libraries)

Southern Union has a Learning Resource Center (LRC) located on each of the three college campuses: Wadley, Valley, and Opelika. The mission of each Learning Resource Center (library) is to provide adequate facilities and personnel in order to support all programs of study, to facilitate and enhance student learning through essential resources and services, to provide access to those resources through innovative technology, and to provide instruction in library usage. The LRC provides users with monographs in both print and electronic formats, periodicals and journals in print and electronic formats, subject databases, self-tutoring aids, LibGuides on identified subject content, and access to library instructions and orientation.

Students have access to the library's collection of more than 46,000 volumes of books and media materials through our online public access catalog (AG-Cat) accessible through the college website by connecting to the library's page. The library subscribes to 10 databases for research to access multiple subjects and links to Alabama Virtual Library (AVL) with over 60 databases for academic use. All resources are accessible on our LibGuide platform website. Study room(s) are available on all campuses for individual or small group use. More than 35 computers are available between the three LRCs with access to the most updated software. WiFi is available for students using their personal computers as well as personal study spaces. A limited number of laptops at each LRC are available for students to check out each semester. Students must complete the Student Laptop Request Form on the LRC website in order to be placed on the request list.

The use of cellular phones, loud talking, and eating meals is prohibited in all libraries.

Student Identification Cards

A Southern Union Student Identification Card is required to borrow materials from the LRC. Enrolled students may obtain an ID card at either the Opelika or Wadley LRC.

Cards are only issued in the name under which the student is registered at Southern Union. Students will lose borrowing privileges when materials are overdue or fines are unpaid. For more information on obtaining a student ID, visit the Southern Union website here.

If there are any questions concerning library policies, available resources, or AVL access, contact the LRC director, Michelle Wimbish, at mwimbish@suscc.edu.

Programs of Study

Degree and Certificate Programs

Associate in Science (AS)

Associate in Science	All Campuses

Associate in Applied Science (AAS)

Automotive Service Technology	Opelika
Aviation Maintenance Technology - Airframe	Opelika
Aviation Maintenance Technology - Powerplant	Valley
Business Management	All Campuses
Child Development	All Campuses
CNC Machining	Opelika
Cosmetology	Opelika/Wadley
Emergency Medical Services - Paramedic	Opelika
Engineering and Design	Opelika
Heating & Air Conditioning	Opelika
Industrial Electricity	Valley
Information Systems	Opelika
Mechatronics	Opelika
Medical Assistant Technology	Valley
Nursing	Opelika/Wadley
Office Administration	Opelika
Physical Therapist Assistant	Valley
Plastics Engineering Technology	Opelika
Radiologic Technology	Opelika
Surgical Technology	Opelika
Veterinary Technology	Valley
Welding Technology	Opelika
Wellness and Therapeutic Massage	Opelika

Certificate (CER)

Automotive Service Technology	Opelika
Aviation Maintenance Technology - Airframe	Opelika
Aviation Maintenance Technology - Powerplant	Valley
Business Management	All Campuses
Child Development	All Campuses
CNC Machining	Opelika
Cosmetology	Opelika/Wadley
Emergency Medical Services - Paramedic	Opelika
Heating & Air Conditioning	Opelika
Information Systems	All Campuses
Medical Assistant Technology	Valley
Mechatronics	Opelika
Office Administration	All Campuses
Plastics Engineering Technology	Opelika
Practical Nursing	Opelika/Wadley
Surgical Technology	Opelika
Welding Technology	Opelika

Short-Term Certificate (STC)

Administrative Medical Assistant	Valley
Advanced Emergency Medical Technician	Opelika
Automotive Service	Opelika
Aviation Maintenance Technology - Airframe	Opelika
Aviation Maintenance Technology - Powerplant	Valley
Business Management	All Campuses
Business Management - Supervision	All Campuses
Business Management - Accounting	All Campuses
Child Development *Options in: Child Development Associate*	All Campuses
CNC Machining *Short Certificates in:* Basic CNC Machining CNC Milling CNC Turning Conventional Machining	Opelika
Computed Tomography	Opelika
Criminal Justice	All Campuses
Emergency Medical Services - Paramedic	Opelika
Emergency Medical Technician	Opelika
Engineering and Design *Short Certificates in:* Additive Manufacturing Advanced CAD Architecture/Civil Basic CAD Intermediate CAD	Opelika
Fire Science	
General Education	All Campuses
Heating & Air Conditioning *Short Certificates in:* HVACR Helper Refrigeration Helper	Opelika
Information Systems - Computer and Network Support	Opelika
Information Systems - Computer Hardware and Software Support	Opelika
Information Systems - Cloud Computing	Opelika
Industrial Electricity Technology *Short Certificates in:* Industrial Electricity - Basic Electricity Commercial Industrial Wiring	Valley

Short-Term Certificate (STC)	
Industrial Electricity - Industrial Motor Controls Industrial Process Controls Solid State	
Magnetic Resonance Imaging	Opelika
Mechatronics *Short Certificates in:* Mechatronics - Basic Electricity Mechatronics - Industrial Motor Controls Industrial Safety Industrial Systems Manufacturing Production Technician Multicare Technician	Opelika
Nursing Assisting/ Home Health Aide	Opelika
Office Administration	Opelika
Office Administration - Medical	Opelika
Phlebotomy	Valley
Plastics Engineering Technology *Short Certificates in:* Basic Molding Basic Tool & Die Mold Setter Process Technician	Opelika
Therapeutic Massage	Opelika
WeldingTechnology *Short Certificates in:* Basic Gas Metal Arc Welding Basic Gas Tungsten Arc Welding Basic Shielded Metal Arc Welding Carbon Arc Pipe Welding	Opelika
Wellness and Personal Trainer	All Campuses

Short Term Certificates offered outside of the Associate Degree. These short term certificates are not eligible for title IV funding.	
Cosmetology Instuctor Training	Opelika
Mechatronics	Opelika

General Education Core Competencies

The following competencies are the expected outcomes for graduates of degree programs at Southern Union State Community College.

COMMUNICATION

Degree graduates will demonstrate the ability to effectively communicate in academic, work, community, and social settings.

CRITICAL THINKING

Degree graduates will demonstrate the ability to evaluate information, apply reasoning to make a decision, and employ an action.

Programs of Study

An instructional program is defined as a combination of courses and experiences that is designed to accomplish a predetermined objective or set of allied objectives such as preparation for advanced study, qualification for an occupation or range of occupations, or simply the increase of knowledge and understanding. Southern Union State Community College is authorized to award the Associate in Science (AS) degree, the Associate in Applied Science (AAS) degree, as well as certificates in specified occupational areas.

Students desiring to earn an Associate in Science degree and then continue their education at a senior institution should schedule an appointment with an academic advisor. The academic advisor can provide information to the student concerning the college and program in which they wish to transfer. Southern Union State Community College provides transfer guides and agreements for state colleges and universities through the Alabama Transfers system.

Students must accept the final responsibility of becoming familiar with the requirements of the senior college to which they may transfer. The student is advised that in many cases changing from one major to another, at the same transfer school, may result in the student having to take additional courses. Because requirements frequently change between printings of catalogs, students should consult program advisors at their transfer schools.

Programs leading to the Associate in Applied Science degree are college-level programs of study designed to prepare students to enter occupational, semi-professional, or para-professional employment. Though many of the courses in these programs transfer to four-year colleges and universities, the primary intent is to prepare students for immediate employment after successful completion of a two-year program. Certificates are awarded to students who successfully complete the requirements of specific technical or occupational programs. These programs vary in length from one to four semesters.

Every effort is made to ensure that courses and programs described in this catalog are offered to students in an appropriate and reasonable sequence. Students should be aware, however, that admission to the College or registration for a given semester does not guarantee the availability of a specific course or a program of courses.

Course and program availability is determined by student demand, instructor availability, and periodic program reviews. Whenever a program is determined to have insufficient numbers to continue institutional support, students currently enrolled will, whenever possible, be given notification of the decision and sufficient time to complete the program with continuous enrollment. If new students are enrolled after this decision, they will be advised of the tentative status of the program and their potential inability to complete the program.

Alabama Transfers

Alabama Articulation and General Studies Committee (AGSC) and Alabama Transfer guides

The AGSC was created in March of 1994 through State Legislation (ACT 94-202) was created to simplify the transfer of course credit between public institutions of higher education. To accomplish this task, the AGSC has developed and implemented a statewide general studies and articulation program that facilitates the transferability of coursework among all Alabama public colleges and universities. The AGSC continues to serve as a monitoring committee for the articulation program. They oversee and maintain the program on an ongoing basis. Finally, the AGSC works to resolve any student appeals related to the transfer of coursework as it relates to the articulation program.

Alabama Transfers is the student-facing side of AGSC. The Alabama Transfer guide provides major-specific transfer guides to help Southern Union students make the transition to any public four-year college or university in Alabama while retaining all course credits. This web-accessible database system provides guidance and direction to streamline the transfer process. A transfer guide/agreement outlines the first two years of coursework relative to the major of choice. If followed and the student retains a copy of their official agreement, the guide will be honored by all Alabama public institutions of higher education that offer a program in the specified discipline for four years from the date of printing by the student, as recorded on the guide. For more information, consult your academic advisor or visit AlabamaTransfer.com.

To ensure proper interpretation of their guides/ agreements, students who have completed postsecondary coursework at other institutions should request an evaluation of their courses by their intended transfer college before registering for classes at Southern Union. While Southern Union makes every effort through advising and printed materials to provide accurate information to meet transfer and degree requirements, it is the student's responsibility to select and register for courses needed to meet those requirements. In addition to following the transfer guide, students are advised to personally contact their transfer school to verify specific admissions and course requirements for their major.

Southern Union provides academic advisors on all campuses to assist students in planning transfer programs. Students should consult with academic advisors before registering each term.

Policy Statements

Southern Union State Community College subscribes fully to the following state and federal regulations and institutional policies.

Americans with Disabilities Act (ADA)

The Americans with Disabilities Act (ADA) prohibits discrimination against any qualified person regardless of his or her disability. The College strives to create a welcoming environment and will work in good faith to meet the needs of all populations. All reasonable and appropriate accommodations for qualified disabled students, applications, or employees, will be met unless to do so would present an undue hardship to the College.

To request accommodations, students with disabilities should provide documentation of the disability to the ADA Coordinator on their campus. The documentation should address the specific accommodation and should be dated within three (3) years of the enrollment date. Once the documentation is filed with the ADA Coordinator, the student's instructors will be notified of the requested accommodation. Students should update their information with the ADA Coordinator by the courses for which they are seeking accommodations each semester.

Click here to visit our website and learn more about our services for students needing accommodations.

ADA Coordinators

Wadley Campus	**Opelika Campus & Online Students**	**Valley Campus**
Tiffanie Character	Joseph Halsey	Robin Brown
tcharacter@suscc.edu	jhalsey@suscc.edu	rbrown@suscc.edu
256-935-2211, ext. 5154	334-745-6437, ext. 5354	334-754-4151, ext. 5204

Campus Awareness and Campus Security Act

Jean Clery Disclosure of Campus Security Policy and Crime Status

The Campus Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542) requires a disclosure document to be provided by Southern Union State Community College. The CLERY Report can be found under Campus Police Resources on the Southern Union website. Inquiries regarding the information contained in such documentation should be directed to:

Jimmy Holmes, Chief
Southern Union State Community College, Campus Police
P.O. Box 1000
Wadley, Alabama 36276

Copies of the full report are also available upon written request to address listed above.

Cell Phones and Electronic Communication Devices

Cell phones, pagers, or other electronic communication devices must be in the **silent or off position** during all classes and labs.

Complaint Resolution

Southern Union State Community College promotes the open exchange of ideas among all members of the Southern Union State Community College community, students, faculty, staff, and administration. An environment conducive to the open exchange of ideas is essential for intellectual growth and positive change. Southern Union State Community College recognizes that in order to efficiently and effectively carry out its mission, its employees and students must feel confident that any valid complaint or grievance an employee or student may make concerning the College will be promptly addressed by the appropriate authorities. Therefore, the following procedures for resolving such complaints and grievances have been adopted by the College.

1. Complaint

For purposes of this policy, a complaint shall mean a specific event, activity, or occurrence within the scope of the authority of the College's administration or faculty about which an individual has expressed a specific concern in writing.

Faculty and staff procedures can be found in the Employee Handbook.

A. Students

1. Complaint Related to Academic Matters: All complaints involving academic disputes must follow the College's Academic Grade Appeal Procedure.
2. Complaint Related to Disability: Complaints related to a disability should be reported orally or in writing to one of the College ADA Coordinators within ten (10) business days of occurrence of the event prompting the complaint.
3. Other Types of Complaints: Complaints related to any matter other than academic or disability should be reported in writing to the Associate Dean of Students within ten (10) business days of the event prompting the complaint.

If, after discussion between the student and the respective college official, it is determined that the complaint is valid and can be resolved immediately and informally, the college official will take action to resolve the complaint. The college official to whom the complaint was made shall record and keep a written report of the complaint and resolution of the complaint.

B. Plan of Resolution

If the student's complaint cannot be resolved immediately and informally, but requires instead a "Plan of Resolution", the appropriate college official to whom the complaint was made shall submit a written report to the College Grievance Officer. The report shall be submitted within ten (10) business days of the complaint and shall detail the complaint and the plan to resolve the complaint. If the Plan of Resolution does not result in satisfactory resolution to the complaint, the complainant may choose to pursue a grievance. (See Section 2: Grievance Procedures)

C. VA Complaint Policy

Any VA complaint against the school should be routed through the VA GI Bill Feedback System by going to the following link: http://www.benefits.va.gov/GIBILL/

Feedback.asp. The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily.

2. Grievance Procedures

Faculty and Staff procedures can be found in the Employee Handbook.

Any student who submits a written complaint to the appropriate college official, and who is not informed of a satisfactory resolution or plan of resolution of the complaint within ten (10) business days, shall then have the right to file a grievance with the College Grievance Officer. Grievance Forms are available online. The written grievance statement shall include, at minimum, the following information:

1. Date the original complaint was reported;
2. Name of the person to whom the original complaint was reported;
3. Facts of the complaint; and
4. Action taken, if any, by the receiving official to resolve the complaint.

The grievance statement may also contain other information relevant to the grievance that the Grievant wants considered by the Grievance Officer.

If the grievance involves a claim of discrimination based on sex, race, age, nation of origin, religion, handicap, or disability, the complaining party should state with particularity the nature of discrimination and, if known, a reference to any statute or policy which the Grievant believes to have been violated. The Grievant shall file any claim involving discrimination as described above within thirty (30) calendar days of the occurrence of the alleged discriminatory act, or the date on which the Grievant became aware that the alleged discriminatory act took place.

3. Investigation: Hearing and Findings

The College shall have thirty (30) calendar days from the date of receipt by the College Grievance Officer of the grievance to conduct an investigation of the allegation(s), hold a hearing (if requested) on the grievance, and submit a written report to the Grievant of the findings arising from the hearing.

Grievance Form A shall be used to report both the grievance and the hearing findings. The hearing findings shall be reported by the President (or his/her designee) to the Grievant by either personal service or certified mail sent to the Grievant's home address.

3.1 Investigation Procedures

The Grievance Officer, either personally or with the assistance of such other person(s) as the President may designate, shall conduct a factual investigation of the grievance allegations and shall research the applicable statute, regulation, and/or policy, if any. The College Grievance Officer shall determine, after completion of the investigation, whether there is substantial evidence to support the grievance. The factual findings of the investigation and the conclusions of the Grievance Officer shall be stated in a written report which shall be submitted to the Grievant and to the party or parties against whom the complaint was made (the "Respondent") and shall be made a part of the hearing record, if a hearing is requested by the Grievant. Each of the parties shall have the opportunity to file written objections to any of the factual findings and, if there is a hearing, to make their objections part of the hearing record. Publications or verified photo copies containing relevant statutes, regulations, and policies shall also be prepared by the Grievance Officer for the hearing record. If the Grievance Officer finds that the grievance is supported by substantial evidence, he or she shall also make a recommendation in the report as to how the grievance should be resolved. Upon the receipt by the Grievant of the Grievant Officer's report, the Grievant shall have five (5) business days to notify the Grievance Officer whether or not the Grievant demands a hearing on the grievance. Failure of the Grievant to request a hearing by the end of the fifth business day shall constitute a waiver of the opportunity for a hearing. However, the College Grievance Officer may, nevertheless, at his or her discretion schedule a hearing on the grievance if to do so would appear to be in the best interest of the College. In the event that no hearing is to be conducted, the Grievance Officer's report shall be filed with the President, and a copy provided to the Grievant and each Respondent.

3.2 Hearing Procedures

In the event that the Grievant requests a hearing within the time frame designated by the Grievance Officer, the President shall designate a qualified, unbiased person or committee to conduct each grievance hearing. The hearing officer and/or committee members will generally be employees of SUSCC. However, the President shall have the discretion to select someone other than SUSCC employees to serve as a hearing officer or a committee member. The hearing officer and/or committee shall notify the Grievant, and each Respondent, of the time, place, and subject matter of the hearing at least seventy-two (72) hours prior to the scheduled beginning of the hearing. The hearing shall be conducted in a fair and impartial manner and shall not be open to the public unless both parties agree in writing for the hearing to be public.

At the hearing, the Grievant and the Respondent shall be read the grievance statement. After the grievance statement is read into the record, the Grievant shall have the opportunity to present such oral testimony and offer such other supporting evidence he/she shall deem appropriate to his/her claim. Each Respondent shall then be given the opportunity to present such oral testimony and offer such evidence as he/she deems appropriate to the Respondent's defense against the charges. In the event that the College, or the administration of the College at large, is the party against whom the grievance is filed, the President shall designate a representative to appear at the hearing on behalf of the respective College.

Any party to a grievance hearing shall have the right to retain, at the respective party's cost, the assistance of legal counsel or other personal representation. However, the respective attorney or personal representative, if any, shall act in an advisory role only and shall not be allowed to address the hearing body or question any witnesses. In the event that the College is the Respondent, the College representative shall not be an attorney or use an attorney unless the Grievant is also assisted by an attorney or other personal representative.

The hearing shall be recorded either by a court reporter or on audio/video or by other electronic recording medium. In addition, all items offered
into evidence by the parties, whether admitted into evidence or not, shall be marked and preserved as part of the hearing record.

3.3 Rules of Evidence

To ensure fairness and procedural integrity, the following evidentiary standards shall apply to all formal grievance proceedings at Southern Union State Community College:

A. General Standard

Grievance proceedings are not civil or criminal trials, but they must adhere to principles of fundamental fairness. Accordingly, the rules of evidence will not mirror those used in Alabama civil courts but instead will be adapted to reflect educational context and due process. Evidence shall be evaluated based on its relevance, reliability, and probative value as judged by a trained hearing officer or committee chairperson.

B. Admissible Evidence

The following types of evidence shall be admitted if properly presented:

- Eyewitness testimony given under oath or affirmation
- Self-authenticating documents (e.g., notarized letters, certified records)
- Statements made under penalty of perjury
- Audio or video recordings accompanied by verification of date, time, and source
- Institutional records verified by college personnel

C. Conditionally Admissible Evidence

The following types of evidence may be admitted at the discretion of the hearing officer or chairperson:

- Hearsay statements, if deemed reliable and necessary
- Unauthenticated or disputed documentary evidence
- Incomplete electronic communications (e.g., emails missing headers or server data)
- Third-party submissions that lack corroboration but have potential relevance

Discretionary evidence will be admitted only if the hearing officer or chairperson determines that the information is of the type and nature commonly relied upon by a reasonable person in similar circumstances and does not unduly prejudice the proceedings.

D. Excluded Evidence

The following types of evidence shall be excluded:

- Irrelevant or immaterial evidence
- Privileged information (e.g., attorney-client communications, protected medical data) unless a valid waiver is provided
- Evidence obtained through coercion or unlawful means
- Personal character evidence unrelated to the facts of the grievance

E. Definitions and Procedural Safeguards

- "Reasonably prudent person" shall be interpreted as an individual exercising sound judgment, caution, and reason in the context of higher education disciplinary matters.
- "Inadmissible" means that the hearing officer or committee must exclude evidence falling within exclusion criteria unless exceptional circumstances exist and are documented in the hearing record.

F. Chairperson Guidance and Training

To ensure consistency and transparency in the application of evidentiary standards:

- A procedural manual for evidentiary determinations will be developed and maintained by the Office of Student Affairs.
- All grievance panel chairs and hearing officers will complete a training module or certification on evidentiary standards and procedural fairness prior to conducting hearings.

3.4 Report of Findings and Conclusions of Law

Within five (5) working days following the hearing, there shall be a written report given to the College Grievance Officer (with a copy to the President, the Grievant, and each Respondent) of the findings of the hearing officer or the chairperson of the hearing committee, whichever is applicable, and the report shall contain at least the following:

1. Date and place of the hearing;
2. The name of the hearing officer or each member of the hearing committee, as applicable;
3. A list of all witnesses for all parties to the grievance;
4. Findings of fact relevant to the grievance;
5. Conclusions of law, regulations, or policy relevant to the grievance; and
6. Recommendation(s) arising from the grievance and the hearing thereon.

3.5 Conciliation of Grievance

In the event of a finding by the hearing officer/committee that the grievance was unfounded or was not supported by the evidence presented, the College Grievance Officer shall notify the Grievant of any appeal that may be available to the Grievant.

In the event of a finding that the grievance was supported, in whole or in part, by the evidence presented, the College Grievance Officer shall meet with the Grievant and the appropriate college representative(s) (which include the Respondent(s)) and attempt to bring about resolution of the grievance.

4. Available Appeals

4.1 Presidential Appeal

If the grievance does not involve a claim of illegal discrimination based on gender, race, or disability, the findings of the hearing officer/committee shall be final and non-appealable. However, if the grievance involves such a claim, the Grievant shall have the right to appeal the decision of the hearing officer or committee to the President of Southern Union State Community College, provided that:

1. A notice of appeal is filed, using Grievance Appeal Form B, with the College Grievance Officer and the President within fifteen (15) calendar days following the Grievant's receipt of the committee report; and
2. The notice of appeal contains clear and specific objection(s)to the finding(s), conclusion(s), and/or recommendation(s) of the hearing officer or committee.

If the appeal is not filed by the close of business on the fifteenth day following the Grievant's receipt of the report, the Grievant's rights to appeal shall have been waived. If the appeal does not contain clear and specific objections to the hearing report, it shall be denied by the President.

4.2 President's Review

If an appeal is accepted by the President, the President shall have thirty (30) calendar days from his/her receipt of the notice of appeal to review and investigate the allegations contained in the grievance, to review the hearing record, and to hold an appellate hearing (if deemed appropriate by the President), and to produce a report of the President's findings of fact and conclusions of law. The President shall have the authority to (1) affirm, (2) reverse, or (3) affirm in part and reverse in part the findings, conclusions, and recommendations arising from the college grievance hearing. The President's report shall be served to the Grievant and Respondent(s) by personal service or by certified mail, return receipt requested, at their respective home addresses.

5. ACCS Student Complaint Division

A student has the right to file a complaint with the Student Success Division of the Alabama Community College System (ACCS). The ACCS Student Complaint Process and forms are located online at https://www.accs.edu/student-complaints/.

6. General Rule on Filings

If the last date for filing a document under this procedure falls on a Saturday, Sunday, or legal holiday, the date on the first business day following the respective Saturday, Sunday, or legal holiday shall be considered the deadline date.

7. List of Responsible Officials

Below is a list of the officials who have been referenced herein above as responsible for responding to complaints and grievances.

President	Mr. Todd Shackett
Dean of Academics	Dr. Linda North
Dean of Health Sciences	Ms. Rhonda Davis
Dean of Technical Education and Workforce Development	Dr. Eric Sewell
Dean of Student Affairs	Ms. Derika Hodge
Associate Dean of Student Affairs	Mr. Nick Jones
Director of Adult Education	Ms. Conner Chaveaux
College Grievance Officer	Ms. Marty Kirby
ADA Grievance Officer	Ms. Lakieshia Barnett

Each of these officials is charged with the responsibility of assisting in every reasonable way to resolve any valid complaint and to assist when one has been unable to

resolve a complaint and desires to file a formal grievance. The President reserves the right to make such changes or substitutions to the above list of officials as he/she deems appropriate in order to avoid conflicts of interest or any potential appearance of bias or prejudice.

Computer Lab and Internet Policy

Southern Union State Community College provides internet and email services to all students through computer labs, college libraries, and wireless access in specific locations throughout all campuses. Being consistent with our mission, Southern Union has invested in computing resources to provide students with reliable internet access that is readily available and computers with current software that is used in a variety of courses.

These policies apply to all users that use college computers, internet services, and network resources, including but not limited to Southern Union students, faculty, staff, administrators, and guests of Southern Union. Users may be asked to provide proper identification upon using the school's resources.

Acceptable Uses

All college-provided computers shall be compliant with the educational purposes and goals of Southern Union. It is mandatory that all users conduct themselves in a responsible, ethical, and moral manner. All users must adhere to local, state, and federal laws and maintain a high standard of internet use that is outlined in this policy. Use of the internet, college computers and network resources within Southern Union is a privilege and information attained from these computers shall be deemed the property of the College. Southern Union reserves the right to monitor and review any material on college computers at any time in order to determine inappropriate use.

Guidelines for Appropriate Use

1. Use of college computers is limited to educational purposes which include: completing class assignments, educational advancement, and obtaining general knowledge.
2. The computers at Southern Union are not to be used to play games, participate in chat rooms, or any peer-to-peer activity used to transfer files.
3. Southern Union will not be responsible for any lost or damaged data to removeable disks. Users must save all files to their own disks and no files should be saved to the college computers.
4. Computers should not be used to display personal information or for the endorsing of political candidates.
5. Any attempts to deface or alter any computer or network resource provided by Southern Union could result in disciplinary action.

Southern Union State Community College and The Alabama Supercomputer Authority reserve the right to monitor and review all traffic for potential violations of this policy and have authority to levy penalties that can result in the loss of computer access privileges or suspension and expulsion from the College.

Unacceptable Uses

The use of internet resources should comply with ethical and legal standards. The following will be considered as unacceptable uses for the internet/network:

1. Purposes and content which violate any federal or state law or college policy.
2. Illegal purposes to include, but not limited to, harrassing, threatening, stalking, pornographic, destructive or obscene materials.
3. Manners that disrupt normal network use and service. Such disruption would include, but it not limited to, the propagation of computer viruses, the violation of personal privacy, the unauthorized access to protected and private network resources, and the altering of system software and hardware configuration.
4. Commercial activities including, but not limited to, commercial solicitation for business.
5. Use for private or personal business is prohibited.
6. Copyright infringement.

The user must be aware that information retrieved from the internet may not have been verified, validated, or authenticated by a properly credentialed source to assure its accuracy. Information accessed on the internet or other computer software available is to be used in a professional and responsible manner. Southern Union State Community College is not responsible for information which is considered offensive in nature or is misused by the user.

Copyright and Fair Use Policy

Copyright is the ownership and control of the intellectual property in original works of authorship. The laws of the United States (Title 17, United States Code) provide protection to the owner of copyright. This protection is available to both published and unpublished works. Public

Law 94-553, section 6, generally gives the owner of copyright the exclusive right to, and to authorize others to: reproduce in copies, prepare derivative works, distribute copies, perform publicly, and display publicly the copyrighted work. In compliance with Millennium Copyright Act, Head of Library Services has been appointed as the College's agent to receive notification of claimed infringement from a copyright owner.

Copyright law governs any print or non-print reproduction of copyright material. It is illegal for anyone to violate any of the rights provided by law to the owner of copy right. One major limitation on the law, however, is the doctrine of "fair use."

Whether use of copyright materials falls under the "fair use" exception depends on these four factors: purpose of the use, nature of the work, amount of copying, and effect of the copying on the potential value of the work. Another limitation can be "compulsory license" which permits limited uses of copyrighted works in return for the payment of fees or royalties.

Faculty, staff and students of the College must comply with the provisions of the state and federal intellectual property laws such as the Copyright Act. Procedures for obtaining copyright permissions for course materials have been established and must be followed. Information explaining the Copyright Act as it pertains to copying both course material and material for personal use is available in all campus libraries.

Drug-Free Workplace Policy

In compliance with the drug-free workplace requirements of Public Law 100-690 for the recipients of Federal contracts and grants, the following policy is in effect for Southern Union State Community College.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited by Southern Union State Community College on any property owned, leased, or controlled by Southern Union State Community College or during any activity conducted, sponsored, or authorized by or on behalf of Southern Union State Community College. A "controlled substance" shall include any substance defined as a controlled substance in Section 102 of the Federal Controlled Substance Act (Code of Alabama, Section 20-2-1, et seq.)

Southern Union State Community College has and shall maintain a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace; the college's policy of maintaining a drug-free workplace; any available drug counseling, rehabilitation, and employee assistance program; and the penalties that may be imposed upon employees for drug abuse violations.

Any employee who is convicted of any Federal or State Court of an ofense which constitutes a violation of paragraph 1 above shall notify the College President in writing of said conviction within five (5) days after conviction occurs. Conviction, as defined in PL 100-690, shall mean "a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both."

In the event of a report of conviction pursuant to paragraph 4 above, where the employee is working in a project or program funded through Federal contract or grant, Southern Union State Community College shall also reserve the right to require said employee, as a condition of continued employment, to satisfactorily complete a drug treatment or rehabilitation program of a reasonable duration and nature.

Southern Union State Community College shall make a good faith effort to ensure that paragraphs 1-5 above are followed. Each newly hired employee of Southern Union State Community College shall receive a copy of this policy.

The Drug Abuse Office and Treatment Act of 1972 (PL 92-255)

As amended, relates to nondiscrimination on the basis of drug abuse.

Emergency Alert System Notifications

Emergency Alerts

In the event that a situation arises, either on or off campus, that in the judgement of the President or his/her designee, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. Warnings will be issued through the College's Emergency Alert System (SchoolCast).

All currently enrolled students are automatically set up for this service. New employee alert accounts are manually created by the MIS Department. It is important that each student verifies his/her information and makes the necessary updates so alerts are sent to the correct phone numbers.

For more information visit the Emergency Alert System page on the college website.

Adverse Weather Alerts/College Closings

Campus closings during periods of extremely adverse weather shall be authorized by the President or designee. Students will be informed via text message on the Emergency Alert System. It is important for each student to verify his/her information and make the necessary updates so alerts are sent to the correct phone number.

Closings will also be posted on the college website and all social media outlets.

Emergency School Closure Policy

The Emergency School Closure Policy applies to all academic, health sciences, and technical programs, as well as students, faculty, and staff at Southern Union State Community College. In the event of a school closure due to emergencies—such as inclement weather, natural disasters, public health crises, or other unforeseen events—the following guidelines will ensure the continuity of instruction:

Campus Closure

Any campus closure due to emergency conditions (e.g., inclement weather, natural disasters, public health crises, or other emergencies) will be determined by the College President. When the physical campus is closed, no on-campus courses, practices, rehearsals, or other in-person activities will take place. Campus closure notifications will be sent to students, faculty, and staff through the College's emergency notification system, email, and phone. These notifications will also be posted on the College's website. In the event of a closure lasting more than 24 hours, the College will provide daily updates to keep all stakeholders informed of the status of the closure.

Off-Campus Activities

All off-campus activities—including clinicals, preceptorships, apprenticeships, school trips, ball games, and other extracurricular events—will be subject to the determination of the respective deans.

- The decision to cancel activities for Health Sciences students (clinicals, preceptorships, apprenticeships, etc.) will be made by the Dean of Health Sciences. **Health Sciences students must adhere to any guidelines provided by clinical facilities and their instructors for any virtual simulations or make-up sessions for missed clinical hours.**
- The Dean of Technical Education and Workforce Development will determine the cancellation of activities for Technical Education students (apprenticeships, field placements, etc.).
- The Dean of Academics will decide whether to cancel activities for Academic Transfer students (conference events, academic tournaments, off-campus assignments, etc.).
- The Dean of Student Affairs will determine cancellations for other extracurricular activities.

Communication Regarding Instructional Changes

Faculty will communicate any changes to the class schedule or instructions to students via the Learning Management System (LMS), currently Canvas. Additionally, faculty will notify their department chair and dean of these changes via email.

Online Transition

If the campus is closed, in-person classes will shift to online instruction through Canvas, if feasible. All courses should be set up in Canvas at the start of the semester to ensure a smooth transition if needed.

Cancellation Guidelines

Communication

The College will notify students, faculty, and staff of the closure via email, text, Canvas, and the College website. Faculty will communicate any instructional or schedule changes to students through email and Canvas and to their department chair and dean through email. In the event of a closure lasting more than 24 hours, daily updates will be provided on the status of the closure.

Instructional Options

- **Synchronous (Virtual)**: If feasible, real-time virtual instruction (e.g., live lectures or virtual class meetings) will take place through video conferencing or other platforms.
- **Asynchronous**: If synchronous instruction is not possible, course materials, assignments, and instructions will be posted online, with timelines specified for completion of assignments and assessments.
- **Assessments**: Some online assessments may require identity verification, environmental scans, or other check-in procedures through Canvas. Students must

adhere to the check-in procedures posted on Canvas and procedures may vary from instructor to instructor.
- **Deadline Adjustments**: Instructors will adjust deadlines as necessary and communicate these changes to students to ensure they can complete their coursework on time.
- **Modified Schedule**: In the case of extended closures, instructors may modify course syllabi, schedules, and deadlines. Flexible deadlines will be offered to students facing difficulties accessing online instruction.

Instructor Responsibilities

- **Less Than 24-Hours Closure:**Instructors will take immediate action to maintain instructional continuity. If the class has not yet met that day, instructors will contact students as soon as possible to explain how the class will be conducted (e.g., by providing recorded lectures, conducting live sessions, or posting relevant materials). Any schedule changes will be communicated promptly to ensure students can continue their coursework.
- **More Than 24-Hour Closure**: Instructors will implement additional strategies to maintain instructional continuity, building on those made for a closure of less than 24 hours. Instructors may also modify syllabi, schedules, and deadlines as needed. They will track attendance for both synchronous and asynchronous sessions and provide daily updates to ensure students have the necessary resources to succeed.

Student Responsibilities

Students should check their official school email, text messages, and Canvas **daily** for updates on closures or instructional changes. If students face challenges with instruction, they should contact their faculty members for assistance. If students encounter technical issues, they should reach out to IT support at support@suscc.edu.

Health Sciences students must adhere to any guidelines provided by clinical facilities and their instructors for any virtual simulations or make-up sessions for missed clinical hours.

Commitment to Instructional Continuity and Communication During School Closures

In the event of a school closure, the College is committed to maintaining instructional continuity and keeping students, faculty, and staff informed. It is essential that all parties remain flexible and responsive to any changes that may occur. In cases of unforeseen circumstances, such as natural disasters (e.g., tornadoes) that disrupt the internet or power for extended periods, there may be delays in communication and instructional delivery. Students should stay engaged by checking communication channels daily and reaching out to the appropriate support resources as needed. Faculty and staff will work together to ensure that students have the necessary tools and guidance to complete their coursework successfully, understanding that some challenges may arise beyond the College's control.

Encumbrance of Student Records

Student records may be encumbered for any debt owed the College for tuition, fees, fines, unpaid damages, bad checks, unpaid loans, or any bookstore or residence hall debt.

Encumbrance means that the student may not receive a grade report, have a transcript sent, or register at Southern Union until the encumbrance has been cleared.

Family Educational Rights and Privacy Act (FERPA)

Under the Family Educational Rights and Privacy Act of 1974, as amended, U.S.C. 20 § 1232g, Southern Union State Community College may disclose certain student information as "directory information." Directory information includes the names, addresses, telephone numbers, dates of birth, and major fields of study of students, as well as information about students' participation in officially recognized activities and sports, the weight and height of members of the athletic teams, the dates of attendance by students, degrees and awards received, and the most recent previous educational agency or institution attended by the respective student. If any student has an objection to any of the aforementioned information being released during any given term or academic year, the student should notify the Registrar through written communication.

Notification of Student rights under FERPA

FERPA affords students certain rights with respect to their education records. These rights are listed below.

1. The right to inspect and to review the student's educational records.

2. The right to request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. The right to consent to disclosure of personally identifiable information contained in the student's educational records, except to the extend that FERPA authorizes disclosure without consent.
4. The right to file with the U.S. Department of Education a complaint concerning alleged failures by Southern Union State Community College to comply with the requirements of FERPA.
5. The right to obtain a copy of Southern Union State Community College's student records policy, which is available at the Records Office.

Food and Drink

Food or drinks are not allowed in certain areas of the college such as, but not limited to, computer labs, clinical labs, or learning resource centers.

Immigration Reform and Control Act

Effective November 6, 1986, the Immigration Reform and Control Act required that all employers must attest, under penalty of law, that they have verified that a newly hired worker is not an unauthorized alien. This attestation must be made on Form I-9, issued by the Immigration and Naturalization Service. Copies of this form are available from the Business Office.

The completed I-9 form must be kept within the employee's personnel file for three years after the individual begins work or one year after termination of employment, whichever period is longer. All employees hired after September 1, 1987, must have the form completed within three days after commencement of employment.

This requirement is for all employees, including seasonal, hourly, and part-time.

Lost and Found

Lost and found articles should be taken to the Campus Police. Items found and/or left with the Campus Police will be inventoried, dated, and held for a period of thirty (30) calendar days.

During this time, articles may be claimed upon verification of ownership. After thirty days, the College automatically disposes of unclaimed articles. Cash will be held for sixty (60) days. After sixty days, if no one has claimed the money, it will be returned to the finder (faculty and staff excluded).

Parking and Driving Regulations

Any student who drives a car or other motorized vehicle on any campus, day or night, must have liability insurance and must secure and display a parking permit. If more than one vehicle is driven on campus regularly, each vehicle should have its own decal. Parking decals are $20.00 and can be purchased online through the college website. Vehicles must first be registered through the website before a parking permit can be issued. Payment can be made in the Business Office or on the website after registration. Permits will be mailed after payment and registration process is complete. **All student parking permits expire at the end of summer term each year.**

Click to register vehicle and purchase parking decals.

Parking hangtags must be displayed on the rearview mirror. By doing so, the student agrees to abide by the following parking regulations:

1. The speed limit is not to exceed 10 mph on any campus.
2. The registered driver is responsible for his/her automobile regardless of who is driving.
3. Visitor's Parking Permits are issued to non-student campus guests. Students experiencing car trouble or other extenuating circumstances that necessitate bringing an unregistered vehicle on campus may also qualify for a Visitor's Parking Permit. A Visitor's Parking Permit should be obtained immediately upon arriving on campus. Permits are available from Campus Police on the Wadley and Opelika campuses and from the Administrative Office on the Valley campus.
4. Vehicles may not be parked in a "no parking" zone.
    a. Vehicles parked improperly with or without a parking hangtag showing, will be ticketed and a $25.00 fine will be assessed. Students owing fines will have all college records placed on hold until fines are paid.
    b. Vehicles parked improperly can be towed from campus at the owner's expense.
5. All users of handicapped parking spaces must validate their parking permit. Information on the validation process is available from Campus Police.
6. No parking on yellow curbs.

7. All stop signs must be obeyed.
8. Vehicles left on campus overnight must be registered with the Campus Police.
9. No driving and/or parking on the grass, sidewalks, or curbs.
10. Double parking is prohibited.
11. Blocking driveways, entrances, and exits to parking areas or buildings is prohibited.
12. Drivers must yield to pedestrians in designated crosswalks.
13. Vehicles must be parked in designated parking spaces.
14. All drivers must obey all "Rules of the Road" as described in Alabama Title 32, Traffic and Motor Vehicle Laws.

Rehabilitation Act of 1973

Southern Union State Community College is committed to protecting its students, employees, and visitors from harassment, intimidation, and exploitation as prohibited by Title IX of the Education Amendments of 1972 and of Title VII (Section 703) of the Civil Rights Act of 1964. The Southern Union Coordinator for Title IX is Gary Branch, Dean of Student Affairs.

Harassment includes, but is not limited to, slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, gender, religion, national origin, age, or disability. Harassment also includes unwelcome sexual advances, requests for sexual favors, and other verbal, graphic, or physical conduct of sexual nature.

Sexual harassment refers to behavior of a sexual nature which interferes with the work or education of its victims and their co-workers or fellow students. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex when:

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

Harassment of employees or students by employer, other employees, other students, or non-employees is a violation of this policy. Any person who believes herself or himself to be subjected to such harassment, intimidation, and/or exploitation should contact any college official as prompty as possible after the harassment occurs. The college official will take appropriate action to resolve the complaint.

Reporting Criminal Actions or Other Emergencies

It is the policy of Southern Union State Community College that any criminal act or threat of violence, injury, destruction of college or personal property, traffic accident, or other situation which occurs on any campus operated by Southern Union State Community College, and which may constitute an emergency, a danger to the health, safety, or property of any person, or a threat to the public order, be reported to one of the following:

Wadley Campus	
Campus Police	(334) 328-4743
Campus Police - Evening	(334) 328-9793
Steve Spratlin, Associate Dean of Instruction	(256) 395-2211 ext. 5150
Valley Campus	
Campus Police	(334) 756-4151
Campus Police - Evening	(334) 756-4151
Robin Brown, Associate Dean of Institutional Effectiveness/Campus Director	(334) 756-4151 ext. 5204
Opelika Campus	
Campus Police	(334) 324-3631
Campus Police - Evening	(334) 328-9392
Linda North, Dean of Academics	(334) 745-6437 ext. 5402
Rhonda Davis, Dean of Health Sciences	(334) 745-6437 ext. 5511
Eric Sewell, Dean of Technical Education and Workforce Development	(334) 745-6437 ext. 5380

An emergency is hereby defined as any event that is disruptive to the normal affairs of the college. Members of the campus community should be alert to emergency situations and make immediate reports as outlined below. In reporting an emergency, the caller must:

1. State name;
2. State type of emergency;
3. State location of emergency; and
4. Remain in the same area until assistance arrives.

All witnesses to any of the above described situations may be asked to provide written statements and otherwise assist college officials and law enforcement officers in the investigation of the situation. Information provided by witnesses will be held in the strictest of confidence. It shall be an offense subject to appropriate disciplinary action for any Southern Union State Community College employee or

student to file a false report of, knowingly make a false statement about, or interfere with the investigation of any situation of the nature described in this section.

If you are a victim of a crime and do not want to pursue action within the College System or the criminal justice system, you may still want to consider making a confidential report. The purposes of a confidential report is to comply with your wish to keep the matter confidential, while taking action to ensure the future safety of yourself and others. The College will use this information to maintain accurate records, determine patterns of crime (methods, location or assailant) and create a proactive approach to address the situation. The information filed in this manner will be counted and disclosed in the annual crimes' statistics for the institution.

The College's designated official or officials will take all reasonable action to prevent or minimize any harm to the employees, students, and visitors of Southern Union State Community College. Furthermore, it shall be the duty of said official(s) to notify the appropriate law enforcement agency in the event of an act of criminal nature or of any other nature (for example, a traffic accident) which would ordinarily involve law enforcement officials. Additionally, it shall be the duty of said official(s) to contact appropriate fire department, emergency medical agency, or other authority or agency which is due to be notified of the respective incident.

Copies of the Emergency Preparedness Manual are located on the college website under the Campus Police section at www.suscc.edu.

Security of Personal Property

The College cannot be responsible for personal property, nor can the College assume responsibility for the protection of vehicles or their contents. Campus Police recommend students conceal books, supplies, and other valuables in the trunk of their vehicle or keep valuables in their possession at all times. **Valuables such as purses, handbags, book bags, and knapsacks should never be left unattended.**

Sexual Offenders Registration

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offenders Act. In May 1996, the Alabama State Legislature passed a law establishing the Community Notification Act. This law requires convicted adult sex offenders to notify local law enforcement of their residence within the community where they are living. Law enforcement authorities must then notify community residents living near the sex offender. Along with this law are provisions that prohibit a convinced sex offender from living near a school and living in a residence with children.

The College is required to inform the campus community that the Alabama Bureau of Investigation (ABI) registration list of sex offenders is available through the Dean of Student Affairs' Office. Additionally, a list of Alabama registered offenders is available from the Alabama Department of Public Safety's website at www.dps.state.al.us or by calling (334) 242-4371.

Solicitation

No off-campus individual or organization may distribute literature, advertise, solicit customers, recruit volunteers, employees or members, seek donations, or make sales on campus without sponsorship by a registered student organization and approval by the President or Dean of Student Affairs.

Alabama State Board Policy 515.01 - Agents, Vendors, and Solicitation

1. An agent, vendor or solicitor shall not be permitted on campus to distribute literature, solicit funds, or sell to faculty, staff, students, or campus organizations without specific approval by the President or an authorized designee.
2. An agent, vendor, or solicitor will not be allowed on campus to sell merchandise or services to students except when sponsored by a student organization. Sponsorship by a student organization involves bearing the responsibility for the reputation of the vendor. Sponsorship by a student organization also involves the requirement of student participation in the actual selling as well as ensuring that the sponsoring student organization receives a significant portion of the receipts from sales. Charitable, tax-exempt organizations will be considered on an individual basis.
3. On-campus solicitation or other solicitations originated by students to raise funds for institution-related activities may be permitted only with prior approval of the President or appropriate Dean.

Solicitation for non-institutional related activities shall not be permitted on campus except with the approval of the President or designee.

Smoke-Free & Tobacco-Free

The use of all forms of tobacco products on property owned, leased, rented, in the possession of, or in any way used by Southern Union is expressly prohibited. “Tobacco Products” is defined as cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes, and any other smoking devices that use tobacco such as hookahs or simulate the use of tobacco such as electronic cigarettes.

Further, this policy prohibits any advertising, sale, or free sampling of tobacco products on Southern Union properties. This prohibition includes but it not limited to all areas indoors and outdoors, buildings and parking lots owned, leased, rented, or otherwise used by Southern Union. The use of tobacco products is prohibited in all vehicles - private or public vehicles - located on Southern Union properties. This policy applies to all persons who enter the areas described above, including but not limited to students, faculty, staff, contractors and subcontractors, spectators, and visitors. All events hosted by Southern Union shall be smoke and tobacco-free.

All offenses violating the Smoke-Free and Tobacco-Free Policy will result in a $25 ticket. Students owing fines will have all college records placed on hold until fines are paid.

Students' Rights and Responsibilities

Southern Union State Community College is committed to educating students about their responsibilities as college students and as citizens. The faculty, staff, and administrators of the College provide students with current information about specific student responsibilities through publications, classroom announcements, and direct mail. See the Student Handbook section for a specific statement of Students’ Rights.

Student Affairs Division

Derika Hodge, Dean of Student Affairs

The purpose of the Student Affairs Division is to accommodate students in gaining access to Southern Union by providing pre-admission counseling, academic advising, placement testing, orientation, special needs counseling and special accommodations, tutorial assistance and other support services. The Student Affairs Division seeks to facilitate the successful movement of students through the educational process to the completion of their identified goals, including the pursuit and continuation of undergraduate education, personal enrichment, specific job skills, and career preparation or development.

OBJECTIVES

1. To provide administrative leadership that will result in the effective interaction of student development services with other programs and services of the college to fulfill the institution’s mission.
2. To maintain cooperative relationships with other educational institutions and services to facilitate smooth student articulation, student transfer, and graduation.
3. To provide counseling services which will facilitate the educational, vocational, social, and personal development of each student.
4. To provide a systematic and effective academic advising program.
5. To provide a broad range of testing services for students to enhance their success in their individual educational programs.
6. To provide a comprehensive orientation program for all new students.
7. To provide effective tutorial services to assist students with academic deficiencies in mathematics and English.
8. To coordinate recruitment activities which reflect and highlight the role and mission of the college.

Academic Advising

Dr. Chris Franklin, Associate Dean of Enrollment and Retention

At Southern Union, academic advising is an extension of the educational process with its primary purpose to assist students in selecting appropriate course work for desired programs of study. Professional academic advisors and specified faculty are available on all campuses to assist students.

The College provides transfer guides to students for Alabama state colleges and universities. Transfer guides may be obtained from the academic advisors or by accessing the following website: https://alabamatransfers.com. Students planning to transfer to another college or university upon completing

their studies at Southern Union have the ultimate responsibility for determining specific admission and course requirements at their intended transfer institution.

For more information about Academic Advising or to schedule an appointment, click here to visit our website.

Academic Support Services

Tutorial Services

Students have access to tutorial services both virtually or face-to-face. Writing coaches and math tutors are available for students on all campuses. More tutoring subjects, which include sciences, business, foreign languages, social sciences, history, computer science, and health sciences are available throughout online tutoring platform which is accessible through Canvas and available 24/7. The tutorial program arranged through the College is free of charge to all currently enrolled Southern Union students and subjects tutored on campus are subject to the availability of interested and qualified students. For tutorial assistance, students should check posted schedules in classrooms, bulletin boards or the SUSCC web site at www.suscc.edu or they may also consult their academic advisor for information and referral assistance.

Academic Support Services on the Opelika campus are provided in the Student Success Center which is located in the Business Technology Center, Room 110. The Student Success Center also sponsors workshops covering topics like study strategies, test taking strategies, time management, and health and wellness. The Student Success Center provides a quiet place to study as it has WiFi, desks and tables, a study room, and computers available for student use.

Academic Coaching and Academic Intervention Program are also offered through the Student Success Center. Students who are on probation, returning from academic suspension, readmitted through the academic appeal process, or in financial aid warning status are referred to the Academic Intervention Program for additional academic support. Please visit the Student Success Center webpage on the Southern Union website at www.suscc.edu for more information on services provided.

Tutorial Lab

The College provides open computer labs for students to utilize tutorial software and complete special assignments. A current Southern Union identification is required to use an open lab.

Southern Union Program for Athletic Academic Counseling (SUPAAC)

The Athletic Academic Counseling Program (SUPAAC) is designed to aid athletes by (1) helping to improve retention and academic performance; (2) ensuring proper registration in transferable courses that fulfill requirements in academic programs of study; and (3) providing academic counseling regarding athletic eligibility. Assistance is provided in scheduling classes to avoid conflict with athletic competition and practice as well as assigning study halls and tutorial sessions. The program is not restricted to athletes but offers tutoring services for **all students** in subjects in which they need help.

Assessment Services

Placement Testing

Students are required to take the Accuplacer placement test in English and mathematics prior to enrollment in classes unless appropriate exemptions are on file with the Admissions Office (see the Accuplacer section of this catalog). Prospective students are strongly urged to schedule and complete the placement test prior to registration, as results will be used to determine placement in courses at registration.

1. **Accuplacer**
    a. **Requirements**
    Students included in any one of the following categories are required to take the ACCUPLACER prior to registering for classes:
        i. Students who have not previously attended college, and do not provide proof of appropriate ACT/SAT/GED scores, or high school GPA of 2.75 and minimum course grade of “C” for English IV or mathematics (Algebra II, Elements of College Math, Algebra II with Trigonometry, Pre-Calculus, or Calculus are the only courses that may be used for placement.) Scores, high school GPA, and grades may not older than five years.
        ii. Transfer students who have not successfully completed a college-level English or mathematics with a “C” or higher.
        iii. Students whose successful completion of a college-level English or mathematics course at a regionally accredited institution cannot be verified with a transcript, faxed transcript, or a student grade report at registration. (Unofficial transcripts or reports are only used for

registration purposes. All official transcripts must be received before the end of the first term of enrollment.)

iv. Accelerated high school students and high school students enrolling for dual credit who do not have appropriate ACT/SAT scores for the course(s) in which the student wishes to enroll.

v. Students who have acceptable ACT scores as designated in the Placement Guidelines and/or high school transcripts on file but wish to improve their course placement.

b. **Exemptions**

The following students are exempt from taking the ACCUPLACER.

i. Students who have the required scores on the ACCUPLACER, SAT, ACT, or GED test that are less than five years old.

ii. Students who have a 2.75 high school GPA or higher and a grade of "A," "B," or "C" in English IV and mathematics (Algebra II, Elements of College Math, Algebra II with Trigonometry, Pre-Calculus, or Calculus) that are less than five years old.

iii. Transient students who submit a completed transient form.

iv. Students who enroll as non-credit students (Training for Business and Industry and Continuing Education).

v. Students who successfully completed a college-level English or mathematics course with a "C" or better at a regionally accredited institution as verified by official transcripts, faxed transcripts, or student grade reports. (Unofficial transcripts or reports are only used for registration purposes All official transcripts must be received before the end of the first term of enrollment.)

vi. Students scoring 510 or above on the SAT verbal or a 17 or above on the English component of the ACT are exempt from the ACCUPLACER for English.

vii. Students scoring 510 or above on the SAT mathematics or a 17 or above on the mathematics component of the ACT are exempt from the ACCUPLACER for math.

viii. Students who provide documentation of successful completion ("C" or higher) of developmental course(s) which determine eligibility for English 101 and/or college-level mathematics from a regionally accredited institution.

ix. Students who have an associate degree or higher from a regionally accredited institution that demonstrates successful completion of college-level English and/or mathematics courses.

x. Students who enroll to audit a course.

xi. Students who score a 165 or higher on the Mathematics Reasoning portion of the 2014 series of the GED will be exempted from the math portion of the placement test.

xii. Students who score a 165 or higher on the Reasoning Through Language portion of the 2014 series of the GED will be exempted from the English portion of the placement test.

c. **Re-Testing**

A student who has not attended a developmental English or math class may retest one time per calendar year provided there is evidence the student has completed test preparations and/or remediation activities. Additional preparation includes academic boot camps or online study aids. Southern Union will charge a one-time fee of $10.00 per retest assessment. Placement test scores will be valid for five years from the date of the retest assessment. Students may not retake the ACCUPLACER if they have previously been unsuccessful in the developmental course within the last five years.

General Educational Development (GED) Testing

Southern Union is designated by the Alabama State Department of Education as a test center for the General Educational Development (GED) test. The GED test is used as the basis for granting the state high school equivalency diploma issued by the Alabama State Department of Education. GED tests are administered on the Opelika, Valley, and Wadley campuses.

Southern Union is pleased to offer the 2014 GED test (a computer-based test only) at all of our campuses. Visit www.gedcomputer.com or call 1-877-EXAM-GED (392-6433) to register, schedule, and pay for the GED test. Credit and debit cards are acceptable forms of payment. The 2014 GED test consists of four content areas, and the cost per content area is $36. You must bring a valid photo ID (driver's license, state identification card, military ID, or passport) with you on test day. For step-by-step instructions on the registration and scheduling processes, please visit the GED Testing Service tutorial page.

If you are at least 16 years old and have not earned a high school diploma from a public or private high school, you

may be eligible to take the GED. You can take the GED if you earned the Alabama Occupational Diploma (AOD). If you are under the age of 18, there are specific requirements:

Students age 17 must be an Alabama resident, must have a completed a Student Exit Interview or have a notarized letter from a parent or legal guardian that grants permission to take the GED test. Paperwork can be submitted to https://form.jotform.com/222486074676162 to gain testing permission.

Students age 16 must have a Certificate of Exemption issued by the school district's superintendent, have a notarized letter from a parent or legal guardian that grants permission to take the GED test and must make a minimum score on the TABE Test or the GED Ready Mathematical Reasoning and Reasoning Through Language Arts tests. Paperwork can be submitted to https://form.jotform.com/222486074676162 to gain testing permission.

Any Alabama resident who is 16 or 17 years old and exited a private or church school or a private tutor program must present a notarized letter from the parent or legal guardian that the applicant has permission to take the test. The letter must include evidence of school withdrawal from the school or program. Paperwork can be submitted to https://form.jotform.com/222486074676162 to gain testing permission.

Interested persons may contact the Assessment Center at (334) 745-6437, ext 5416, 5557, or 5563.

Specialized Testing Services

1. **ACT Testing**
   Southern Union is an approved testing site for the ACT and offers the test on the designated national test dates for the examination in Alabama. The test is given on the Wadley Campus. Interested persons should contact the Assessment Center for the schedule by calling (256) 395-2211, ext. 6416 or 5416.

2. **Health Sciences Admissions Testing**
   The Assessment Center provides scheduled testing services for admission for certain programs in the Health Science Division. The ACT National or the ACT On-Campus (Residual) test is required for admission to the Nursing, Physical Therapist Assistant, and Radiologic Technology programs. Interested persons should refer to the Health Sciences Division webpage at www.suscc.edu for complete information and instructions on the application process.

3. **WorkKeys Testing**
   The Assessment Center administers the ACT WorkKeys assessments for individuals who are seeking employment as paraprofessionals in area school systems that require applicants have the WorkKeys Proficiency Certificate for Teacher Assistants. The Assessment Center is also a certified testing site for the National Career Readiness Certificate (NCRC). Based on test scores, testers will be issued a National Career Readiness Certificate (NCRC) at the platinum, gold, silver, or bronze level. Some area employers require an NCRC for employment candidates, and some students enrolled in a technical program are also required to take this test. Finally, the Alabama Peace Officers Standards and Training Commission (APOSTC) has adopted ACT WorkKeys as the Basic Ability Test (BAT) for law enforcement and correctional officer applicants. Interested persons should contact the Assessment Center at (334) 745-6437, ext. 5563 or 5557 - or email the Assessment Center at testing@suscc.edu.

Southern Union State Community College is authorized by **Computer Science Certified Internet Web Professional (CIW)** as an academic partner and Pearson VUE authorized Testing Center.

Career Exploration

Southern Union's Career Services office provides free services to students with resources and support to explore career pathways, prepare for employment, and connect with job opportunities during and after college.

Available services include:

- Career exploration tools to help match interests with programs and occupations

- Resume writing and interview preparation
- Job search assistance and access to part-time, full-time, and internship opportunities
- On-campus career fairs, employer engagement, and professional development workshops
- Transfer planning resources and guidance

Students are welcome to make an appointment and access career resources on the college's Career Services webpage: https://www.suscc.edu/students/career-services. Appointments for individual assistance are available in person or virtually.

Diversity Program

The Diversity Program objectives are to:

1. increase student retention in general and minority student retention in particular; and
2. promote issues of cultural diversity throughout the College.

Some of the activities sponsored by this office include special programs, guest lecturers, and field trips to historical sites and colleges.

Graduation

A graduation ceremony is held in May of each year for graduates of the Spring and preceding Summer and Fall terms in the Southern Union Arena on the Wadley Campus. Information concerning the ceremony is mailed to students wishing to participate in graduation.

No student may participate in graduation who has not (1) completed all degree and/or certificate requirements, and (2) purchased a cap and gown through the College bookstore before the date of the graduation ceremony.

Graduation Evaluations

Qualified students who wish to receive a diploma or participate in graduation ceremonies must complete an application for graduation through an academic advisor and pay the $5.00 non-refundable diploma fee by the deadline published in the College calendar found in the General Information section of the College Catalog. Although degrees are officially conferred in May, students may complete degree or certificate requirements and then request after each term.

Degrees and Certificates Awarded

Southern Union State Community College awards the Associate in Science, Associate in Applied Science, and Certificates.

- The Associate in Science Degree is awarded to students completing the General Education Core (Area I-IV) and the pre-professional/pre-major courses (Area V) detailed in the Academic Division section of this *Catalog*.
- The Associate in Applied Science Degree is awarded to students who satisfy the requirements of any one of the specific career programs outlined in this *Catalog*.
- A Certificate is awarded to students who satisfy the requirements of a specific certificate program outlined in this *Catalog*.

Degree Requirements

A

student shall be awarded the Associate in Science,or Associate in Applied Science upon satisfactory completion of the requirements as specified by Southern Union State Community College and the Alabama State Board of Education. A student must:

- satisfactorily complete a minimum of 60 semester hours of college credit (from courses numbered 100 or above) in an approved program of study, including prescribed general education courses.
- earn a 2.0 cumulative grade point average in all courses attempted at the College. The calculation of the grade point average for graduation shall not include grades earned in institutional credit courses. A course may be counted only once for purposes of meeting graduation requirements.
- successfully complete English 101 and/or 102 with a minimum grade of "C".
- complete at least twenty-five percent of the total semester credit hours required for the degree at Southern Union State Community College.
- transfer only credit hours that represent collegiate coursework relevant to the degree, with course content and level of instruction resulting in student competencies at least equivalent to those of "native" students.
- fulfill all financial obligations to the College. (The return of all college-owned books and property is considered a financial obligation.)

Certificate Requirements

A student may be granted an award other than a degree upon satisfactory completion of the requirements of the specific program as specified by Southern Union State Community College, following the policies of the Alabama State Board of Education. A student must:

- satisfactorily complete an approved program of study.
- earn a 2.0 cumulative grade point average in all courses attempted at the College. The calculation of the grade point average for graduation shall not include grades earned in institutional credit courses. A course may be counted only once for purposes of meeting graduation requirements.
- complete English 101 or English 131 with a minimum grade of "C" when English is a required course for the Certificate.
- complete at least 25 percent of the total semester credit hours required in the program at Southern Union State Community College.
- transfer only credit hours that represent collegiate coursework relevant to the certificate, with course content and level of instruction resulting in student competencies at least equivalent to those of "native" students.

Graduation Honors

Southern Union State Community College provides selected academic honors to recognize and promote notable student achievement. These academic honors include: (1) Graduation Honors for Degrees, to include Graduation with Honors, Graduation with High Honors, and Graduation with Highest Honors; and (2) Graduation Honors for Other Formal Awards (Certificates) to include Graduation with Distinction.

Graduation Honors for Degrees

Superior academic achievement by graduating students shall be recognized by the following designations on transcripts.

Graduation with Highest Honors	3.90 to 4.00 GPA
Graduation with High Honors	3.70 to 3.89 GPA
Graduation with Honors	3.50 to 3.69 GPA

Graduation Honors for Certificates

Graduation with Distinction 3.50 to 4.00 GPA

NOTE: Calculation of the grade point average (GPA) for graduation honors shall be identical to the method used for calculating the GPA to fulfill graduation requirements for the degree or certificate being earned. In addition, in order to be eligible for a graduation honor, the student must have completed a minimum of 32 semester hours at Southern Union State Community College.

Orientation Activities

BISON BOUND - Pre-College Orientation

During the months of June and July, a pre-college program is offered called Bison Bound. All new and transfer students are strongly encouraged to participate. This program is designed to help entering freshmen and transfer students

make wise decisions in choosing their fields of study and to adjust more readily to their first semester at Southern Union. Bison Bound sessions are available on all campuses.

New students, after being accepted for Fall semester enrollment, may register for Bison Bound sessions on the SUSCC website at www.suscc.edu.

Orientation to College (ORI 101) and Student Success Skills (ORI 105)

Orientation is a two credit hour course designed to introduce beginning students to college life. This course provides an introduction to programs, personnel, and policies at the college. It provides students with information regarding what the College expects from students and what students should expect from the College. The course also addresses student attitudes, goals, study skills, and health related issues.

Orientation is **required** for all new students who have not previously attended college and is offered each term. Students who initially entered Southern Union prior to Fall Quarter 1994 and students who have successfully completed at least 12 semester hours (15 quarter hours) within the past five years with a 2.0 GPA (on a 4.0 scale) at a regionally accredited institution are exempted from ORI 101 and ORI 105. It is incumbent on the student to verify the 12 semester/15 quarter hours at the time of registration.

Recruiting

Southern Union provides a comprehensive recruiting program. Southern Union recruiters participate in area high school career day/evening programs, assist with annual academic and athletic tournaments, provide individual tours on each campus and respond to special requests for information and speaking engagements. Recruiters are available to provide presentations for local civic, service, and community groups and represent the college at community events.

For more information, visit our website.

Technical Division

Technical Education and Workforce Development

Dr. Eric Sewell, Dean of Technical Education and Workforce Development

The **Technical Division** of Southern Union State Community College encompasses two departments: Technical Education and Workforce Development.

1. **Technical Education** prepares students to enter the workforce immediately after completing a program of study.
2. **Workforce Development** provides workforce training solutions for the business and industry community in the area.

The **Technical Education** Department offers programs leading to short-term certificates, certificates, and Associate in Applied Science degrees. These educational opportunities allow students to pursue degrees or certificates in high-wage, high-skill, high-demand careers and occupational fields. AAS degrees within Technical Education include Air Conditioning and Refrigeration, Automotive Mechanics, Aviation Maintenance Technology-Airframe, Aviation Maintenance Technology-Powerplant, Machining, Cosmetology, Engineering and Design, Industrial Electricity, Mechatronics, Plastics Engineering Technology, and Welding Technology

The **Workforce Development** Department at Southern Union State Community College is vital to bridging education with local and regional industry needs. Focused on providing practical, career-focused training, the division offers a range of programs designed to equip students with the skills necessary for immediate employment and long-term career growth. These include non-credit short-term certifications, customized corporate training, and partnerships with local employers to ensure curricula align with real-world demands. Whether individuals are entering

the workforce, changing careers, or upskilling, Southern Union's Workforce Development Division provides a flexible, responsive pathway to success in today's evolving job market.

Credentialing

Students enrolled in the Technical Division are required to participate in third party industry recognized credentialing exams as part of the program requirements. The student will be responsible for the fees associated with the credentialing exams and assessments.

Essential Functions

The following essential functions are required for programs in the Technical Division. Specific examples of the necessary criteria to meet the standards are available for each program. The student (or physician) will be asked to respond on a verification form if the student fully meets the criteria (100%) or is unable to fully meet the criteria (less than 100%). If the student or physician responds less than 100% to any criterion, an explanation and/or additional information will be required. The student may ask for reasonable accommodations; the ADA Coordinator will determine if the accommodations can be met for the particular program. No otherwise qualified individual with a disability shall, solely by reason of his or her handicap, be denied admission or continued progression in a program.

1. Cognitive and critical thinking activities must be sufficient to comprehend, analyze and use safety techniques in different situations.
2. Physical mobility must be sufficient to fulfill classroom, laboratory, and program objectives safely and effectively. Physical disabilities must not pose a threat to the safety of the student, faculty or other students.
3. Strength (gross motor skills) and endurance are sufficient to safely fulfill laboratory objectives and requirements.
4. Fine motor skills and hand/eye coordination must be sufficient to safely fulfill laboratory objectives and requirements.

Live Work Policy

Live work will be conducted when the training program requires such projects for the acquisition of occupational skills leading to employment. Such work may be done either in school or on a job location and includes service, repair, or production jobs. All live work performed must be approved by the Dean of Technical Education and Workforce Development.

To qualify for work to be done at Southern Union State Community College, one must be categorized as a student or employee of the College, a charitable organization, a tax supported program or institution, or a public employee. Live work may occasionally be conducted for individuals or organizations other than those listed provided State Board of Education policy is followed. The total charge for live work will be cost plus 20 percent.

Southern Union State Community College performs live work in accordance with Alabama Community College System (ACCS) Board of Trustees Policy 710.01.

Program Costs

All technical programs could require the purchase of uniforms, supplies and/or tools in addition to the cost of tuition, fees, and textbooks.

Workforce Development

WORKFORCE DEVELOPMENT

Southern Union State Community College is dedicated to enhancing Alabama's workforce by providing flexible, industry-focused training programs. Whether you are a job seeker aiming to gain new skills or a business needing tailored solutions, our Workforce Development Division offers pathways for growth, opportunity, and success.

TRUCK DRIVER TRAINING

Southern Union's Truck Driver Training Program offers CDL-A and CDL-B training, CDL endorsements, and restriction removals to qualified students. To qualify, a trainee must be:

- At least 18 years old
- A legal resident of Alabama

Disqualifications for a Commercial Driver License (CDL), Serious Offenses:

- DUI
- Excessive speed - 15 mph over posted speed limit
- Reckless driving
- Improper or erratic lane change
- Following too closely
- Any violation in connection with a fatal accident
- Driving a CMV w/o obtaining a CDL
- Driving a CMV w/o a CDL in possession
- Driving a CMV w/o proper class and/or endorsements
- Violating a State or local law or ordinance on motor vehicle traffic control restricting or prohibiting the use of a hand-held mobile phone while driving a CMV

The program consists of two parts:

1. **Online Theory Course**
   This digital course is delivered through Canvas and must be completed before advancing to behind-the-wheel training.

2. **Behind-the-Wheel Training**
   Once you complete the online theory course, you will be scheduled for 3 weeks of hands-on driver training at our training facility. A drug screen and Motor Vehicle Report are required to begin Behind-the-Wheel training.

   - Attendance is mandatory. Missing classes may result in removal from the program.
   - Space is limited and scheduled on a first-come, first-served basis. In-person training dates are subject to availability.

Enrollment Requirements

To enroll, you must submit the following **three documents**. Students are responsible for any costs related to obtaining these:

1. A **current and valid driver's license**
2. A **DOT physical**
3. A **Commercial Learner's Permit**

For more information, contact CDL@suscc.edu.

SKILLS FOR SUCCESS TRAINING PROGRAM

Southern Union is Proud to offer Skills for Success training through the Innovation Center. Skills for Success is a statewide, rapid workforce training program developed by the Alabama Community College System's Innovation Center in partnership with Alabama's leading businesses and industries. This program offers industry-recognized training for high-demand jobs across the state.

Program Structure

Training includes two parts:

1. **Online Theory Course**
   This course is delivered through Canvas and must be completed before attending the hands-on lab.

2. **Hands-On Lab Experience**
   Once you've finished the online coursework, you will attend an in-person lab to apply your new skills.

How It Works

- After registering, you'll receive an email invitation to join your Canvas course(s).
- All theory work must be completed before your scheduled lab day.
- Lab dates will be shared through Canvas course Announcements, so be sure to check regularly.

Ready to Get Started?

Click the link below to register and begin your course:
Start Your Skills for Success Training

INDUSTRY TRAINING

At Southern Union, we are dedicated to supporting local businesses and industries by offering flexible, cost-effective training solutions tailored to meet your workforce needs.

Our tailored training programs are developed in partnership with industry leaders to ensure that the content, format, and delivery meet your specific objectives. Whether you want to upskill new hires or enhance the capabilities of your existing team, we can assist you.

- Training can be conducted at any of our campuses or your business location.
- Course content and duration are customized to fit your exact needs.
- We work one-on-one with your team to develop training that improves employee skills, boosts productivity, and supports long-term growth.

Southern Union Bookstores

The bookstores at Southern Union State Community College are operated by **Barnes and Noble College Booksellers**, with a bookstore located on each campus. The bookstore offers new, used, digital, and rental books to help students save money. The bookstore also carries Southern Union apparel, gifts, class supplies, office supplies, snacks, and drinks year round. For hours of operation and course materials, visit http://susccopelika.bncollege.com.

Follow us on FaceBook @SUBookstore - Instagram @susccbookstore - Twitter @SUSCCBookstore

Bookstore Accepted Forms of Payment

1. Cash

2. Visa/MasterCard/American Express/Discover with proper identification
3. Financial Aid including, but not limited to, Veterans Certificate, Vocational Rehabilitation, miscellaneous scholarships with prior authorization, Pell Grants and Loans with valid Southern Union Student ID.
4. Barnes and Noble Gift Cards

NOTE: FINANCIAL AID purchases made IN PERSON require a valid Southern Union student ID card.

Visit us on our website or follow us on Instagram @susccbookstore.

Bookstore Buyback Policy

Textbook Buyback

Buyback is available year-round at the Southern Union Bookstore, but the *best* time to sell your textbooks is during **finals week and the week after finals**.

During this peak period, you may receive **up to 50% of the original selling price** if:

- The textbook will be used again next semester.
- The textbook is in good condition.

Please note:
We cannot buy back:

- Damaged books or books with missing pages
- Books that originally included CDs or access codes
- Lab manuals or workbooks

If your textbook is not being used next semester, you may still receive a **market value offer** based on current national demand.

Buyback is available to Southern Union students only — a valid Student ID is required.

NOTE: Selling stolen books to Southern Union Bookstores is a crime under Alabama and Federal laws. Any student caught selling stolen books may be prosecuted by Barnes & Noble. In addition, the student may be faced with suspension or expulsion from Southern Union State Community College.

Bookstore Refund or Exchange Policy

Refund & Exchange Policy

- **Returns & Exchanges:**
  Textbooks in original condition may be returned or exchanged **during the first week of class** with a **valid sales receipt**.
  - *Books in shrink wrap must remain unopened* to be eligible.
- **Extended Refunds:**
  A refund may be issued **within 30 days after the first day of class** if accompanied by:
  - A **revised schedule**, **drop/add form**, or **withdrawal form**, **and**
  - The **original sales receipt**.
- **Refund Method:**
  Refunds are issued in the **original form of payment**.
  - For **financial aid purchases**, refunds processed **after the financial aid window closes** will be credited to the **student's financial aid account**.

SUSCC Foundation

Foundation Overview

The Southern Union Foundation is a **501(c)(3) nonprofit organization** dedicated to supporting the educational and service missions of Southern Union State Community College.

Through generous gifts, the Foundation is able to:

- Provide scholarships and student awards
- Expand educational opportunities
- Further the educational mission of the college

Your contribution helps students succeed and strengthens the future of our college community. Every gift makes a difference.

To learn more about the Foundation, visit the website at https://www.suscc.edu/about/foundation-overview.

Foundation Scholarships

The scholarships listed below represent just a few of the opportunities available through the Southern Union

Foundation. For the full list of scholarships, eligibility requirements, and application details, visit suscc.edu/foundation-scholarships.

- **Ann B. Caldwell Memorial Scholarship**
  Awarded annually to a graduating senior from Wadley High School who is a first-generation college student accepted to SUSCC.
- **Auburn City School-Career Technical Education (ACS-CTE) Business Scholarship**
  Supports Auburn High School graduates pursuing business-related studies at SUSCC.
- **John Edgar Excellence in Mathematics Scholarship**
  Given to one student each year majoring in a Science, Technology, Engineering or Math related field, successfully completed Math 112 or higher, completed two semesters at SUSCC with a minimum of 6 credit hours each semester and has a minimum 3.0 overall GPA.
- **Sheryl Stone Memorial Endowed Scholarship**
  For academic transfer students with a minimum 3.0 GPA, preferably majoring in business or education.
- **Southern Union Foundation Scholarship**
  Available to incoming freshmen and current students each spring. Awards vary based on fund availability.
- **Southern Union Foundation Special Circumstance Scholarship**
  For students facing hardships not covered by traditional financial aid. Requires a faculty or staff recommendation.
- **Wes Kinsey Memorial Scholarship / iSchool Sports Memorial Scholarship**
  A $2,500 award for second-year Sports Management majors from Randolph County high schools, involving an internship with iSchoolSports.
- **William A. Parker, Sr. Scholarship**
  A $500 scholarship for Opelika High School graduates with a 2.75 GPA or higher, active in school or community activities for at least two years, and an essay submission.

Southern Union Foundation Board

SUSCC Foundation Board

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Kelli Hodge - Vice Chair

Carol Bugg Knight - Secretary/Treasurer

Gerald Dial - Immediate Past Chair

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Gretchen VanValkenburg

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Congressional District 5
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Rainsville, AL 35986
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Congressional District 6
P.O. Box 380904
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Congressional District 7
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Gadsden, AL 35902
(256) 295-0240

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P.O. Box 302101
Montgomery, AL 36104
(205) 527-7186

Southern Union State Community College is under the supervision and direction of the elected Board of Trustees through the Chancellor of the Alabama Community College System.

Information on the Alabama Community College System Board of Trustees can be found online at www.accs.edu/about-accs/board-of-trustees.

College Leadership

Executive Council Members

Todd Shackett - 2018
President
B.S., GMI Engineering & Management Institute
M.S., Mechanical Engineering, Rensselaer Polytechnic Institute
M.S., Operations Management, Rensselaer Polytechnic Institute
Certificate, Executive Management, Stanford University

Jordan, Ben - 1993
Vice President of Financial and Administrative Services
A.S., Southern Union State Junior College
B.S., The University of Alabama
M.B.A., Auburn University
C.P.A., State of Alabama

Davis, Rhonda - 1997
Dean of Health Sciences
A.D.N., Southern Union State Junior College
B.S.N., Auburn University
M.S.N., Troy State University
Additional Graduate Studies, The University of Alabama

Hodge, Derika - 2007
Dean of Student Affairs
B.A., Spelman College
M.P.A., Troy University

North, Linda - 2004
Dean of Academics

B.S.N., Troy State University
M.S.N., The University of Alabama at Birmingham
Ed.S., Troy State University at Montgomery
Ph.D., The University of Alabama

Sewell, Eric - 2016
Dean of Technical Education and Workforce Development
B.S., M.Ed., Auburn University
Ed.D., Arkansas State University

Barnett, Lakieshia - 2021
Director of Human Resources
B.S., M.S., Faulkner University

Osborn, Alison - 2002
Executive Assistant to the President
A.A., Southern Union State Junior College
B.S., Troy University

Holmes, Jimmy - 2010
Director of Public Safety/Chief of Campus Police
A.S., Southern Union State Community College
B.S., Columbia Southern University
Alabama Peace Officers Basic Training, Jacksonville State University Florida
Peace Officers Equivalency, Daytona Beach Community College

Prater, Donnie - 2024
Executive Director of Facilities, Transportation & Maintenance
B.S., Huntingdon College

Vanvalkenburg, Gretchen - 2024
Executive Director of Advancement and Community Relations
B.S., Auburn University

ASSOCIATE DEANS

Brown, Robin Brooks - 1994
Associate Dean of Institutional Effectiveness
A.S., Southern Union State Junior College
B.S., M.Ed., Auburn University

Franklin, Christopher - 2021
Associate Dean of Enrollment & Retention
B.A., M.A., Ed.D., The University of Alabama

Jones, Nick - 2025
Associate Dean of Student Affairs
B.A., M.P.A., University of Central Florida
J.D., Florida A & M University

Faculty

Aglan, Mary - 2020
Science
B.S., Michigan Technological University
M.S., Case Western Reserve University
M.Ed., Auburn University

Aldridge, Todd - 2016
Language Arts
B.A., Central Michigan University
M.A., Ph.D., Auburn University

Allen, Ezell - 2019
Mathematics
B.S., Alcorn State University
M.S., Tennessee State University
Ph.D., University of Memphis

Armbruster, Heather A. - 2018
Science
B.S., Sweet Briar College
M.S., Auburn University

Arrington, Hannah - 2020
Department Chairperson, Mathematics
B.S., The University of Alabama
M.Ed., The University of West Alabama

Baker, Christopher - 2020
Advanced Manufacturing
A.S., Central Alabama Community College

Barnhart, Brian - 2024
Aviation
A.S., B.S., Embrey Riddle Aeronautical University

Bauer, Kevin - 2023
Tractor-Trailer Truck Driving

Bearden, Jeremy - 2018
Language Arts
B.A., M.A., The University of Alabama at Birmingham

Blackstock, Jenna - 2022
Nursing
B.S.N., University of North Alabama
M.S.N., University of North Alabama

Bonner, Jackson - 2019
Social Science
B.A., Auburn University
M.A., The University of West Alabama

Boyd, Valarie - 2013
Mathematics
A.S., Southern Union State Community College
B.S., M.S. Ed., Jacksonville State University

Branch, Joy - 2003
Social Science
B.S., University of North Alabama
M.Ed., Auburn University at Montgomery
M.S., Auburn University

Brown, Mary John - 2005
Nursing
B.S.N., Auburn University
M.S.N., Troy University

Brown, Tony - 2022
Business
M.B.A., Troy University

Buckalew, Doss L. - 2005
Department Chairperson, Business
B.S., M.S.E., Auburn University
Additional Graduate Study, University of North Alabama

Burney, Curtis - 2019
Science
B.S., United States Air Force Academy
M.S., Cornell University
Ph.D., Louisiana State University

Burton, Brooke - 2020
Nursing
B.S.N. Auburn University Montgomery
M.S.N., Auburn University

Caldwell, Melanie B. - 2018
Program Director, Medical Assistant Technology
A.D.N., Southern Union State Community College
B.S.N., M.S.N., Jacksonville State University

Cantrell Rogers, Amy - 2012
Health and Wellness Coordinator
B.S., M.Ed., Ed.D., Columbus State University

Camp, Lisa - 2019
Mathematics
B.S., Auburn University
M.S., Columbus State University

Catchings, Brent - 2000
Department Chairperson, Social Science
A.S., Southern Union State Community College
B.S., M.Ed., Auburn University
M.B.A., Auburn University at Montgomery
Additional Graduate Studies, Auburn University, AUM, & Florida State University

Caypless, Tonya - 2007
Nursing
A.D.N., Southern Union State Community College
B.S.N., M.S.N., Jacksonville State University

Clifton, William - 2015
Plastics Engineering Technology
B.S, M.S., Troy University

Cooper, Russell - 2025
Emergency Medical Services
A.A.S., Southern Union
M.Ed., Georgia College
Emergency Medical Basic Short Certificate, Southern Union
Emergency Medical Advanced Short Certificate, Southern Union

Crosby, James Derrick - 2013
Welding Technology
Diploma/Certification, Columbus Technical College
NTI Certification, Georgia State University
CWI/CWE Certificates, American Welding Association

Darden, Chandra - 2020
Nursing
B.S., Auburn University
B.S., M.B.A., Auburn University at Montgomery
M.S.N., University of North Alabama
D.N.P., Auburn University at Montgomery

Davenport, Molly - 2022
Athletic Trainer/Instructor
B.S., Troy University
M.S., University of South Alabama

Davis, Elizabeth - 2024
Athletic Trainer/Instructor
B.S., Samford University
M.S., Auburn University

Deskins, Thomas - 2022
Science
M.S., University of Maryland
Ph.D., Auburn University

Downs, Christopher - 2017
Emergency Medical Services
A.S., A.A.S., Southern Union State Community College
B.S., Auburn University

Duncan, Jessica - 2015
Emergency Medical Services
A.A.S., Trenholm State Technical College
B.S., Troy University

Evans, Beth - 2023
Nursing
A.A.S., Coastal Alabama Community College
B.S., Jacksonville University
M.S., University of South Alabama
D.H.S.c., Faulkner University

Farrow, Tera - 2007
Adult Education
M.Ed., Auburn University at Montgomery

Fincher, Sonja M. - 1997
Humanities and Fine Arts
B.A., The University of Alabama
M.A., Jacksonville State University

Foster, Clint - 2017
Science
B.S., M.S., Troy University
Ph.D., Auburn University

Fuller, Seth - 2021
Nursing
Certificate, Practical Nursing, Central Alabama Community College
A.D.N., A.A.S., Southern Union State Community College
B.S.N., M.S.N., Auburn University at Montgomery
D.H.S.c., Faulkner University

Futral, Keith - 2025
Automotive Service Technology
AST Certificate, Southern Union State Community College

George, Kathryn - 2024
Surgical Technology
A.A.S., Southern Union State Community College
B.S., Faulkner University

Glidewell, Horace (Buddy) - 2011
Radiologic Technology
B.S., Midwestern State University

Goodson, Rachel - 2024
Language Arts
B.A., University of Alabama
Ed. S., Columbus State University
M.A., University of Alabama

Gudauskas, Carol - 2010
Mathematics
B.S., M.Ed., Auburn University

Guice, Skye - 2022
Health Sciences Admissions Assistant
B.A., Auburn University
M.B.A., Faulkner University

Hand, Elizabeth - 2021
Social Science
B.S., M.S., Troy University

Hatch, Justin - 2023
Tractor-Tailer Truck Driving
Truck Driving Training Southern Union State Community College

Hayes, Joseph - 2002
Science
B.S., M.Ed., Auburn University

Hayes, Malorie - 2020
Science
B.S., M.S., Southeastern Louisiana University
Ph.D., Auburn University

Herndon, Mary Catherine - 2006
Program Director, Radiologic Technology
A.A.S., Southern Union State Community College
B.S., Florida Hospital College
M.A., The University of Alabama

Herston, Jonathan - 2024
Social Science
B.A., LaGrange College
M.Div., Emory University

Hickman, Kristi - 2006
Language Arts
B.A., Auburn University
M.S., Auburn University at Montgomery

Hickman, Sam - 2020
Humanities and Fine Arts
B.A., M.A., Auburn University

Hollifield, Katie - 2021
Nursing
A.A.S., A.S., Southern Union State Community College
B.S.N., Jacksonville State University
M.S.N., Columbus State University

Horn, Pam - 2015
Language Arts
B.A., M.A., The University of Alabama at Birmingham
Ph.D., Auburn University

Horne, Lindsay - 2024
Science
M.S. Jacksonville State University
Ph.D., Auburn University

House, Daniel - 2024
Aviation Airframe & Powerplant
A.A., B.A., M.B.A. Strayer University

Howell, Sarah - 2014
Nursing
A.S., Central Alabama Community College
A.D.N., Southern Union State Community College
B.A., Auburn University
B.S.N., M.S.N., Jacksonville State University
D.N.P., Educational Leadership, American Sentinel University

Hughes, Anne - 2020
Clinical Education Coordinator, Physical Therapist Assistant
A.S., Darton State College
B.S., Columbus State College

Huval, Justin - 2021
Mathematics
B.S., Troy University
M.S., Auburn University

James, Frederick - 2011
Science
B.S., Paine College
Ph.D., Meharry Medical College

Johnson, Ben - 2020
Business
B.S.B.A, Auburn University
M.B.A., Jacksonville State University

Johnson, Heather - 2021
Language Arts
B.A., Wheaton College
M.A., The University of Alabama

Johnson, Mary - 2021
Mathematics
B.S., B.S., Auburn University
M.Ed., North Carolina State University

Jones, Brandi - 2020
Nursing
A.S., A.D.N., Southern Union State Community College
B.S.N., Auburn University at Montgomery
M.S.N., Auburn University

Laseter, Emily - 2014
Department Chairperson, Language Arts
B.A., Auburn University
M.L.A., Auburn University at Montgomery

Leatherman, Jeffrey - 2018
Program Director, Physical Therapist Assistant
M.S., PT, South University, High Point
D.P.T., The University of Montana

Lee, Roderick - 2024
Air Conditioning & Refrigeration Instructor
A.O.T., Southern Union State Community College

Lester, Timothy - 2015
Program Director, Surgical Technology
A.S., B.S., Columbus Technical College
M.S., New England College of Business

Little, Sandra - 2021
Program Director, Child Development
B.S., M.Ed., Auburn University

Manos, Steve - 2009
Engineering Graphics and Design
B.S., Auburn University

McCann, Paul - 2024
Athletic Trainer/Instructor
B.A., Anderson University

McCarty, Arin - 2024
Nursing
M.S.N., Auburn University

McCarty, Courtney - 2025
Nursing
B.S.N., M.S.N., Auburn University
D.N.P., University of Alabama Huntsville

McClendon, Martha (Betty) - 2015
Language Arts
B.S., M.S., Auburn University

McCormick, Alvin - 2012
Technical Division Chair, Manufacturing Technology
B.S., Athens State University

McCormick, Robin - 2022
Nursing
B.S.N., D.N.P., Troy University

McLendon, Eric - 2023
Social Science
B.A., M.A. Auburn University

Meadows, Brandi - 2010
Nursing
A.D.N., Southern Union State Community College
B.S.N., Jacksonville State University
M.S.N., Auburn University
D.N.P. Educational Leadership, Post University

Mezick, Kelly - 2023
English
B.A., M.Ed., Auburn University

Nelson, Chris - 2024
Tractor-Trailer Truck Driving

Owen, Stephen - 2003
Department Chairperson, Science
B.S., University of South Alabama
M.Ed., Auburn University

Perry, Mary - 2021
Humanities and Fine Arts
A.A., Pearl River Community College
B.A., M.Ed., University of Southern Mississippi

Pike, Richard - 2016
Emergency Medical Services
A.A.S., Southern Union State Community College
B.S., Troy University
M.S., Jacksonville State University

Powell, Amanda - 2020
Language Arts
B.A., Tuskegee University
M.A., Auburn University

Pritchard, Hayley - 2023
Veterinary Technology Program Director
A.A.S., Jefferson State Community College
B.S., Auburn University

Railey, Robb - 2022
Advanced Manufacturing Mechatronics
B.S., Auburn University

Ray, Nickolas - 2012
Emergency Medical Services
A.A.S., A.D.N., Southern Union State Community College
B.S., University of South Alabama

Rayfield, William W., III - 2014
Department Chairperson, Humanities and Fine Arts
A.S., Southern Union State Community College
B.M.E., Birmingham Southern College
M.M., Columbus State University
Ed.D., University of Memphis

Reed, Anna - 2014
Humanities and Fine Arts
B.A., Auburn University
B.A., M.A., The University of Alabama at Birmingham

Reed, Christopher - 2006
Nursing
A.D.N., Southern Union State Community College
B.S.N., The University of Alabama at Birmingham
M.S.N., Troy University

Reynolds, Mindy G. - 2000
Social Science
B.S., Auburn University
M.Ed., Auburn University at Montgomery

Rhodes, Christopher - 2020
Health and Wellness
B.S., M.Ed., Auburn University

Roach, Kellie - 2024
Health Sciences
L.P.N., Oakland Community College
B.S.N., University of Detroit Mercy

Sadler, Gail - 1985
Cosmetology
A.A.S., Southern Union State Junior College
B.S., Athens State College
M.S., Troy State University

Scott, Shaun - 2024
Welding
A.O.T., Southern Union State Community College

Serviss. Lillian - 2022
Business
B.S., M.S., Auburn University

Shanteau, Patricia - 2024
Veterinary Technology
B.A., College of Charleston
M.V.Ed., Lincoln Memorial University College
D.V.M., Virginia Tech

Shiver, Lisa - 2003
Department Chairperson, Nursing
A.D.N., Northeast State Community College
B.S.N., Auburn University
M.S.N., The University of Alabama at Birmingham
D.N.P., The University of Alabama

Simpson, Steven A. - 2005
Program Director, Emergency Medical Services
A.A.S., Wallace Community College, Dothan
B.B.A., Troy University, Dothan

Stokes, Stacie - 2018
Nursing
B.S.N., M.S.N., Auburn University
D.H.S.c., Faulkner University

Thomas, Aletia - 2003
Social Science
B.S., Auburn University at Montgomery
M.Ed., Alabama State University
Ph.D., The University of Alabama

Tucker, Augustus - 2022
Electrical Technology
A.A., Technology, H. Council Trenholm State Community College
B.S., Athens State University
M.B.A., Alabama A&M University

Tucker, Joshua - 2023
Radiologic Technology
B.S. AdventHealth University

Turner, Lisa - 2016
Business
B.S., Auburn University
M.S., Troy University

Van Horn, Cayce - 2016
Language Arts
B.A., Columbus State University
M.A., Auburn University
M.S., Florida State University

Vernon, Phillip - 2007
Science
B.S., Auburn University
M.S., Auburn University at Montgomery
Ed.S., Troy State University
Additional Graduate Study, The University of Alabama at Birmingham

Wiley, Phillip - 2010
Social Science
B.A., M.S., Auburn University

Williams, Mark - 2022
Aviation Maintenance A&P
A.A.S., Pennsylvania College of Technology
B.S., Embry-Riddle Aeronautical University

Williams, Michael L. Jr. - 2009
Humanities and Fine Arts
B.G.S., University of Louisiana at Lafayette
M.A., Louisiana Tech University

Wright, Marquita - 2010
Cosmetology
A.O.T., Southern Union State Community College

Yarbrough, Mandy - 2018
Mathematics
B.S., Auburn University
M.S., Troy University

Yates, Kendall - 2019
Therapeutic Massage
Certificate, A.S., Southern Union State Community College
B.A., Auburn University
M.S., Troy University

Yates, Kody - 2024
Mechatronics
A.A.S., Southern Union State Community College

Administrative and Support Personnel

Abernathy, John - 2003
Maintenance, HVAC Technician
Short Certificate - Air Conditioning and Refrigeration, Southern Union State Community College

Almon, Emmet - 2023
Maintenance

Barber, Angel - 2022
Food Services Worker

Battle, Wendy - 2021
Financial Aid Specialist
A.A.S., Southern Union State Community College
B.S., M.B.A .,Troy University

Bennett, Brandon - 2014
Maintenance
A.S., Southern Union State Community College

Bennett, Nichole - 2016
Assistant to the Registrar
A.S., Southern Union State Community College

Bradley, Dave - 2013
Maintenance

Brooks, Chiquita - 2016
Advisor/Recruiter
A.S., Southern Union State Community College
B.S., Alabama State University
M.B.A., M.S., Columbia Southern University

Brown, Shondae - 2005
Director of Public Relations
A.S., Southern Union State Community College
B.A., The University of Alabama
M.P.A., University of West Georgia

Brown, William - 2021
Athletic Director, Head Men's Basketball Coach
B.S., Alabama State University
M.S.S., United States Sports Academy

Burroughs, Christian - 2023
Maintenance
A.S., Southern Union State Community College

Burroughs, Randy - 2013
Assistant Chief, Campus Police
Alabama Peace Officers Basic Training, Northeast AL Law Enforcement Academy

Caldwell, Anthony - 2014
Director of Dual Enrollment
B.S. Jacksonville State University
M.S. Jacksonville State University

Caldwell, Deana - 2017
Assistant Accountant/Accounts Receivable
B.S., Auburn University

Caldwell, Shawn - 2016
Advisor/Recruiter
A.S., Chattahoochee Valley Community College
B.B.A., M.B.A., Faulkner University

Calloway, Justin - 2019
Maintenance

Carlisle, John - 2016
Librarian/Cataloger
B.A., Auburn University at Montgomery
M.A., The University of Alabama

Carter, Ruby - 1981
Receptionist
A.A.S., Southern Union State Junior College

Character, Tiffanie - 2021
Advisor/Recruiter
B.S., Jacksonville State University

Chauveaux, Connor - 2021
Director of Adult Education
B.A., Southern Methodist University
M.A., University of Louisiana at Lafayette

Clanton, Melinda - 2013
Director of Health Sciences Programs
A.S., Pearl River Community College
B.S., Huntingdon College
M.S.M, Faulkner University

Cook, Makylea - 2024
Food Service Worker

Crenshaw, Will - 2014
Network Systems Coordinator
B.S.B.A., Auburn University

Cupp, Christine - 2016
Accountant/Accounts Receivable
B.B.A., Columbus State University
M.B.A., Troy University

Daniel, Whitney - 2020
Financial Aid Specialist
B.S., Auburn University

Davis, Brad - 2007
Assistant Director of Management Information Systems
A.S., Central Alabama Community College
B.S.B.A., Auburn University at Montgomery

Davis, Noah - 2023
Maintenance
A.S., Southern Union State Community College

Davis, Kristi - 2019
Financial Aid Specialist
A.S., Central Alabama Community College
B.S.B.A., Auburn University
M.S., Capella University

Delashaw, Bobby - 2023
Maintenance

Eastes, Suraz - 2023
Weekend Residential Hall Associate

Estes, Kathy - 2024
Food Service Worker

Edwards, Kyle - 2022
ALAMAP Success Coach
B.A., Auburn at Montgomery

Everett, Aaron - 2025
Student Life Coordinator
B.S., The University of Tennessee at Martin

Everett, Joanna - 2020
Cheer Coach
B.S., M.S., University of Tennessee, Knoxville

Fields, Rhonda - 2016
Adult Education Secretary
B.S., Auburn University

Frith, Eddie - 2010
Maintenance/HVAC Technician
Occ. Cert., Southern Union State Community College
B.A., American Public University System

Gamill, Annie - 2016
Adult Education Student Case Manager
B.S., Mississippi Valley State University
M.S., Tuskegee University

Gideon, Heather - 2023
Library Assistant
A.A., Community College of Allegheny College
B.A., Geneva College
M.A., Westminster Seminary California

Gray, Kenneth - 2022
Advisor/Recruiter
B.B.A., M.S., Columbus State University

Greene, Dafni - 2023
Director of Distance Education/Instructional Design
M.S., Troy University
Ph.D., The University of Alabama

Grubbs, Vertrina - 2013
Coordinator of Student Life
B.S., Auburn University
M.S., Troy University

Guice, Skye - 2022
Health Sciences Admissions Assistant
B.A., Auburn University

Halsey, Joseph - 2014
Student Success/ADA Coordinator
A.S., Southern Union State Community College
B.A., M.P.A., M.A., Jacksonville State University

Head, Cedric - 2017
Food Services Manager

Helms, Gregory - 2022
Adult Education ELL Instructor/Coordinator
B.A., University of Georgia
M.A., Georgia State University

Henry, Sarah - 2023
Advisor/Recruiter
B.A., Auburn University

Hodges, Shron - 2021
Testing Center Associate
B.S., Auburn University at Montgomery

Hodnett, Joseph - 2013
Maintenance Manager
Certificate, Southern Union State Community College

Hollon, Harper - 2024
Public Relations Coordinator
B.A., The University of Alabama

Holmes, Kim - 2005
Payroll Coordinator
A.A., Southern Union State Community College
B.S., Auburn University

Huguley, Amy Anita - 2004
Coordinator of Financial Aid
A.A.S., Southern Union State Community College
B.S., M.B.A., Troy University

Hutchinson, David - 2016
Network/Computer Technician
B.S., Auburn University

Jackson, Ametrice - 2010
Head Volleyball Coach

James-Smith, Markita - 2022
Head Cross Country Coach/Recruiter
B.A., Auburn University

Jeanes, John - 2022
Assistant Baseball Coach/Maintenance
B.S., Post University

Jimmerson, Jim - 2024
Transportation Coordinator
A.O.T Southern Union State Community College
Short Certificate, EPA HVAC Southern Union State Community College

Johnson, Sandra - 1999
Lab Manager
Certificate, Southern Union State Community College

Jones, Angela - 2016
Human Resources Coordinator
A.A.S., Central Alabama Community College
B.S., M.S.M., Faulkner University

Jones, Johnnie - 2001
Maintenance

Nicholas Jones - 2025
B.A., M.P.A. University of Central Florida
J.D. Florida A&M University

Jones, Norma J. - 1996
Receptionist
Diploma, Opelika State Technical College

Jones, Taylor - 2023
Head Men's Soccer Coach
B.A., Auburn University

Kilgore, Chase P. - 1989
Accountant/Accounts Payable
A.S., Southern Union State Junior College

Kirby, Justin Kent - 2021
Campus Police Officer
B.S., Faulkner University
Alabama Peace Officers Standards and Training, Northeast AL Law Enforcement Academy

Kirby, Marty - 2002
Director of Accounting
B.S., Jacksonville State University
C.P.A., State of Alabama
M.B.A., Troy State University

Lark, Kendarius - 2024
Maintenance

Laye, Tyler - 2017
Director of Academic Programs
B.S., Auburn University
M.B.A., Auburn University at Montgomery

Lewis, Caitlyn - 2021
Director of Food Services
A.S., Jefferson State Community College

Long, Palmer - 2020
Maintenance
Short Certificate - Welding, Southern Union State Community College

Lovelace, Amber - 2011
Registrar/Director of Admissions
A.A.S., Southern Union State Community College
B.B.A., M.B.A., Faulkner University

Matthews, Malcolm - 2023
Head Women's Soccer Coach
B.A., Samford University
M.Ed., Auburn University

Meadows, Blake - 2024
Maintenance

Meigs, Joshua - 2018
Maintenance
Certificate, Southern Union State Community College

Mickle, Stefanie - 2020
Admissions Assistant
A.S., B.B.A., Strayer University

Milam, Timothy - 2022
Campus Police Officer
APOST Certification

Miles, Alisha - 2024
Career Services Coordinator
B.B.A., Columbus State University
M.B.A., University of Phoenix

Mitchell, Shawn - 2020
Technical Education Career Coach
B.A., MHRM, The University of Arizona Global Campus

Nelson, Tyler - 2024
Director of Workforce Development
Ed.D., Liberty University

Mapp, Ernest - 2025
Maintenance Worker I

Morsch, Kathy - 1995
Financial Aid Specialist
A.S., Southern Union State Junior College

Osby, Demetra - 2018
Health Sciences Admissions Coordinator
A.S., B.S., Columbia Southern University
M.B.A, The University of West Alabama

Pena, Mercedes - 1999
Administrative Assistant
Diploma, West Georgia Technical College
A.S., Southern Union State Community College
B.S., Troy University

Pollard, Jamey - 2014
Maintenance

Pope, Ashley - 2014
Admissions Assistant
A.S., A.A.S., Central Alabama Community College

Powell, Kyle - 2024
Residential Hall Coordinator
B.S. University of North Alabama

Racine, Jesse - 2019
Maintenance

Reese, Janice - 2024
Maintenance

Savage, Stephen - 2023
Technical Education Success Coach
B.A., M.P.A. Auburn University
M.A., Ph.D, Louisiana State University

Siskey, Ronnie - 2008
Maintenance Manager

Smith, Maggie - 2024
Human Resources Generalist
B.S., Auburn University

Smith, Regina - 2016
Assistant Volleyball Coach

Sprayberry, Jimmy Dale - 2000
Maintenance

Stamps, Tina - 2023
Admissions Assistant
B.A., Huntington College
J.D., The University of Alabama

Stapler, Whitney - 2021
Library Assistant - Acquisitions
A.A.S., Southern Union State Community College
B.S., M.Ed., University of West Georgia

Stewart, April - 2012
Assistant Accountant/Accounts Receivable
A.S., Southern Union State Community College

Stewart, Lynn - 2005
Accountant/Purchasing
A.S., Southern Union State Junior College
B.A., Auburn University

Stewart, Michelle - 2004
Financial Aid Specialist
A.A., Southern Union State Junior College

Sumerset, Thalia - 2023
Assistant to the Dean of Academics
B.S. Barry University

Taylor, Earl - 2023
Head Women's Basketball Coach
B.A., Auburn at Montgomery

Taunton, Jeremy - 2005
Coordinator, Academic Advising/Recruiter
A.S., Southern Union State Community College
B.S., M.Ed., Auburn University

Thomas, Rosario - 2017
Financial Aid/Veteran Affairs Specialist
A.S., Southern Union State Community College
B.S., Huntingdon College

Todd, Debra Y. - 2000
Tutor/Lab Assistant

Todd, Melissa - 2009
Director of Financial Aid
A.A.S., Gadsden State Community College
B.B.A., Faulkner University
MSHRM, Troy University

VanValkenburg, Gretchen - 2024
Executive Director of Advancement and Community Relations
B.S., Auburn University

Wang, Mei - 2014
Network/Computer Technician
A.S., West Georgia Technical College
B.S., DeVry University
M.A., LaGrange College

Watson, Jeenann - 2023
Student Affairs Administrative Assistant
A.A.S., Southern Crescent Technical College

Weaver, Wanda - 2017
Food Services Worker

Whaley, Robbie - 1988
Coordinator of Testing Services
A.A.S., Southern Union State Junior College
B.B.A., Faulkner University

Wilkinson, Anna - 2024
Assistant to the Dean of Technical and Workforce Development
B.S. University of Southern Mississippi
M.S. The University of Southern Mississippi

Willard, Tucker - 2021
Head Baseball Coach/Advisor
B.S., Faulkner University

Williams, Jitka - 2010
Accountant/Restricted Funds
B.S., Czech University of Life Sciences

Wimbish, Michelle - 2006
Director of Learning Resource Center
B.S., Tuskegee University
M.S., Clark Atlanta University
S.L.I.S., University of South Carolina
M.S., Troy University

Zachery, Tonetta - 2020
Maintenance

DPE or OWD

Holcomb, Tamara - 1994
Education Specialist I

College Committees

The faculty, staff, and students of Southern Union State Community College participate in the governance of the College through standing committees on which they are appointed to serve. All college committees are advisory in nature, and all actions of the committees are subject to the review and approval of the President.

During the academic year, each committee meets on a regular schedule and on a call basis as necessary. An appointed secretary keeps minutes of the actions of the committee and distributes copies to the members of the committee, the President, the Deans of Instruction, and the Dean of Student Affairs as appropriate.

Committee items requiring administrative action are communicated to the appropriate administrator, and a written response is returned to the committee indicating the action taken on the committee's recommendation. Ad hoc committees are formulated and members are appointed by the President as deemed necessary.

Copies of the committee structure are available from the President's Office.

Degrees & Certificates

Automotive Service Technology

The Automotive Service Technology program is designed to prepare individuals for employment in the automotive service industry. Students completing the program can pursue careers as automotive service technicians, service advisors, parts salespersons, or automobile specialists. The program emphasizes a combination of automotive mechanics theory and practical application necessary for successful entry level employment. Instructional opportunities enable students to develop academic, technical, and professional knowledge and skills which are necessary to keep abreast of the changing technology in the automotive field. The program helps prepare students for the nationally recognized industry credentials for Automotive Service Excellence (ASE) certification.

Automotive Service Technology

Program
Automotive Service Technology
Degree Type
Associate in Applied Science (AAS)

Note: All technical students are required to enroll in Orientation (ORI).

First Term

Item #	Title	Credits
AUM 101	FUNDAMENTALS OF AUTOMOTIVE TECHNOLOGY	3
AUM 112	ELECTRICAL FUNDAMENTALS	3
AUM 162	ELECTRICAL AND ELECTRONIC SYSTEMS	3
	ILT 160 or INT 101	3
	MTH 100 or Higher-Level Math	3

Second Term

Item #	Title	Credits
AUM 121	BRAKING SYSTEMS	3
AUM 122	STEERING & SUSPENSION	3
AUM 124	AUTOMOTIVE ENGINES	3
AUM 239	ENGINE PERFORMANCE	3
ENG 101	ENGLISH COMPOSITION I	3

Third Term

Item #	Title	Credits
AUM 130	DRIVE TRAIN AND AXLES	3
AUM 224	MANUAL TRANSMISSION AND TRANSAXLE	3
AUM 230	AUTOMATIC TRANSMISSION AND TRANSAXLE	3
	Natural Science or Mathematics Elective	3

Fourth Term

Item #	Title	Credits
AUM 220	ADVANCED AUTOMOTIVE ENGINES	3
AUM 244	ENGINE PERFORMANCE AND DIAGNOSTICS	3
AUM 246	AUTOMOTIVE EMISSIONS	3
AUM 133	MOTOR VEHICLE AIR CONDITIONING	3
	Humanities and Fine Arts Elective	3

Fifth Term

Item #	Title	Credits
ELT 117	AC/DC MACHINES	3
ILT 162	SOLID STATE FUNDAMENTALS	3
ILT 166	MOTORS AND TRANSFORMERS I	3
	Social and Behavioral Sciences Elective	3
	Total Credits	69

Automotive Service Technology

Program
Automotive Service Technology
Degree Type
Certificate (CER)

Note: All technical students are required to enroll in Orientation (ORI).

First Term

Item #	Title	Credits
AUM 101	FUNDAMENTALS OF AUTOMOTIVE TECHNOLOGY	3
AUM 112	ELECTRICAL FUNDAMENTALS	3
AUM 162	ELECTRICAL AND ELECTRONIC SYSTEMS	3
	ILT 160 or INT 101	3
	MTH 100 or Higher-Level Math	3

Second Term

Item #	Title	Credits
AUM 121	BRAKING SYSTEMS	3
AUM 122	STEERING & SUSPENSION	3
AUM 124	AUTOMOTIVE ENGINES	3
AUM 239	ENGINE PERFORMANCE	3
ENG 101	ENGLISH COMPOSITION I	3

Third Term

Item #	Title	Credits
AUM 130	DRIVE TRAIN AND AXLES	3
AUM 224	MANUAL TRANSMISSION AND TRANSAXLE	3
AUM 230	AUTOMATIC TRANSMISSION AND TRANSAXLE	3

Fourth Term

Item #	Title	Credits
AUM 220	ADVANCED AUTOMOTIVE ENGINES	3
AUM 244	ENGINE PERFORMANCE AND DIAGNOSTICS	3
AUM 246	AUTOMOTIVE EMISSIONS	3
AUM 133	MOTOR VEHICLE AIR CONDITIONING	3
	Total Credits	51

Automotive Service

Program
Automotive Service Technology
Degree Type
Short Term Certificate

Note: All technical students are required to enroll in Orientation (ORI).

First Term

Item #	Title	Credits
AUM 101	FUNDAMENTALS OF AUTOMOTIVE TECHNOLOGY	3
AUM 112	ELECTRICAL FUNDAMENTALS	3
AUM 162	ELECTRICAL AND ELECTRONIC SYSTEMS	3

Second Term

Item #	Title	Credits
AUM 121	BRAKING SYSTEMS	3
AUM 122	STEERING & SUSPENSION	3
AUM 124	AUTOMOTIVE ENGINES	3
AUM 239	ENGINE PERFORMANCE	3
	Total Credits	21

Aviation Maintenance Technology

Aviation Maintenance Technology is a program designed to equip individuals with the technical knowledge and skills necessary to repair, service, and maintain all aircraft components, except for avionics and instruments. The Airframe includes training in the layout and fabrication of materials such as sheet metal, fabric, and wood into structural components, parts, and fittings. It also covers the replacement of damaged or worn parts, including control cables and hydraulic units.

The Powerplant prepares individuals to apply their technical skills to the repair, service, and maintenance of various aircraft powerplant and related systems. This instruction encompasses engine inspection and maintenance, lubrication and cooling systems, electrical and ignition systems, carburetion, fuels and fuel systems, as well as propeller and fan assemblies.

Aviation Maintenance Technology - Airframe

Program
Aviation Maintenance Technology
Degree Type
Associate in Applied Science (AAS)

First Term

Item #	Title	Credits
AMT 101	BASIC ELECTRICITY	5
AMT 104	TECHNICAL PREPARATION	5
AMT 105	MATERIALS AND PROCESSES	5
	MTH 100 or Higher-Level Math	3

Second Term

Item #	Title	Credits
AMT 103	WEIGHT AND BALANCE, GROUND HANDLING AND SERVICING, CLEANING AND CORROSION CONTROL	5
AMT 110	NON-METALLIC STRUCTURES AND WELDING	5
AMT 111	AIRCRAFT SHEET METAL STRUCTURES	5
ENG 101	ENGLISH COMPOSITION I	3

Third Term

Item #	Title	Credits
AMT 112	AIRFRAME SYSTEMS I	5
AMT 113	AIRFRAME SYSTEMS II	5
	Natural Science or Mathematics Elective	3

Fourth Term

Item #	Title	Credits
AMT 114	AIRFRAME SYSTEMS III	5
AMT 115	AIRFRAME SYSTEMS IV	5
	Humanities and Fine Arts Elective	3
	Social and Behavioral Sciences Elective	3
	Total Credits	65

Aviation Maintenance Technology - Powerplant

Program
Aviation Maintenance Technology
Degree Type
Associate in Applied Science (AAS)

First Term

Item #	Title	Credits
AMT 101	BASIC ELECTRICITY	5
AMT 104	TECHNICAL PREPARATION	5
AMT 105	MATERIALS AND PROCESSES	5
	MTH 100 or Higher-Level Math	3

Second Term

Item #	Title	Credits
AMT 103	WEIGHT AND BALANCE, GROUND HANDLING AND SERVICING, CLEANING AND CORROSION CONTROL	5
AMP 220	RECIPROCATING ENGINES AND THEORY	5
AMP 222	RECIPROCATING ENGINE INSPECTIONS AND PROPELLERS	5
AMP 223	RECIPROCATING ENGINE OVERHAUL	5

Third Term

Item #	Title	Credits
AMP 221	TURBINE ENGINE THEORY AND SYSTEMS	5
AMP 224	RECIPROCATING ENGINE OVERHAUL	5
ENG 101	ENGLISH COMPOSITION I	3

Fourth Term

Item #	Title	Credits
	Natural Science or Mathematics Elective	3
	Humanities Or Fine Arts Elective	3
	Social and Behavioral Sciences Elective	3
	Total Credits	60

Aviation Maintenance Technology - Airframe

Program
Aviation Maintenance Technology
Degree Type
Certificate (CER)

First Term

Item #	Title	Credits
AMT 101	BASIC ELECTRICITY	5
AMT 104	TECHNICAL PREPARATION	5
AMT 105	MATERIALS AND PROCESSES	5
	MTH 100 or Higher-Level Math	3

Second Term

Item #	Title	Credits
AMT 103	WEIGHT AND BALANCE, GROUND HANDLING AND SERVICING, CLEANING AND CORROSION CONTROL	5
AMT 110	NON-METALLIC STRUCTURES AND WELDING	5
AMT 111	AIRCRAFT SHEET METAL STRUCTURES	5
ENG 101	ENGLISH COMPOSITION I	3

Third Term

Item #	Title	Credits
AMT 112	AIRFRAME SYSTEMS I	5
AMT 113	AIRFRAME SYSTEMS II	5

Fourth Term

Item #	Title	Credits
AMT 114	AIRFRAME SYSTEMS III	5
AMT 115	AIRFRAME SYSTEMS IV	5
	Total Credits	56

Aviation Maintenance Technology - Powerplant

Program
Aviation Maintenance Technology
Degree Type
Certificate (CER)

First Term

Item #	Title	Credits
AMT 101	BASIC ELECTRICITY	5
AMT 104	TECHNICAL PREPARATION	5
AMT 105	MATERIALS AND PROCESSES	5
	MTH 100 or Higher-Level Math	3

Second Term

Item #	Title	Credits
AMT 103	WEIGHT AND BALANCE, GROUND HANDLING AND SERVICING, CLEANING AND CORROSION CONTROL	5
AMP 220	RECIPROCATING ENGINES AND THEORY	5
AMP 222	RECIPROCATING ENGINE INSPECTIONS AND PROPELLERS	5
AMP 223	RECIPROCATING ENGINE OVERHAUL	5

Third Term

Item #	Title	Credits
AMP 221	TURBINE ENGINE THEORY AND SYSTEMS	5
AMP 224	RECIPROCATING ENGINE OVERHAUL	5
ENG 101	ENGLISH COMPOSITION I	3
	Total Credits	51

Aviation Maintenance Technology - Airframe

Program
Aviation Maintenance Technology
Degree Type
Short Term Certificate

First Term

Item #	Title	Credits
AMT 101	BASIC ELECTRICITY	5
AMT 103	WEIGHT AND BALANCE, GROUND HANDLING AND SERVICING, CLEANING AND CORROSION CONTROL	5
AMT 104	TECHNICAL PREPARATION	5
AMT 105	MATERIALS AND PROCESSES	5
	Total Credits	20

Aviation Maintenance Technology - Powerplant

Program
Aviation Maintenance Technology
Degree Type
Short Term Certificate

First Term

Item #	Title	Credits
AMT 101	BASIC ELECTRICITY	5
AMT 103	WEIGHT AND BALANCE, GROUND HANDLING AND SERVICING, CLEANING AND CORROSION CONTROL	5
AMT 104	TECHNICAL PREPARATION	5
AMT 105	MATERIALS AND PROCESSES	5
	Total Credits	20

Business Management

The field of business management is very diverse and therefore requires a diverse range of skill sets to support it. Just a few examples include, but are not limited to, business management, office management, entrepreneurship, technology support, and information systems support. The Associate in Applied Science degree is designed for the professional development of individuals who desire to upgrade their knowledge are skills of business and prepare themselves for these positions. Also, the certificate programs are designed for the professional development of individuals who desire to upgrade their knowledge and skills in management in a shorter period. While obtaining their degrees or certificates, students will also have the opportunity to acquire certifications such as MOS (Microsoft Office Specialists) and CompTIA A+.

Within the Business Department of Southern Union, students have several program pathways from which to choose. These pathways include Business Management &

Entrepreneurship, Office Management and Support Technology, and Information Systems. Students may also choose from concentrations in Accounting and Medical Office Specialist.

Students should also contact an academic advisor regarding the transferability of specific courses to a four-year institution.

BUSINESS DEPARTMENT INTERNSHIPS

In collaboration with local business and industry, the Business Department at Southern Union State Community College offers internships in Business Management and Entrepreneurship, Information Systems, and Office Management. The benefit to the students is real-world work experience that will assist the student in obtaining gainful employment upon completion of their degree. It also provides students with an opportunity to further develop their classroom skills and increase their knowledge of their chosen career path. The potential benefit to the employer would be a value-added employee to consider for any further openings within their company.

Students who have completed at least two semesters of studies at Southern Union and meet the minimum internship requirements may apply to receive credit through this program.

For more information, please contact Lisa Turner at lturner@suscc.edu or (334) 745-6437 est. 5405.

BUSINESS DEPARTMENT INDEPENDENT STUDY

A student may request an independent study if they are in their last academic semester and must have the class to graduate. Procedures for requesting an independent study are as follows:

1. The student must obtain the independent study request form from the department chair.
2. The student must meet with their advisor to obtain the required information and signatures on the request form.
3. The student must submit the completed form to the instructor for the class at least 10 faculty duty days prior to the first class meeting of the semester.
4. The student must sign a learning contract for the course.

For more information, please contact Lisa Turner at lturner@suscc.edu or (334) 745-6437 est. 5405.

Business Management

Program
Business Management
Degree Type
Associate in Applied Science (AAS)

Note: Classes may be taken in any semester if prerequisites are met.

First Term

Item #	Title	Credits
BUS 100	INTRODUCTION TO BUSINESS	3
ENG 101	ENGLISH COMPOSITION I	3
	Humanities and Fine Arts Elective*	3
	Natural Science Elective	4
	MTH 100 or MTH 108 or HIGHER LEVEL MATH	3

Second Term

Item #	Title	Credits
CIS 146	MICROCOMPUTER APPLICATIONS	3
	SPH 106 or SPH 107	3
BUS 210	INTRODUCTION TO ACCOUNTING	3
	ECO 231 or ECO 232	3
	Program Elective	3

Third Term

Item #	Title	Credits
BUS 275	PRINCIPLES OF MANAGEMENT	3
BUS 279	SMALL BUSINESS MANAGEMENT	3
BUS 241	PRINCIPLES OF ACCOUNTING I	3
	Program Elective	3
	Program Elective	3

Fourth Term

Item #	Title	Credits
BUS 215	BUSINESS COMMUNICATION	3
BUS 263	LEGAL AND SOCIAL ENVIRONMENT OF BUSINESS	3
CIS 113	SPREADSHEET SOFTWARE APPLICATIONS	3
BUS 245	ACCOUNTING WITH QUICKBOOKS	3
	Program Elective	3
	Total Credits	61

Program Electives - Business Management Path

Item #	Title	Credits
BUS 242	PRINCIPLES OF ACCOUNTING II	3
BUS 276	HUMAN RESOURCE MANAGEMENT	3
BUS 285	PRINCIPLES OF MARKETING	3
BUS 296	BUSINESS INTERNSHIP	3
	ECO 231 or ECO 232	3

Program Electives - Accounting Path

Item #	Title	Credits
BUS 242	PRINCIPLES OF ACCOUNTING II	3
BUS 253	Individual Income Tax	3
BUS 276	HUMAN RESOURCE MANAGEMENT	3
BUS 285	PRINCIPLES OF MARKETING	3
BUS 296	BUSINESS INTERNSHIP	3
	ECO 231 or ECO 232	3

Business Management

Program
Business Management
Degree Type
Certificate (CER)

Note: Classes may be taken in any semester if prerequisites are met.

First Term

Item #	Title	Credits
BUS 100	INTRODUCTION TO BUSINESS	3
CIS 146	MICROCOMPUTER APPLICATIONS	3
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ENG 101	ENGLISH COMPOSITION I	3
	MTH 100 or MTH 108 or HIGHER LEVEL MATH	3

Second Term

Item #	Title	Credits
BUS 215	BUSINESS COMMUNICATION	3
BUS 241	PRINCIPLES OF ACCOUNTING I	3
BUS 285	PRINCIPLES OF MARKETING	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3
	BUS 271 or MTH 265	3

Third Term

Item #	Title	Credits
BUS 245	ACCOUNTING WITH QUICKBOOKS	3
BUS 275	PRINCIPLES OF MANAGEMENT	3
BUS 276	HUMAN RESOURCE MANAGEMENT	3
BUS 279	SMALL BUSINESS MANAGEMENT	3
BUS 263	LEGAL AND SOCIAL ENVIRONMENT OF BUSINESS	3
	Total Credits	45

Business Foundations

Program
Business Management
Degree Type
Short Term Certificate

Note:

- Classes may be taken in any semester if prerequisites are met.
- OAD 101* may be challenged

First Term

Item #	Title	Credits
OAD 101	BEGINNING KEYBOARDING	3
OAD 131	BUSINESS ENGLISH	3

Second Term

Item #	Title	Credits
BUS 215	BUSINESS COMMUNICATION	3
CIS 146	MICROCOMPUTER APPLICATIONS	3
	Total Credits	12

Business Management

Program
Business Management
Degree Type
Short Term Certificate

Note: Classes may be taken in any semester if prerequisites are met.

Item #	Title	Credits
BUS 215	BUSINESS COMMUNICATION	3
CIS 146	MICROCOMPUTER APPLICATIONS	3
OAD 101	BEGINNING KEYBOARDING	3
OAD 131	BUSINESS ENGLISH	3
	Total Credits	12

Business Management - Accounting

Program
Business Management
Degree Type
Short Term Certificate

Note: Classes may be taken in any semester if prerequisites are met.

Item #	Title	Credits
BUS 215	BUSINESS COMMUNICATION	3
OAD 131	BUSINESS ENGLISH	3
BUS 241	PRINCIPLES OF ACCOUNTING I	3
BUS 242	PRINCIPLES OF ACCOUNTING II	3
BUS 245	ACCOUNTING WITH QUICKBOOKS	3
BUS 263	LEGAL AND SOCIAL ENVIRONMENT OF BUSINESS	3
BUS 275	PRINCIPLES OF MANAGEMENT	3
CIS 113	SPREADSHEET SOFTWARE APPLICATIONS	3
	MTH 100 or MTH 108 or HIGHER LEVEL MATH	3
	Total Credits	27

Business Management - Supervision

Program
Business Management
Degree Type
Short Term Certificate

Note: Classes may be taken in any semester if prerequisites are met.

Item #	Title	Credits
BUS 100	INTRODUCTION TO BUSINESS	3
BUS 215	BUSINESS COMMUNICATION	3
	BUS 263 or BUS 285	3
BUS 279	SMALL BUSINESS MANAGEMENT	3
	Total Credits	12

Central Services and Sterile Processing Technician Program

Central Services and Sterile Processing Technicians are a vital support to all patient care services in many health care facilities. They are responsible for decontaminating, cleaning, processing, assembling, sterilizing, storing, and distributing the medical devices and supplies needed in patient care, especially during surgery.

Training includes preparing special packages of equipment for specialty procedures. Central Supply is also the main inventory storage area of the hospital and technicians are responsible for processing, quality assurance, and storing the equipment and instrumentation so that it is available when needed.

Upon completion of the program, students can expect to find employment in hospitals and various outpatient surgical centers.

Students require 400 hours of hands-on experience which allows the student to practice what they have learned. Hands-on experience must be completed within the program or within 6 months of provisional certification.

Enrollment Requirements:

1. Application for the program
2. Current immunizations including, but not limited to: HB Vaccination, negative TB Testing, influenza vaccination, background check and drug screen.
3. Ability to meet Essential Functions/Technical Standards.
4. Students will require surgical scrubs for the clinical rotation portion of the program, as well as comfortable, non-canvas shoes.

Central Services and Sterile Processing Technician

Program
Central Services and Sterile Processing Technician Program
Degree Type
Award of Achievement

Length of Program: 10-15 weeks in classroom. This does not include all of the 400 hours of hands-on experience required.

Credentials Earned: Certified Registered Central Services Technician (CRCST) following passage of the Central Service Technician Program and the Central Services Technician certification exam.

Total Credits	0

Child Development

The Child Development (CHD) program prepares students for careers in a variety of early childhood education settings, including First Class Pre-K, Head Start, public and private schools, child care centers, and other early learning environments. The program serves both individuals entering the field and those seeking professional advancement.

Students engage in a blend of academic study and hands-on learning, building the knowledge, skills, and abilities needed to nurture and educate every child and family they serve. Through observation, project-based learning,

practicum experiences, and reflective practice, students are prepared for leadership and teaching roles in early childhood education.

The CHD program offers stacked credentials that support flexible career entry and advancement. Students may earn a Short Certificate, a Certificate, and an Associate in Applied Science (AAS) degree - each credential building upon the last and aligned with workforce and quality standards in early childhood education.

- The Short Certificate establishes the credential necessary to serve as an Auxiliary Teacher in Alabama's First Class Pre-K program.
- The AAS degree exceeds Alabama's minimum qualification requirements for teachers, directors, and program directors in licensed child care centers.

Additionally, individuals who hold a bachelor's degree and teacher certification in elementary education may complete 9 credit hours of Child Development coursework to meet Alabama's early childhood content requirement for lead teachers in First Class Pre-K classrooms.

CHD courses are offered in both traditional in-person and hybrid formats. Students enrolled in hybrid courses complete most coursework online but are required to attend in-person seminar sessions three times during the Fall and Spring semesters and twice during the Summer semester. These seminars support applied learning, professional reflection, and peer collaboration, while providing flexibility for students who maintain full-time employment.

Graduates of the Child Development program are well-prepared to meet or exceed state standards and quality benchmarks in early childhood education and are positioned to pursue further education in the field if desired.

Child Development

Program
Child Development
Degree Type
Associate in Applied Science (AAS)

Notes:

- Courses may be taken in any semester if prerequisites are met.
- **Speech/foreign language courses do not meet this humanities/fine arts requirement.

First Term

Item #	Title	Credits
CHD 100	INTRODUCTION TO EARLY CARE & EDUCATION OF CHILDREN	3
CHD 203	CHILDREN'S LITERATURE AND LANGUAGE DEVELOPMENT	3
ENG 101	ENGLISH COMPOSITION I	3
PSY 200	GENERAL PSYCHOLOGY	3

Second Term

Item #	Title	Credits
CHD 201	CHILD GROWTH AND DEVELOPMENT PRINCIPLES	3
CHD 202	CHILDREN'S CREATIVE EXPERIENCES	3
	MTH 100 or Higher-Level Math	3
CIS 146	MICROCOMPUTER APPLICATIONS	3
	SPH 106 or SPH 107	3

Third Term

Item #	Title	Credits
CHD 204	METHODS AND MATERIALS FOR TEACHING YOUNG CHILDREN	3
CHD 206	CHILDREN'S HEALTH AND SAFETY	3
CHD 224	SCHOOL-AGE CHILDCARE	3
PHS 111	PHYSICAL SCIENCE I	4

Fourth Term

Item #	Title	Credits
CHD 205	PROGRAM PLANNING FOR EDUCATING YOUNG CHILDREN	3
CHD 208	ADMINISTRATION OF CHILD DEVELOPMENT PROGRAMS	3
CHD 209	INFANT AND TODDLER EDUCATION PROGRAMS	3
CHD 214	FAMILIES AND COMMUNITIES IN EARLY CARE AND EDUCATION PROGRAMS	3
	Humanities and Fine Arts Elective	3

Fifth Term

Item #	Title	Credits
CHD 210	EDUCATING CHILDREN WITH EXCEPTIONAL NEEDS	3
CHD 215	SUPERVISED PRACTICAL EXPERIENCE IN CHILD DEVELOPMENT	3
BUS 100	INTRODUCTION TO BUSINESS	3
HED 231	FIRST AID	3
	Total Credits	67

Child Development

Program
Child Development
Degree Type
Certificate (CER)

Note: Courses may be taken in any semester if prerequisites are met.

First Term

Item #	Title	Credits
CHD 100	INTRODUCTION TO EARLY CARE & EDUCATION OF CHILDREN	3
CHD 203	CHILDREN'S LITERATURE AND LANGUAGE DEVELOPMENT	3
ENG 101	ENGLISH COMPOSITION I	3
CIS 146	MICROCOMPUTER APPLICATIONS	3

Second Term

Item #	Title	Credits
CHD 201	CHILD GROWTH AND DEVELOPMENT PRINCIPLES	3
CHD 202	CHILDREN'S CREATIVE EXPERIENCES	3
	MTH 100 or Higher-Level Math	3
	SPH 106 or SPH 107	3

Third Term

Item #	Title	Credits
CHD 204	METHODS AND MATERIALS FOR TEACHING YOUNG CHILDREN	3
CHD 206	CHILDREN'S HEALTH AND SAFETY	3
CHD 224	SCHOOL-AGE CHILDCARE	3

Fourth Term

Item #	Title	Credits
CHD 205	PROGRAM PLANNING FOR EDUCATING YOUNG CHILDREN	3
CHD 208	ADMINISTRATION OF CHILD DEVELOPMENT PROGRAMS	3
CHD 209	INFANT AND TODDLER EDUCATION PROGRAMS	3
HED 231	FIRST AID	3
	Total Credits	45

Child Development

Program
Child Development
Degree Type
Short Term Certificate

Note: Courses may be taken in any semester if prerequisites are met.

First Term

Item #	Title	Credits
CHD 100	INTRODUCTION TO EARLY CARE & EDUCATION OF CHILDREN	3
CHD 201	CHILD GROWTH AND DEVELOPMENT PRINCIPLES	3
CHD 202	CHILDREN'S CREATIVE EXPERIENCES	3
CHD 203	CHILDREN'S LITERATURE AND LANGUAGE DEVELOPMENT	3

Second Term

Item #	Title	Credits
CHD 204	METHODS AND MATERIALS FOR TEACHING YOUNG CHILDREN	3
CHD 205	PROGRAM PLANNING FOR EDUCATING YOUNG CHILDREN	3
CHD 206	CHILDREN'S HEALTH AND SAFETY	3
CHD 209	INFANT AND TODDLER EDUCATION PROGRAMS	3
HED 231	FIRST AID	3
	Total Credits	27

Child Development Associate

Program
Child Development
Degree Type
Short Term Certificate

The following series of courses meets the educational requirement for students who are already employed in the field of child development and are seeking the Child Development Associate credential awarded by the Council for Professional Recognition.

Item #	Title	Credits
CHD 100	INTRODUCTION TO EARLY CARE & EDUCATION OF CHILDREN	3
CHD 201	CHILD GROWTH AND DEVELOPMENT PRINCIPLES	3
CHD 204	METHODS AND MATERIALS FOR TEACHING YOUNG CHILDREN	3
	Total Credits	9

CNC Machining

Accredited by the National Institute for Metalworking Skills (NIMS). National Institute for Metalworking Skills 10565 Fairfax Blvd. Suite 203 Fairfax, Virginia 22030, www.nims-skills.org.

CNC Machining

Program
CNC Machining
Degree Type
Associate in Applied Science (AAS)

The Associate in Applied Science in Computer Numerical Control (CNC) Machining is designed to prepare individuals for employment in the industry as a CNC machinist. CNC Machinists produce precision metal parts, using machine tools such as lathes, drill presses, and milling machines. Also, machinists and tool programmers set up and operate a range of machine tools, using their knowledge of the working properties of metals. They plan and conduct the operations needed to make machined products that meet precise specifications. Students in the Machining program manufacture, assemble, and repair metal parts, subassemblies, and complete machines. Increasingly, machines used to produce metal parts are computer numerically controlled with 3, 4, and 5-axis programming. Students in this program participate in third-party credentialing, such as NIMS and NOCTI activities, before graduation. This program offers a series of short-term certificates that focus on specific skill sets in a particular area of demand that can be learned as a student progresses toward an Associate in Applied Science degree.

First Term

Item #	Title	Credits
ADM 291	MSSC SAFETY	3
MSP 104	BASIC MACHINING CALCULATIONS	2
MSP 121	BASIC BLUEPRINT READING FOR MACHINISTS	2
MSP 125	INTRODUCTION TO MACHINING TECHNOLOGY	3
	MTH 100 or MTH 110	3

Second Term

Item #	Title	Credits
ADM 292	MSSC QUALITY PRACTICES AND MEASUREMENT	3
MSP 105	LATHES	3
MSP 107	MILLING MACHINES	3
MTT 127	METROLOGY	3
ENG 101	ENGLISH COMPOSITION I	3

Third Term

Item #	Title	Credits
ADM 293	MSSC MANUFACTURING PROCESSES AND PRODUCTION	3
MSP 112	BASIC COMPUTER NUMERICAL CONTROL TURNING	3
MTT 140	BASIC COMPUTER NUMERICAL CONTROL TURNING PROGRAMMING I	3
MTT 243	CNC TURNING LAB I	3
	Natural Science or Mathematics Elective	3

Fourth Term

Item #	Title	Credits
ADM 294	MSSC MAINTENANCE AWARENESS	3
MSP 111	INTRODUCTION TO COMPUTER NUMERICAL CONTROL	2
MSP 212	COMPUTER NUMERICAL CONTROL LAB	3
MTT 109	ORIENTATION TO COMPUTER ASSISTED MANUFACTURING	3
	Humanities and Fine Arts Elective	3

Fifth Term

Item #	Title	Credits
MSP 113	BASIC COMPUTER NUMERICAL CONTROL MILLING	3
MTT 128	GEOMETRIC DIMENSIONING AND TOLERANCE I	3
CNC 213	ADVANCED COMPUTER NUMERICAL CONTROL MILLING	3
CNC 223	COMPUTER NUMERICAL CONTROL GRAPHICS PROGRAMMING: MILLING	3
	Social and Behavioral Sciences Elective	3
	Total Credits	72

CNC Machining

Program
CNC Machining
Degree Type
Certificate (CER)

First Term

Item #	Title	Credits
ADM 291	MSSC SAFETY	3
MSP 104	BASIC MACHINING CALCULATIONS	2
MSP 121	BASIC BLUEPRINT READING FOR MACHINISTS	2
MSP 125	INTRODUCTION TO MACHINING TECHNOLOGY	3
	MTH 100 or MTH 110	3

Second Term

Item #	Title	Credits
ADM 292	MSSC QUALITY PRACTICES AND MEASUREMENT	3
MSP 105	LATHES	3
MSP 107	MILLING MACHINES	3
MTT 127	METROLOGY	3
ENG 101	ENGLISH COMPOSITION I	3

Third Term

Item #	Title	Credits
ADM 293	MSSC MANUFACTURING PROCESSES AND PRODUCTION	3
MSP 112	BASIC COMPUTER NUMERICAL CONTROL TURNING	3
MTT 140	BASIC COMPUTER NUMERICAL CONTROL TURNING PROGRAMMING I	3
MTT 243	CNC TURNING LAB I	3

Fourth Term

Item #	Title	Credits
ADM 294	MSSC MAINTENANCE AWARENESS	3
MSP 111	INTRODUCTION TO COMPUTER NUMERICAL CONTROL	2
MTT 109	ORIENTATION TO COMPUTER ASSISTED MANUFACTURING	3
MSP 212	COMPUTER NUMERICAL CONTROL LAB	3
	Total Credits	51

Basic CNC

Program
CNC Machining
Degree Type
Short Term Certificate

Item #	Title	Credits
MSP 111	INTRODUCTION TO COMPUTER NUMERICAL CONTROL	2
MSP 212	COMPUTER NUMERICAL CONTROL LAB	3
MTT 243	CNC TURNING LAB I	3
	Total Credits	8

CNC Milling

Program
CNC Machining
Degree Type
Short Term Certificate

Item #	Title	Credits
MSP 113	BASIC COMPUTER NUMERICAL CONTROL MILLING	3
CNC 213	ADVANCED COMPUTER NUMERICAL CONTROL MILLING	3
CNC 223	COMPUTER NUMERICAL CONTROL GRAPHICS PROGRAMMING: MILLING	3
	Total Credits	9

CNC Turning

Program
CNC Machining
Degree Type
Short Term Certificate

Item #	Title	Credits
MTT 140	BASIC COMPUTER NUMERICAL CONTROL TURNING PROGRAMMING I	3
MTT 243	CNC TURNING LAB I	3
MSP 112	BASIC COMPUTER NUMERICAL CONTROL TURNING	3
	Total Credits	9

Conventional Machining

Program
CNC Machining
Degree Type
Short Term Certificate

This short-term certificate is designed to provide skills in conventional or manual machining. Students who earn this Short Term Certificate will have an in-depth knowledge of manual metalworking equipment, including but not limited to manual knee mills, engine lathes, and surface grinders. Students will gain skills in feed and speed

calculations when using different types of ferrous and non-ferrous materials, as well as a basic understanding of blueprints. This short-term certificate program is designed to provide students with skills in conventional and manual machining. Those who complete this program will gain in-depth knowledge of manual metalworking equipment, including manual knee mills, engine lathes, and surface grinders. Students will develop skills in feed and speed calculations when working with various ferrous and non-ferrous materials, as well as a basic understanding of blueprints. Please note that this short-term certificate program is subject to Title IV clock-to-credit-hour conversion.

Item #	Title	Credits
MSP 104	BASIC MACHINING CALCULATIONS	2
MSP 105	LATHES	3
MSP 107	MILLING MACHINES	3
MSP 121	BASIC BLUEPRINT READING FOR MACHINISTS	2
MSP 125	INTRODUCTION TO MACHINING TECHNOLOGY	3
MTT 127	METROLOGY	3
	Total Credits	16

Cosmetology

The Cosmetology program is designed to prepare individuals to meet the rigorous standards outlined by the Alabama State Board of Cosmetology. Students completing the program will have been trained in a number of disciplines such as: shampooing, haircutting, hair straightening, permanent waving, wig and hairpiece enhancement and hair coloring. Students are also trained in the area of facials and facial make-up, specialized scalp treatments as well as providing manicures and pedicures. These disciplines are taught and observed using strict industry standards in hygiene and safety. This program helps prepare students to take their cosmetologist exams with the Alabama State Board of Cosmetology.

Notes:

- A minimum grade of "C" in the Cosmetology courses is required for a student to enroll in Cosmetology courses for the next term and for graduation.
- Students may not switch between day and evening programs except at the beginning of a term and on a space available basis.
- TB Skin Test required for participation in Cosmetology program.
- Students who withdraw from the Cosmetology program must re-enter within a period of 12 months or start over with first term Cosmetology courses.

Cosmetology

Program
Cosmetology
Degree Type
Associate in Applied Science (AAS)

First Term

Item #	Title	Credits
COS 111	INTRODUCTION TO COSMETOLOGY	3
COS 112	INTRODUCTION TO COSMETOLOGY LAB	3
COS 137	HAIR SHAPING AND DESIGN THEORY	3
COS 145	HAIR SHAPING LAB	3
	MTH 100 or Higher-Level Math	3

Second Term

Item #	Title	Credits
COS 113	THEORY OF CHEMICAL SERVICES	3
COS 114	CHEMICAL SERVICES LAB	3
COS 115	HAIR COLORING THEORY	3
COS 116	HAIR COLORING LAB	3
ENG 101	ENGLISH COMPOSITION I	3

Third Term

Item #	Title	Credits
COS 117	BASIC SPA TECHNIQUES	3
COS 118	BASIC SPA TECHNIQUES LAB	3
COS 144	HAIR SHAPING AND DESIGN	3
	Natural Science or Mathematics Elective	3

Fourth Term

Item #	Title	Credits
COS 123	COSMETOLOGY SALON PRACTICES	3
COS 162	SPECIAL TOPICS IN COSMETOLOGY	3
COS 167	STATE BOARD REVIEW	3
	Humanities and Fine Arts Elective	3

Fifth Term

Item #	Title	Credits
BUS 100	INTRODUCTION TO BUSINESS	3
BUS 215	BUSINESS COMMUNICATION	3
	BUS 263 or BUS 285	3
BUS 279	SMALL BUSINESS MANAGEMENT	3
	Social and Behavioral Sciences Elective	3
	Total Credits	69

Cosmetology

Program
Cosmetology
Degree Type
Certificate (CER)

First Term

Item #	Title	Credits
COS 111	INTRODUCTION TO COSMETOLOGY	3
COS 112	INTRODUCTION TO COSMETOLOGY LAB	3
COS 137	HAIR SHAPING AND DESIGN THEORY	3
COS 145	HAIR SHAPING LAB	3
	MTH 100 or Higher-Level Math	3

Second Term

Item #	Title	Credits
COS 113	THEORY OF CHEMICAL SERVICES	3
COS 114	CHEMICAL SERVICES LAB	3
COS 115	HAIR COLORING THEORY	3
COS 116	HAIR COLORING LAB	3
ENG 101	ENGLISH COMPOSITION I	3

Third Term

Item #	Title	Credits
COS 117	BASIC SPA TECHNIQUES	3
COS 118	BASIC SPA TECHNIQUES LAB	3
COS 144	HAIR SHAPING AND DESIGN	3

Fourth Term

Item #	Title	Credits
COS 123	COSMETOLOGY SALON PRACTICES	3
COS 162	SPECIAL TOPICS IN COSMETOLOGY	3
COS 167	STATE BOARD REVIEW	3
	Total Credits	48

Cosmetology Instructor Training

Cosmetology instructor training is a teacher training program for licensed cosmetologists. Requirements for admission include an application to Southern Union State Community College, a managing cosmetology license, a high school diploma, or GED certificate, and an interview with a Cosmetology Instructor.

This short term certificate is not eligible for Title IV funding.

Cosmetology Instructor Training-PENDING

Program
Cosmetology Instructor Training
Degree Type
Short Term Certificate

This program is currently pending approval for the Fall 2025 term.

Item #	Title	Credits
CIT 211	TEACHING AND CURRICULUM DEVELOPMENT	3
CIT 212	TEACHER MENTORSHIP	3
CIT 214	LESSON PLAN METHODS AND DEVELOPMENT	3
CIT 221	LESSON PLAN IMPLEMENTATION	3
CIT 222	AUDIO VISUAL MATERIALS AND METHODS	3
CIT 223	AUDIO VISUAL MATERIALS AND METHODS APPLICATIONS	3
CIT 224	SPECIAL TOPICS IN COSMETOLOGY INSTRUCTION	3
CIT 225	SPECIAL TOPICS IN COSMETOLOGY	3
	Total Credits	24

Criminal Justice

The coursework for this certificate may provide a foundation for students desiring to further their education with an associate or bachelor's degree. Interested students should speak with an advisor for more information.

Criminal Justice

Program
Criminal Justice
Degree Type
Short Term Certificate

First Term

Item #	Title	Credits
CRJ 100	INTRODUCTION TO CRIMINAL JUSTICE	3
CRJ 110	INTRODUCTION TO LAW ENFORCEMENT	3
ENG 101	ENGLISH COMPOSITION I	3
PED 103	WEIGHT TRAINING (Beginning)	1

Second Term

Item #	Title	Credits
CIS 146	MICROCOMPUTER APPLICATIONS	3
CRJ 140	CRIMINAL LAW AND PROCEDURE	3
CRJ 150	INTRODUCTION TO CORRECTIONS	3
	PED Elective (Activity)	1

Third Term

Item #	Title	Credits
CRJ 160	INTRODUCTION TO SECURITY	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
	PSY 200 or SOC 200	3
	Total Credits	29

Emergency Medical Services

Students enrolled in the Emergency Medical Technology Program may choose to earn a short certificate, long certificate or an Associate in Applied Science Degree in Emergency Medical Technology. Upon successful completion of the first semester of the EMS Program (EMT level), the student is eligible to apply to take the National Registry Examination. Successful completion of the certification examination allows the student to apply for licensure to practice in the State of Alabama as an EMT.

Upon successful completion of the second semester of the EMS Program (AEMT level), the student is eligible to apply to take the National Registry Examination and apply for licensure to practice in the State of Alabama as an AEMT.

The Paramedic level is the third level of the EMS program and is three semesters in length. The three levels of EMS lead to a Short Certificate, Long Certificate or an Associate in Applied Science Degree. The Long Certificate option requires the student to successfully complete all paramedic and general education courses in the curriculum, with the exception of PSY 200, SPH 107, and the Humanities elective. To earn an Associate in Applied Science Degree, all paramedic and general education courses in the curriculum must be completed. Upon successful completion of the Paramedic program, the student is eligible to apply to take the National Registry examination for Paramedics. Successful completion of the certification examination allows the student to apply for licensure to practice in the State of Alabama as a Paramedic.

The Emergency Medical Services Programs are fully approved by the Alabama Department of Public Health, Emergency Medical Services Division. The Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Committee on Accreditation of Education Programs for EMS Professionals (CoAEMSP).

Admission Requirements

*Note: The admission requirements for the EMS program are subject to change. Please contact Health Sciences Admissions for additional information or visit www.suscc.edu.

EMT Level requires:

1. Unconditional admission to the College.
2. Minimum cumulative 2.0 grade point average (GPA) and enter College on clear academic status.
3. Minimum 2.0 GPA at Southern Union
4. Official transcripts from all postsecondary institutions attended.
5. Eligibility for ENG101, MTH 100 and meet the reading requirement of the College.
6. Age of 18 years or older within one (1) year of course completion.
7. Ability to meet and comply with standards and policies in the current College Catalog and Student Handbook and EMS Student Handbook.
8. Application for the Emergency Medical Technology Program.

AEMT Level requires:

1. Completion of 1-7 as listed for EMT level.
2. Current National Registry license for EMT.
3. Unencumbered Alabama licensure as an EMT
4. Application for the Advanced Emergency Medical Technician Program.
5. Ability to meet and comply with standards and policies in the current College Catalog and Student Handbook.
   *Transfer students: Students who completed EMT training from a non-accredited program and plan to transfer in as a licensed EMT must take EMS108, Directed Students in EMS I, as a co-requisite with EMS 156, Advanced Emergency Medical Technician Clinical. Upon completion of EMS108 with a grade of 75 or higher, the student will be awarded 10 hours of academic credit.

Paramedic Level requires:

1. Completion of 1-8 listed above for EMT and AEMT level admission requirements.
2. Minimum 2.0 GPA on last semester credit hours of coursework completed at a regionally accredited college.

3. A current Alabama license as an AEMT, or successfully completed AEMT from an accredited college by SACSCOC or one of the six regionally accrediting agencies. (Students who took EMT/AEMT from a non-accredited program should see *note below)
4. If seeking a long certificate, completion of BIO 111 – Survey of the Human Biology (previously EMS189) or BIO 201 Anatomy and Physiology I with a minimum grade of C.
5. ability to meet and comply with standards and policies in the current College Catalog and Student Handbook.
6. Application to the Paramedic Program.
7. *NOTE: Students transferring into the paramedic level who have graduated from a non-accredited AEMT program must take EMS 156, Advanced Emergency Medical Technician Clinical, as a corequisite to EMS 244. Upon completion of EMS156 with a grade of 75 or higher, the student will be awarded 10 hours of academic credit. If a student has attended a non-accredited program for both EMT and AEMT, the student must take EMS 156 and EMS 108 as a co-requisite to EMS 244. Upon completion of EMS 108 and EMS 156 with a grade of 75 or higher, the student will be awarded 20 hours of academic credit.

Progression Requirements

1. A 2.0 cumulative GPA.
2. Acceptance by ALL clinical agencies for clinical experience.
3. Updated health records by deadline.
4. Minimum grade of "C" in all required courses as listed in curriculum.
5. Fulfillment of all course prerequisites.
6. If seeking a long certificate, completion of ENG 101, MTH 100 or higher math, and BIO 202 (if BIO 201 elected) with a minimum grade of "C" prior to the final semester of the Paramedic level.
7. No more than a 12 month interruption in matriculation through the Paramedic level course sequence

Students who do not meet progression requirements will be administratively withdrawn from the program and must apply for readmission.

Readmission Requirements

Students who interrupt the specified progression through the program of study must apply for readmission to the program. Readmission requires:

1. A 2.0 cumulative grade point average at Southern Union.
2. No more than one grade of "D" or "F" is earned in a course which has a clinical component (whether the course is the same course or two different courses). If a student withdraws from an EMS course, the withdrawal will be treated, for readmission purposes only, as a course failure (even if the withdrawal is before the official College "last day to withdraw with a 'W' date").
3. Readmission will depend on classroom and clinical space availability and is not guaranteed.
4. Ability to meet and comply with standards and policies in the current College Catalog and Student Handbook.
5. Completed program readmission form, submitted by deadline.
6. No more than a 12 month interruption in matriculation through the Paramedic level course sequence.

Transfer Policy

Students desiring to transfer into the any level of the EMS program must meet minimum admission/progression standards for Southern Union's program.

1. Must possess a grade of C or better in all required general education taken at another institution and possess a minimum of a 2.0 cumulative GPA at time of transfer.
2. Previous Southern Union students must have a minimum 2.0 at SUSCC.
3. Must be a student in good standing and eligible to return to the EMS program.
4. Provide a letter of eligibility from the Dean/Director of the previous program.
5. Complete at least 25% of the total program at the accepting institution.
6. Acceptance of transfer students into the EMS program is limited by the number of faculty and clinical facilities available. Meeting minimal standards does not guarantee acceptance.
7. Students transferring into the paramedic level who have completed a non-accredited AEMT program and are pursuing the long certificate OR degree route, must take EMS 156, Advanced Emergency Medical Technician Clinical, as a corequisite to EMS 244. Upon completion of EMS 156 with a grade of 75 or higher, the student will be awarded 9 hours of academic credit.
8. If a student has attended a non-credit program for both his/her EMT and AEMT, and are pursuing the long certificate OR degree route, the student must take EMS 156 and EMS 108 as a corequisite to EMS 244. Upon completion of EMS 108 and EMS 156 with a grade of 75 or higher, the student will be awarded 19 hours of academic credit

Emergency Medical Technician (EMT) Paramedic

Program
Emergency Medical Services
Degree Type
Associate in Applied Science (AAS)

First Term

Item #	Title	Credits
	MTH 100 or MTH 108 or HIGHER LEVEL MATH	3
EMS 118	EMERGENCY MEDICAL TECHNICIAN	9
EMS 119	EMERGENCY MEDICAL TECHNICIAN CLINICAL	1

Second Term

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION I	3
EMS 155	ADVANCED EMERGENCY MEDICAL TECHNICIAN	7
EMS 156	ADVANCED EMERGENCY MEDICAL TECHNICIAN CLINICAL	2

Third Term

Item #	Title	Credits
EMS 241	PARAMEDIC CARDIOLOGY	3
EMS 242	PARAMEDIC PATIENT ASSESSMENT	2
EMS 244	PARAMEDIC CLINICAL I	1
EMS 257	PARAMEDIC APPLIED PHARMACOLOGY	2
BIO 201	HUMAN ANATOMY AND PHYSIOLOGY I	4
	Humanities Or Fine Arts Elective	3

Fourth Term

Item #	Title	Credits
EMS 245	PARAMEDIC MEDICAL EMERGENCIES	3
EMS 246	PARAMEDIC TRAUMA MANAGEMENT	3
EMS 247	PARAMEDIC SPECIAL POPULATIONS	2
EMS 248	PARAMEDIC CLINICAL II	3
BIO 202	HUMAN ANATOMY AND PHYSIOLOGY II	4
PSY 200	GENERAL PSYCHOLOGY	3

Fifth Term

Item #	Title	Credits
EMS 253	PARAMEDIC TRANSITION TO THE WORKFORCE	2
EMS 254	ADVANCED COMPETENCIES FOR PARAMEDIC	2
EMS 255	PARAMEDIC FIELD PRECEPTORSHIP	5
EMS 256	PARAMEDIC TEAM LEADERSHIP	1
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3
	Total Credits	71

Emergency Medical Technician (EMT) Paramedic

Program
Emergency Medical Services
Degree Type
Certificate (CER)

First Term

Pre-Requisite to taking AEMT is a National Registry/State EMS License

Item #	Title	Credits
EMS 118	EMERGENCY MEDICAL TECHNICIAN	9
EMS 119	EMERGENCY MEDICAL TECHNICIAN CLINICAL	1
	MTH 100 or MTH 108 or HIGHER LEVEL MATH	3

Second Term

Item #	Title	Credits
EMS 155	ADVANCED EMERGENCY MEDICAL TECHNICIAN	7
EMS 156	ADVANCED EMERGENCY MEDICAL TECHNICIAN CLINICAL	2
ENG 101	ENGLISH COMPOSITION I	3

Third Term

Item #	Title	Credits
EMS 241	PARAMEDIC CARDIOLOGY	3
EMS 242	PARAMEDIC PATIENT ASSESSMENT	2
EMS 244	PARAMEDIC CLINICAL I	1
EMS 257	PARAMEDIC APPLIED PHARMACOLOGY	2
	BIO 111 or SEQUENCE OF BIO 201 and BIO 202	4-8

Fourth Term

Item #	Title	Credits
EMS 245	PARAMEDIC MEDICAL EMERGENCIES	3
EMS 246	PARAMEDIC TRAUMA MANAGEMENT	3
EMS 247	PARAMEDIC SPECIAL POPULATIONS	2
EMS 248	PARAMEDIC CLINICAL II	3

Fifth Term

Item #	Title	Credits
EMS 253	PARAMEDIC TRANSITION TO THE WORKFORCE	2
EMS 254	ADVANCED COMPETENCIES FOR PARAMEDIC	2
EMS 255	PARAMEDIC FIELD PRECEPTORSHIP	5
EMS 256	PARAMEDIC TEAM LEADERSHIP	1
	Total Credits	58-62

Emergency Medical Technician (EMT) Advanced

Program
Emergency Medical Services
Degree Type
Short Term Certificate

Second Term

Stackable Short-Certificate: AEMT - 9 hours

Item #	Title	Credits
EMS 155	ADVANCED EMERGENCY MEDICAL TECHNICIAN	7
EMS 156	ADVANCED EMERGENCY MEDICAL TECHNICIAN CLINICAL	2
	Total Credits	9

Emergency Medical Technician (EMT) Basic

Program
Emergency Medical Services
Degree Type
Short Term Certificate

First Term

Stackable Short-Term Certificate: EMT - 10 hours

Pre-Requisite to taking AEMT is a National Registry/State EMS License

Item #	Title	Credits
EMS 118	EMERGENCY MEDICAL TECHNICIAN	9
EMS 119	EMERGENCY MEDICAL TECHNICIAN CLINICAL	1
	Total Credits	10

Emergency Medical Technician (EMT) Paramedic

Program
Emergency Medical Services
Degree Type
Short Term Certificate

Third Term

Item #	Title	Credits
EMS 241	PARAMEDIC CARDIOLOGY	3
EMS 242	PARAMEDIC PATIENT ASSESSMENT	2
EMS 244	PARAMEDIC CLINICAL I	1
EMS 257	PARAMEDIC APPLIED PHARMACOLOGY	2

Fourth Term

Item #	Title	Credits
EMS 245	PARAMEDIC MEDICAL EMERGENCIES	3
EMS 246	PARAMEDIC TRAUMA MANAGEMENT	3
EMS 247	PARAMEDIC SPECIAL POPULATIONS	2
EMS 248	PARAMEDIC CLINICAL II	3

Fifth Term

Stackable Short-Term Certificate: EMP - 29 hours

Item #	Title	Credits
EMS 253	PARAMEDIC TRANSITION TO THE WORKFORCE	2
EMS 254	ADVANCED COMPETENCIES FOR PARAMEDIC	2
EMS 255	PARAMEDIC FIELD PRECEPTORSHIP	5
EMS 256	PARAMEDIC TEAM LEADERSHIP	1
	Total Credits	29

Engineering and Design

The Engineering and Design program prepares students to become drafters. Drafters prepare drawings based on sketches, specifications, and calculations made by engineers, architects, and designers. These final drawings contain detailed views of an object, specifications for materials, and other information required to fully carry out the job. Students in this program use industry-specific software to perform lab exercises such as AutoCAD®, Inventor®, Revit®, Solid Edge®, and ArcGIS®. Students also have the opportunity to prototype parts with large-format printers, laser cutters, and 3D printers. Students are required to participate in third-party credentialing activities such as NOCTI as part of this curriculum.

*This program has a series of short-term certificates focused on specific skill sets that an individual can earn as they progress toward an Associate degree or take to develop their skills in a particular area of demand.

Engineering and Design

Program
Engineering and Design
Degree Type
Associate in Applied Science (AAS)

First Term

Item #	Title	Credits
DDT 104	BASIC COMPUTER AIDED DRAFTING	3
ADM 109	FREEHAND SKETCHING	2
ADM 202	INTRODUCTION TO TECHNOLOGY DESIGN	3
ADM 112	ORIENTATION TO ADDITIVE MANUFACTURING	1
	MTH 100 or Higher-Level Math	3

Second Term

Item #	Title	Credits
DDT 127	INTERMEDIATE COMPUTER AIDED DRAFTING AND DESIGN	3
DDT 125	SURFACE DEVELOPMENT	3
DDT 233	INTERMEDIATE 3D MODELING	3
ENT 217	MACHINE DESIGN	3
ENG 101	ENGLISH COMPOSITION I	3

Third Term

Item #	Title	Credits
ADM 160	ADDITIVE MANUFACTURING PRODUCTION TECHNIQUES	3
ADM 161	SPECIALIZED SOFTWARE TECHNIQUES	3
ADM 162	ADDITIVE MANUFACTURING PROCESS	3
ADM 114	DESIGN INNOVATION	3
	Natural Science or Mathematics Elective	3

Fourth Term

Item #	Title	Credits
ADM 101	PRECISION MEASUREMENT	3
ADM 261	REVERSE ENGINEERING	3
DDT 238	SPECIAL TOPICS IN CAD	3
	ENT 214 or DDT 291	3
	Humanities and Fine Arts Elective	3

Fifth Term

Item #	Title	Credits
DDT 212	INTERMEDIATE ARCHITECTURAL DRAFTING	3
DDT 132	ARCHITECTURAL DRAFTING	3
	DDT 133 or DDT 292	3
	Social and Behavioral Sciences Elective	3
	Total Credits	69

Additive Manufacturing

Program
Engineering and Design
Degree Type
Short Term Certificate

Item #	Title	Credits
ADM 160	ADDITIVE MANUFACTURING PRODUCTION TECHNIQUES	3
ADM 161	SPECIALIZED SOFTWARE TECHNIQUES	3
ADM 162	ADDITIVE MANUFACTURING PROCESS	3
ADM 114	DESIGN INNOVATION	3
	Total Credits	12

Advanced CAD

Program
Engineering and Design
Degree Type

Short Term Certificate

Reverse Engineering

Item #	Title	Credits
ADM 101	PRECISION MEASUREMENT	3
ADM 261	REVERSE ENGINEERING	3
DDT 238	SPECIAL TOPICS IN CAD	3
	ENT 214 or DDT 291	3
	Total Credits	12

Architecture/Civil

Program
Engineering and Design
Degree Type
Short Term Certificate

Civil/GIS

Item #	Title	Credits
	DDT 133 or DDT 292	3
DDT 212	INTERMEDIATE ARCHITECTURAL DRAFTING	3
DDT 132	ARCHITECTURAL DRAFTING	3
	Total Credits	9

Basic CAD

Program
Engineering and Design
Degree Type
Short Term Certificate

Basic CAD

Item #	Title	Credits
DDT 104	BASIC COMPUTER AIDED DRAFTING	3
ADM 109	FREEHAND SKETCHING	2
ADM 202	INTRODUCTION TO TECHNOLOGY DESIGN	3
ADM 112	ORIENTATION TO ADDITIVE MANUFACTURING	1
	Total Credits	9

Intermediate CAD

Program
Engineering and Design
Degree Type
Short Term Certificate

3D Modeling

Item #	Title	Credits
DDT 127	INTERMEDIATE COMPUTER AIDED DRAFTING AND DESIGN	3
DDT 125	SURFACE DEVELOPMENT	3
DDT 233	INTERMEDIATE 3D MODELING	3
ENT 217	MACHINE DESIGN	3
	Total Credits	12

General Education

General Education Core

Program
General Education
Degree Type
Associate in Science (AS)

Area I: Written Composition

Study in this area addresses effective written communication skills, which are essential in a literate society.

- ENG 101 and ENG 102
  - A minimum grade of C is required in both courses to graduate.

Area II: Humanities and Fine Arts*

Study in the humanities addresses the ability to deal with questions of values, ethics, or aesthetics as they are represented in literature, philosophy, religion, and the arts, and is fundamental to general education. In addition to literature, disciplines in the humanities and fine arts include, but are not limited to, area/ethnic studies, art and art history, ethics, foreign languages, music and music history, philosophy, religious studies, speech, and theater.

- **Must complete a minimum of three (3) semester hours in Literature. ENG 251 and/or ENG 252 or ENG 261 and/or ENG 262 or ENG 271 and/or ENG 272
- Must complete a minimum of three (3) semester hours in Fine Arts. ART 100, MUS 101, THR 120 or THR 126
- The remaining six (6) semester hours to be selected from the following: ART 100, ENG 251, ENG 252, ENG 271, ENG 272, GRN 101, GRN 102, HUM 101, IDS 102, MUS 101, REL 151, REL 152, SPA 101, SPA 102, SPH 106 or SPH 107, THR 120, and THR 126.

Area III: Natural Sciences and Mathematics

Study in the natural sciences and mathematics emphasizes the scientific method and applies quantitative or inductive reasoning. In addition to mathematics, disciplines in the natural sciences include, but are not limited to, astronomy, biological sciences, chemistry, earth science, geology, physical geography, physical science, and physics.

- Must complete a minimum of three (3) semester hours in Mathematics at the Precalculus Algebra (MTH 112) or Finite Math (MTH 110) level or higher.
- Must complete eight (8) semester hours in the Natural Sciences which must include laboratory experience. Choose from the following courses: AST 220, BIO 101†, BIO 102, or BIO 1O3†, BIO 104, CHM 104†, CHM 111†, CHM 112, GLY 101, GLY 102, PHS 111, PHS 112, PHY 201, PHY 202, or PHY 213, PHY 214

† BIO 101 and BIO 103 or CHM 104 and CHM 111 cannot be taken together to fulfill the science requirements of Area III.

Note: BIO 201, BIO 202, BIO 220 are not natural sciences and will not fulfill the Area III requirement for an Associate in Science degree.

Area IV: History, Social, and Behavioral Sciences*

Study in history and the social and behavioral sciences deals primarily with the study of human behavior, social and political structures, and economics. In addition to history, disciplines include, but are not limited to, anthropology, economics, geography, political science, psychology, and sociology.

- **Must complete a minimum of three (3) semester hours in History. A maximum of six (6) semester hours are allowed in Area IV. Additional hours will count in Area V. HIS 101 and/or HIS 102 or HIS 201 and/or HIS 202
- Must complete a minimum of six (6) semester hours from among other disciplines in the Social and Behavioral Sciences. Choose from the following courses: ECO 231, ECO 232, GEO 100, POL 211, PSY 200, PSY 210, or SOC 200

Area V: Pre-Professional, Major, and Elective Courses*

Area V is designated for courses appropriate to the degree/ major requirements of the indi- vidual student.

Students completing courses that have been approved for the General Education Curriculum and are appropriate to their major and/or degree program may transfer these courses with credit applicable to their degree program among Alabama's two-year and four-year colleges and universities. (See an academic advisor or http://stars.troy.edu)

**ENGINEERING EXCEPTIONS: For all engineering majors, the AGSC voted to allow the hour requirements in Area II to be reduced from 12 SH to 9 SH and in Area IV to be reduced from 12 SH to 9 SH. This reduction allowed for additional hours (6 semester hours) to be added to Area V for engineering majors so that required math and science courses could be taken prior to transfer that would meet national engineering accredita- tion standards (ABET). The ACCS has adopted this exception. Engineering students may take 9 hours in Area II, 9 hours in Area IV, and 25 to 29 hours in Area V.*

***Must complete a 6 semester hour sequence either in Literature or in History. The sequences in Area II and IV in Literature or History need to follow the sequence require- ments according to the students' major and transfer plans.*

****Respective programs of study for baccalaureate degrees at Alabama Public Universi- ties range from 120-128 semester credit hours in length. Dependent upon the total hours allocated for the bachelor's degrees, institutions in The Alabama Community College System are authorized to provide only 50 percent of that total (60-64 hours).*

*Note: The courses that are approved as part of the Alabama General Education Cur- riculum for Areas I - IV are denoted with an * in the Course Descriptions section of this Catalog.*

Total Credits	60-64

General Education

Program
General Education
Degree Type
Short Term Certificate

Maximum Credit Hours: 29 Credit Hours

Item #	Title	Credits
	Area I: Written Composition	6
	Area II: Humanities and Fine Arts	6-7
	Area III: Natural Sciences and Mathematics	7-8
	Area IV: History, Social, and Behavioral Sciences	6
ORI 101	ORIENTATION TO COLLEGE	2
	Total Credits	27-29

Heat & Air Conditioning

The Heating & Air Conditioning program is designed to prepare individuals for careers as heating, ventilation, air conditioning, and refrigeration technicians (HVACR). The program places a strong emphasis on safety, thermodynamic principles, basic electrical and refrigeration theory, and their applications to various types of HVACR equipment.

Students receive training in troubleshooting and servicing techniques necessary for the installation, maintenance, and repair of a wide range of equipment. The training covers specific equipment such as residential and light commercial air conditioning systems, heat pumps, gas heating, electric heating, commercial ice makers, and commercial refrigeration.

Additionally, students will learn about the laws and regulations governing proper refrigerant handling procedures as outlined by the Environmental Protection Agency (EPA). Upon completing the Heating & Air Conitioning program, students will be required to participate in credentialing activities, including EPA Section 608 Refrigerant Handling Certification, R-410A Refrigerant Safety Certification, the Industry Competency Exam (ICE), and NOCTI assessments.

Heating & Air Conditioning

Program
Heat & Air Conditioning
Degree Type
Associate in Applied Science (AAS)

Note: All technical students are required to enroll in Orientation (ORI).

First Term

Item #	Title	Credits
ASC 111	REFRIGERATION PRINCIPLES	3
ASC 121	PRINCIPLES OF ELECTRICITY FOR HVAC	3
ASC 122	HVACR ELECTRICAL CIRCUITS	3
	MTH 100 or Higher-Level Math	3

Second Term

Item #	Title	Credits
ASC 113	REFRIGERATION PIPING PRACTICES	3
ASC 123	HVACR ELECTRICAL COMPONENTS	3
ASC 147	REFRIGERATION TRANSITION AND RECOVERY	3
ENG 101	ENGLISH COMPOSITION I	3

Third Term

Item #	Title	Credits
ASC 112	HVACR SERVICE PROCEDURES	3
ASC 203	COMMERCIAL REFRIGERATION	3
ASC 210	TROUBLESHOOTING HVAC/R SYSTEMS	3
ASC 134	ICE MACHINES	3
	Natural Science or Mathematics Elective	3

Fourth Term

Item #	Title	Credits
ASC 119	FUNDAMENTALS OF GAS HEATING SYSTEMS	3
ASC 120	FUNDAMENTALS OF ELECTRIC HEATING SYSTEMS	3
ASC 148	HEAT PUMP SYSTEMS	3
ASC 128	LOAD CALCULATIONS	3
	Humanities and Fine Arts Elective	3

Fifth Term - Option One

Item #	Title	Credits
BUS 100	INTRODUCTION TO BUSINESS	3
BUS 215	BUSINESS COMMUNICATION	3
	BUS 263 or BUS 285	3
BUS 279	SMALL BUSINESS MANAGEMENT	3
	Social and Behavioral Sciences Elective	3

Fifth Term - Option Two

Item #	Title	Credits
ILT 162	SOLID STATE FUNDAMENTALS	3
ILT 166	MOTORS AND TRANSFORMERS I	3
ELT 117	AC/DC MACHINES	3
ELT 122	Advanced AC/DC Machines	3
	Social and Behavioral Sciences Elective	3
	Total Credits	69

Heating & Air Conditioning

Program
Heat & Air Conditioning
Degree Type
Certificate (CER)

First Term

Item #	Title	Credits
ASC 111	REFRIGERATION PRINCIPLES	3
ASC 121	PRINCIPLES OF ELECTRICITY FOR HVAC	3
ASC 122	HVACR ELECTRICAL CIRCUITS	3
	MTH 100 or Higher-Level Math	3

Second Term

Item #	Title	Credits
ASC 113	REFRIGERATION PIPING PRACTICES	3
ASC 123	HVACR ELECTRICAL COMPONENTS	3
ASC 147	REFRIGERATION TRANSITION AND RECOVERY	3
ENG 101	ENGLISH COMPOSITION I	3

Third Term

Item #	Title	Credits
ASC 112	HVACR SERVICE PROCEDURES	3
ASC 203	COMMERCIAL REFRIGERATION	3
ASC 210	TROUBLESHOOTING HVAC/R SYSTEMS	3
ASC 134	ICE MACHINES	3

Fourth Term

Item #	Title	Credits
ASC 119	FUNDAMENTALS OF GAS HEATING SYSTEMS	3
ASC 120	FUNDAMENTALS OF ELECTRIC HEATING SYSTEMS	3
ASC 148	HEAT PUMP SYSTEMS	3
ASC 128	LOAD CALCULATIONS	3
	Total Credits	48

Heating & Air Conditioning

Program
Heat & Air Conditioning
Degree Type
Short Term Certificate

*Short Term Certificate: HVACR Helper - 18 hours (Earned with successful completion of first and second term classes.)

*Short Term Certificate: Refrigeration Helper - 21 hours (Earned with successful completion of first and third term classes.)

First Term

Item #	Title	Credits
ASC 111	REFRIGERATION PRINCIPLES	3
ASC 121	PRINCIPLES OF ELECTRICITY FOR HVAC	3
ASC 122	HVACR ELECTRICAL CIRCUITS	3

Second Term

Item #	Title	Credits
ASC 113	REFRIGERATION PIPING PRACTICES	3
ASC 123	HVACR ELECTRICAL COMPONENTS	3
ASC 147	REFRIGERATION TRANSITION AND RECOVERY	3

Third Term

Item #	Title	Credits
ASC 112	HVACR SERVICE PROCEDURES	3
ASC 203	COMMERCIAL REFRIGERATION	3
ASC 210	TROUBLESHOOTING HVAC/R SYSTEMS	3
ASC 134	ICE MACHINES	3
	Total Credits	18-21

Industrial Electricity

The Industrial Electricity Program is designed to equip students with the skills necessary to become industrial electricians or entry-level electricians/electrician's helpers. Students will learn the theories and principles involved in the operation and installation of electrical equipment and machines. They will study the installation of motors, transformers, industrial controls, programmable logic controllers, and variable speed drives. An in-depth examination of the National Electrical Code will also be part of the curriculum, along with preparation for credentialing tests. Students are required to participate in

third-party credentialing, such as the Certified Electrician Technician (CET), and complete third-party assessments, such as the National Occupational Competency Testing Institute (NOCTI), before finishing the program.

This program is designed to complement the apprenticeship training programs of local electrical contractors. It offers a sequence of short-term certificates focused on specific skill sets that individuals can earn as they work towards an Associate degree or to enhance their skills in specific areas of demand.

Industrial Electricity

Program
Industrial Electricity
Degree Type
Associate in Applied Science (AAS)

First Term

Item #	Title	Credits
WKO 110	NCCER CORE	3
ILT 160	DC FUNDAMENTALS	3
ILT 161	AC FUNDAMENTALS	3
ILT 118	CONSTRUCTION WIRING NEC	3
	MTH 100 or Higher-Level Math	3

Second Term

Item #	Title	Credits
ILT 162	SOLID STATE FUNDAMENTALS	3
ELT 122	Advanced AC/DC Machines	3
ILT 166	MOTORS AND TRANSFORMERS I	3
ELT 117	AC/DC MACHINES	3
ENG 101	ENGLISH COMPOSITION I	3

Third Term

Item #	Title	Credits
ILT 209	MOTOR CONTROLS I	3
ILT 231	National Electric Code	3
ILT 109	ELECTRICAL BLUEPRINT READING I	3
ILT 115	INDUSTRIAL CONTROLS	3
	Natural Science or Mathematics Elective	3

Fourth Term

Item #	Title	Credits
ELT 131	WIRING 1 COMMERCIAL AND INDUSTRIAL	3
ELT 132	COMMERCIAL AND INDUSTRIAL WIRING II	3
ELT 206	OSHA SAFETY STANDARDS	3
ELT 110	WIRING METHODS	3
	Humanities and Fine Arts Elective	3

Fifth Term

Item #	Title	Credits
ILT 104	INDUSTRIAL INSTRUMENTATION	3
ILT 105	INDUSTRIAL INSTRUMENTION LAB	2
ILT 240	SENSORS TECHNOLOGY AND APPLICATIONS	3
ILT 263	CERTIFICATION PREP LAB	1
	Social and Behavioral Sciences Elective	3
	Total Credits	72

Commercial Industrial Wiring - PENDING

Program
Industrial Electricity
Degree Type
Short Term Certificate

This program is currently pending approval for the Fall 2025 term.

Item #	Title	Credits
ELT 110	WIRING METHODS	3
ELT 131	WIRING 1 COMMERCIAL AND INDUSTRIAL	3
ELT 132	COMMERCIAL AND INDUSTRIAL WIRING II	3
ELT 206	OSHA SAFETY STANDARDS	3
	Total Credits	12

Industrial Electricity - Basic Electricity

Program
Industrial Electricity
Degree Type
Short Term Certificate

Item #	Title	Credits
WKO 110	NCCER CORE	3
ILT 118	CONSTRUCTION WIRING NEC	3
ILT 160	DC FUNDAMENTALS	3
ILT 161	AC FUNDAMENTALS	3
	Total Credits	12

Industrial Electricity - Industrial Motor Controls

Program
Industrial Electricity
Degree Type
Short Term Certificate

Item #	Title	Credits
ILT 109	ELECTRICAL BLUEPRINT READING I	3
ILT 115	INDUSTRIAL CONTROLS	3
ILT 231	National Electric Code	3
ILT 209	MOTOR CONTROLS I	3
	Total Credits	12

Industrial Process Controls

Program
Industrial Electricity
Degree Type
Short Term Certificate

Item #	Title	Credits
ILT 104	INDUSTRIAL INSTRUMENTATION	3
ILT 105	INDUSTRIAL INSTRUMENTION LAB	2
ILT 240	SENSORS TECHNOLOGY AND APPLICATIONS	3
ILT 263	CERTIFICATION PREP LAB	1
	Total Credits	9

Solid State

Program
Industrial Electricity
Degree Type
Short Term Certificate

Item #	Title	Credits
ILT 162	SOLID STATE FUNDAMENTALS	3
ILT 166	MOTORS AND TRANSFORMERS I	3
ELT 117	AC/DC MACHINES	3
ELT 122	Advanced AC/DC Machines	3
	Total Credits	12

Information Systems

Information Systems

Program
Information Systems
Degree Type
Associate in Applied Science (AAS)

Note: Courses may be taken in any semester if prerequisites are met.

First Term

CIS 130 may be challenged.

Item #	Title	Credits
CIS 130	INTRODUCTION TO INFORMATION SYSTEMS	3
ENG 101	ENGLISH COMPOSITION I	3
CIS 199	NETWORK COMMUNICATIONS	3
CIS 207	INTRODUCTION TO WEB DEVELOPMENT	3
	Program Elective	3

Second Term

Item #	Title	Credits
CIS 202	Python Programming	3
CIS 251	C + + PROGRAMMING	3
CIS 268	SOFTWARE SUPPORT	3
CIS 269	HARDWARE SUPPORT	3
	SPH 106 or SPH 107	3

Third Term

Item #	Title	Credits
CIS 256	ADVANCED JAVA	3
BUS 215	BUSINESS COMMUNICATION	3
	MTH 100 or Higher-Level Math	3
CIS 222	DATABASE MANAGEMENT	3
	Program Elective	3

Fourth Term

Item #	Title	Credits
CIS 246	ETHICAL HACKING	3
	ECO 231 or ECO 232	3
	Humanities and Fine Arts Elective	3
	Natural Science Elective (4 Credits)	4
	Program Elective	3
	Total Credits	61

Program Electives - Information Systems Path

Item #	Title	Credits
BUS 100	INTRODUCTION TO BUSINESS	3
CIS 146	MICROCOMPUTER APPLICATIONS	3
CIS 277	NETWORK SERVICES ADMINISTRATION	3
BUS 296	BUSINESS INTERNSHIP	3

Program Electives - Cloud Computing Path

Item #	Title	Credits
CIS 171	LINUX I (Fall Only)	3
CIS 237	VIRTUAL INFRASTUCTURE: INSTALLATION AND CONFIGURATION (SPRING ONLY)	3
CIS 238	CLOUD COMPUTING - INFRASTRUCTURE AND SERVICES (FALL ONLY)	3

Information Systems

Program
Information Systems
Degree Type
Certificate (CER)

Note: Courses may be taken in any semester if prerequisites are met.

First Term

CIS 130 may be challenged.

Item #	Title	Credits
CIS 130	INTRODUCTION TO INFORMATION SYSTEMS	3
ENG 101	ENGLISH COMPOSITION I	3
CIS 199	NETWORK COMMUNICATIONS	3
CIS 146	MICROCOMPUTER APPLICATIONS	3
CIS 207	INTRODUCTION TO WEB DEVELOPMENT	3

Second Term

Item #	Title	Credits
CIS 202	Python Programming	3
CIS 251	C + + PROGRAMMING	3
CIS 268	SOFTWARE SUPPORT	3
CIS 269	HARDWARE SUPPORT	3
CIS 246	ETHICAL HACKING	3

Third Term

Item #	Title	Credits
CIS 207	INTRODUCTION TO WEB DEVELOPMENT	3
CIS 222	DATABASE MANAGEMENT	3
CIS 256	ADVANCED JAVA	3
	MTH 100 or Higher-Level Math	3
	CIS 277 or BUS 296	3
	Total Credits	45

Information Systems - Cloud Computing

Program
Information Systems
Degree Type
Short Term Certificate

- Notes: Courses may be taken in any semester if prerequisites are met.
- *CIS 130 may be challenged.

Item #	Title	Credits
	CIS 130 or CIS 146	
CIS 171	LINUX I (Fall Only)	3
CIS 237	VIRTUAL INFRASTUCTURE: INSTALLATION AND CONFIGURATION (SPRING ONLY)	3
CIS 238	CLOUD COMPUTING - INFRASTRUCTURE AND SERVICES (FALL ONLY)	3
	Total Credits	9

Information Systems - Computer and Network Support

Program
Information Systems
Degree Type
Short Term Certificate

- Notes: Courses may be taken in any semester if prerequisites are met.
- *CIS 130 may be challenged.

Item #	Title	Credits
CIS 130	INTRODUCTION TO INFORMATION SYSTEMS	3
CIS 146	MICROCOMPUTER APPLICATIONS	3
CIS 199	NETWORK COMMUNICATIONS	3
CIS 256	ADVANCED JAVA	3
CIS 246	ETHICAL HACKING	3
CIS 268	SOFTWARE SUPPORT	3
CIS 269	HARDWARE SUPPORT	3
CIS 277	NETWORK SERVICES ADMINISTRATION	3
	Total Credits	24

Information Systems - Hardware and Software Support

Program

Information Systems

Degree Type

Short Term Certificate

- *CIS 130 may be challenged.

Item #	Title	Credits
	CIS 130 or CIS 146	
CIS 268	SOFTWARE SUPPORT	3
CIS 269	HARDWARE SUPPORT	3
	Total Credits	9

Mechatronics

Mechatronics

Program

Mechatronics

Degree Type

Associate in Applied Science (AAS)

The Mechatronics Associate in Applied Science is designed to develop multi-craft technicians trained to diagnose and repair a variety of problems that can occur with electrical and mechanical systems found in today's high-technology manufacturing and industrial environments. Students will be trained to perform preventative and predictive maintenance on a variety of systems to include, but not limited to, electric, hydraulic, pneumatic, and mechanical power transmission. Students completing the Mechatronics program will be required to participate in third-party credentialing from NOCTI and OSHA. This program offers a series of short term certificates focused on specific skill sets which can progress toward an Associate degree or taken to develop skills in a particular area of demand.

Note: All technical students are required to enroll in Orientation (ORI).

First Term

Term focus: Industrial Safety

Item #	Title	Credits
ADM 291	MSSC SAFETY	3
INT 101	DC FUNDAMENTALS	3
INT 117	PRINCIPLES OF INDUSTRIAL MECHANICS	3
INT 129	INDUSTRIAL SAFETY AND MAINTENANCE TECHNIQUES	3
	MTH 100 or MTH 110	3

Second Term

Term focus: Basic Electricity

Item #	Title	Credits
ADM 292	MSSC QUALITY PRACTICES AND MEASUREMENT	3
INT 103	AC FUNDAMENTALS	3
INT 119	PRINCIPLES OF MECHANICAL MEASUREMENT AND TECHNICAL DRAWING	3
INT 158	INDUSTRIAL WIRING I	3
ENG 101	ENGLISH COMPOSITION I	3

Third Term

Term focus: Industrial Motors

Item #	Title	Credits
ADM 293	MSSC MANUFACTURING PROCESSES AND PRODUCTION	3
INT 118	FUNDAMENTALS OF INDUSTRIAL HYDRAULICS AND PNEUMATICS	3
INT 206	INDUSTRIAL MOTORS I	3
INT 207	INDUSTRIAL AUTOMATIC CONTROLS	3
	Natural Science or Mathematics Elective	3

Fourth Term

Term focus: Industrial Motor Controls

Item #	Title	Credits
ADM 294	MSSC MAINTENANCE AWARENESS	3
INT 113	INDUSTRIAL MOTOR CONTROLS I	3
INT 184	INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLERS	3
INT 215	TROUBLESHOOTING TECHNIQUES	3
	Humanities and Fine Arts Elective	3

Fifth Term

Term focus: Industrial Systems

Item #	Title	Credits
INT 132	PREVENTIVE AND PREDICTIVE MAINTENANCE	3
INT 139	INTRODUCTION TO ROBOTIC PROGRAMMING	3
INT 284	ADVANCED PROGRAMMABLE LOGIC CONTROLLERS	3
	Social and Behavioral Sciences Elective	3
	Total Credits	72

Mechatronics

Program
Mechatronics
Degree Type
Certificate (CER)

First Term

Term focus: Industrial Safety

Item #	Title	Credits
ADM 291	MSSC SAFETY	3
INT 101	DC FUNDAMENTALS	3
INT 117	PRINCIPLES OF INDUSTRIAL MECHANICS	3
INT 129	INDUSTRIAL SAFETY AND MAINTENANCE TECHNIQUES	3
	MTH 100 or MTH 110	3

Second Term

Term focus: Basic Electricity

Item #	Title	Credits
ADM 292	MSSC QUALITY PRACTICES AND MEASUREMENT	3
INT 103	AC FUNDAMENTALS	3
INT 119	PRINCIPLES OF MECHANICAL MEASUREMENT AND TECHNICAL DRAWING	3
INT 158	INDUSTRIAL WIRING I	3
ENG 101	ENGLISH COMPOSITION I	3

Third Term

Term focus: Industrial Motors

Item #	Title	Credits
ADM 293	MSSC MANUFACTURING PROCESSES AND PRODUCTION	3
INT 118	FUNDAMENTALS OF INDUSTRIAL HYDRAULICS AND PNEUMATICS	3
INT 206	INDUSTRIAL MOTORS I	3
INT 207	INDUSTRIAL AUTOMATIC CONTROLS	3

Fourth Term

Term focus: Industrial Motor Controls

Item #	Title	Credits
ADM 294	MSSC MAINTENANCE AWARENESS	3
INT 113	INDUSTRIAL MOTOR CONTROLS I	3
INT 184	INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLERS	3
INT 215	TROUBLESHOOTING TECHNIQUES	3
	Total Credits	54

Industrial Safety

Program
Mechatronics
Degree Type
Short Term Certificate

Item #	Title	Credits
INT 117	PRINCIPLES OF INDUSTRIAL MECHANICS	3
INT 119	PRINCIPLES OF MECHANICAL MEASUREMENT AND TECHNICAL DRAWING	3
INT 129	INDUSTRIAL SAFETY AND MAINTENANCE TECHNIQUES	3
	Total Credits	9

Industrial Systems

Program
Mechatronics
Degree Type
Short Term Certificate

Item #	Title	Credits
INT 132	PREVENTIVE AND PREDICTIVE MAINTENANCE	3
INT 139	INTRODUCTION TO ROBOTIC PROGRAMMING	3
INT 207	INDUSTRIAL AUTOMATIC CONTROLS	3
INT 284	ADVANCED PROGRAMMABLE LOGIC CONTROLLERS	3
	Total Credits	12

Manufacturing Production Technician

Program
Mechatronics
Degree Type
Short Term Certificate

The Manufacturing Production Technician program validates the core technical competencies of front-line manufacturing production workers. It's designed for individuals with limited to no prior manufacturing experience. The program consists of four areas of study: Safety, Quality Practices & Measurement, Manufacturing Processes & Production, and Maintenance Awareness.

Item #	Title	Credits
ADM 291	MSSC SAFETY	3
ADM 292	MSSC QUALITY PRACTICES AND MEASUREMENT	3
ADM 293	MSSC MANUFACTURING PROCESSES AND PRODUCTION	3
ADM 294	MSSC MAINTENANCE AWARENESS	3
	Total Credits	12

Mechatronics - Basic Electricity

Program
Mechatronics
Degree Type
Short Term Certificate

Item #	Title	Credits
INT 101	DC FUNDAMENTALS	3
INT 103	AC FUNDAMENTALS	3
INT 158	INDUSTRIAL WIRING I	3
	Total Credits	9

Mechatronics - Industrial Motor Controls

Program
Mechatronics
Degree Type
Short Term Certificate

Item #	Title	Credits
ADM 294	MSSC MAINTENANCE AWARENESS	3
INT 113	INDUSTRIAL MOTOR CONTROLS I	3
INT 118	FUNDAMENTALS OF INDUSTRIAL HYDRAULICS AND PNEUMATICS	3
INT 184	INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLERS	3
	Total Credits	12

Medical Assistant Technology

Note: Subject to change due to statewide standardization of medical assistant programs.

General Admission Requirements

In addition to the general admission requirements for the College, admission to any nursing program requires:

1. Unconditional admission to the College.
2. 2.0 grade point average (GPA) or previous Southern Union students must have a minimum 2.0 GPA or higher at SUSCC.
3. Transfer students must enter SUSCC on clear academic status (cumulative 2.0 GPA).
4. Official transcripts received by Records Office (Wadley Campus) from ALL post-secondary institutions attended (or official transcripts from high school/ GED scores for those who have never attended college).
5. Meeting eligibility requirements for English 101 and Math 100 and satisfaction of the College reading requirement.
6. Submission of application for Medical Assistant Technology Program by deadline.

Admission to the Medical Assistant Technology Program is competitive, and the number of students admitted is limited by the number of clinical facilities available, after meeting minimal application requirements. ***Meeting minimal requirements does not guarantee acceptance.***

Medical Assistant Progression Policies Progression Requirements

In order to continue in the program, the student must:

1. Achieve a grade of C or better in all required general education and program courses.
2. Be accepted by all clinical agencies for clinical experiences.
3. Maintain program health requirements.
4. Maintain ability to meet essential functions for program with or without reasonable accommodations.

Definitions:

Reinstatement: Students who have a withdrawal or failure in a program course and are eligible to return to that course will be considered for reinstatement to the program.
Readmission: Students not eligible for program reinstatement may apply for program admission as a new student and must submit all application criteria. If accepted as a new student, the student must take or retake all program courses.

Reinstatement Policy

In order to progress in the program, the following policy should be followed:

1. A total of two unsuccessful attempts in two separate semesters (D, F, or W) in the program will result in dismissal from the program.
2. A student may be reinstated to the program only one time. The reinstatement is not guaranteed due to limitations in clinical spaces. All Medical Assistant Technology program admission standards must be met.
3. A student must have a 2.0 cumulative GPA at the current institution for reinstatement.
4. If a student has a documented extenuating circumstance that should be considered related to a withdrawal or failure, then this student may request a hearing before the Admission Committee or other appropriate college committee for a decision on repeating a course or readmission to the program.

Medical Assistant

Program
Medical Assistant Technology
Degree Type
Associate in Applied Science (AAS)

Academic Courses

Item #	Title	Credits
	BIO 111 or SEQUENCE OF BIO 201 and BIO 202	4-8
ENG 101	ENGLISH COMPOSITION I	3
HED 231	FIRST AID	3
	MAT 101 or OAD 211 or HPS 105	3
	Humanities and Fine Arts Elective*	3
	MTH 100 or MTH 108 or HIGHER LEVEL MATH	3
PSY 200	GENERAL PSYCHOLOGY	3
	SPH 106 or SPH 107	3

Program-Specific Courses

Item #	Title	Credits
MAT 111	CLINICAL PROCEDURES I FOR THE MEDICAL ASSISTANT	3
MAT 125	LABORATORY PROCEDURES I FOR THE MEDICAL ASSISTANT	3
MAT 205	CLINICAL SPECIALITIES FOR THE MEDICAL ASSISTANT	4
MAT 215	LABORATORY PROCEDURES II FOR THE MEDICAL ASSISTANT	3
MAT 216	PHARMACOLOGY FOR THE MEDICAL OFFICE	4
MAT 218	EKG TECHNICIAN	3
MAT 228	MEDICAL ASSISTANT REVIEW COURSE	1
MAT 230	Medical Assisting Practicum	2
MAT 239	PHLEBOTOMY PRECEPTORSHIP	3
	OAD 214 or sequence of MAT 120 and MAT 121	3-6
	Mat 220 or sequence of OAD 215 and OAD 216	3-6

Electives

Choose a minimum of 3 credits hours.

Item #	Title	Credits
NAS 100	LONG TERM CARE NURSING ASSISTANT	4
OAD 101	BEGINNING KEYBOARDING	3
CIS 146	MICROCOMPUTER APPLICATIONS	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
EDU 100	EXPLORING TEACHING AS A PROFESSION	3
	Total Credits	60-71

Medical Assistant

Program
Medical Assistant Technology
Degree Type
Certificate (CER)

Academic Courses

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION I	3
	Humanities and Fine Arts Elective*	3
	MTH 100 or MTH 108 or HIGHER LEVEL MATH	3
	BIO 111 or sequence of BIO 201 and BIO 202	4-8
	SPH 106 or SPH 107	3
	MAT 101 or OAD 211 or HPS 105	3
HED 231	FIRST AID	3

MAT Program Courses

Item #	Title	Credits
MAT 111	CLINICAL PROCEDURES I FOR THE MEDICAL ASSISTANT	3
	OAD 214 or sequence of MAT 120 and MAT 121	3-6
MAT 216	PHARMACOLOGY FOR THE MEDICAL OFFICE	4
MAT 125	LABORATORY PROCEDURES I FOR THE MEDICAL ASSISTANT	3
MAT 205	CLINICAL SPECIALITIES FOR THE MEDICAL ASSISTANT	4
MAT 215	LABORATORY PROCEDURES II FOR THE MEDICAL ASSISTANT	3
MAT 218	EKG TECHNICIAN	3
	Mat 220 or sequence of OAD 215 and OAD 216	3-6
MAT 228	MEDICAL ASSISTANT REVIEW COURSE	1
MAT 230	Medical Assisting Practicum	2
MAT 239	PHLEBOTOMY PRECEPTORSHIP	3
	Total Credits	54-64

Administrative Medical Assistant

Program
Medical Assistant Technology
Degree Type
Short Term Certificate

Item #	Title	Credits
	MAT 101 or OAD 211 or HPS 105	3
MAT 111	CLINICAL PROCEDURES I FOR THE MEDICAL ASSISTANT	3
	OAD 214 or sequence of MAT 120 and MAT 121	3-6
	Mat 220 or sequence of OAD 215 and OAD 216	3-6
MAT 205	CLINICAL SPECIALITIES FOR THE MEDICAL ASSISTANT	4
MAT 216	PHARMACOLOGY FOR THE MEDICAL OFFICE	4
	Total Credits	23-26

Multicare Technician

Program
Medical Assistant Technology
Degree Type
Short Term Certificate

Item #	Title	Credits
MAT 111	CLINICAL PROCEDURES I FOR THE MEDICAL ASSISTANT	3
MAT 125	LABORATORY PROCEDURES I FOR THE MEDICAL ASSISTANT	3
HED 231	FIRST AID	3
MAT 205	CLINICAL SPECIALITIES FOR THE MEDICAL ASSISTANT	4
MAT 215	LABORATORY PROCEDURES II FOR THE MEDICAL ASSISTANT	3
MAT 218	EKG TECHNICIAN	3
MAT 239	PHLEBOTOMY PRECEPTORSHIP	3
	Total Credits	22

Phlebotomy Technician

Program
Medical Assistant Technology
Degree Type
Short Term Certificate

Item #	Title	Credits
MAT 125	LABORATORY PROCEDURES I FOR THE MEDICAL ASSISTANT	3
MAT 215	LABORATORY PROCEDURES II FOR THE MEDICAL ASSISTANT	3
MAT 239	PHLEBOTOMY PRECEPTORSHIP	3
	Total Credits	9

Nursing

ADN Mobility

Program
Nursing
Degree Type
Associate in Applied Science (AAS)

MOBILITY OPTION for LICENSED PRACTICAL NURSES and Non-Nursing Professionals:

LPNs and other non-nursing professionals (Paramedics, Physical Therapist Assistants, Medical Assistant Technologists, Radiologic Technologists, and Surgical Technologists) may earn the Associate in Applied Science Degree in Nursing (ADN) in three semesters by successfully completing one semester of transition* courses and the final two semesters of the Nursing Program. Following graduation from the College, the graduate is eligible to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Upon successful completion of the examination, the graduate will be eligible to practice as a Registered Nurse.

The Associate Degree Nursing Program is fully approved by the Alabama Board of Nursing and accredited by The Accreditation Commission for Education in Nursing.

**Note: Policies subject to change due to statewide standardization of nursing programs.*

See prerequisite listing under Admission Requirements.

Admission Requirements for ADN Mobility Program

1. Applicant meets all Nursing Program general admission requirements including unconditional admission to the College.
2. Non-nursing applicants to have an AAS degree and current licensure or certification as an Emergency Medical Services - Paramedic, Medical Assistant Technologist, Physical Therapist Assistant, Radiologic Technologist, Surgical Technologist; and for Practical Nurses to have a certificate and current unencumbered or non-restricted license as a Practical Nurse in Alabama.
3. One year of full time work experience with direct patient care in field of study documented on company letterhead and signed by HR or employment administrator.
4. Proof of CNA course completion for non-nursing applicants (certification not required).
5. Official transcripts in Records Office from ALL postsecondary institutions attended.
6. Transfer students must enter SUSCC on clear academic status (cumulative 2.0 GPA).
7. An official score on ACT National or ACT Residual with a minimum composite score of 18.
8. Receipt of application for the ADN Mobility Option.
9. Completion of prerequisite general education courses with minimum grade of "C."

Courses are:
BIO 201 Human Anatomy & Physiology I
BIO 202 Human Anatomy & Physiology II
ENG 101 English Composition I
MTH 100 Intermediate College Algebra (or higher)
PSY 210 Human Growth and Development
SPH 107 Fundamentals of Public Speaking (or SPH 106)
**BIO 201 is a prerequisite to BIO 202.*
Total Prerequisites Required: 20 credit hours

Admission to the ADN Mobility Program is competitive, and the number of students admitted is limited by the number of clinical facilities available. After meeting minimal requirements, applicants are rank-ordered for acceptance using a points system based on score on the ACT National or ACT Residual and quality points from selected college courses. Additional points may be awarded. Please see program application worksheet for criteria.

Note: (for graduates of Alabama Community College System PN programs)
Licensed Practical nurses who have completed the standardized statewide CBC practical nurse curriculum (semesters 1-3) from a college inside the Alabama Community College System can request a Nursing Transfer Application by emailing healthsciences@suscc.edu. Please see the Nursing Transfer Policy. Qualified applicants are admitted as clinical space permits. Students who are unsuccessful in NUR 211 are eligible to apply for the LPN Mobility Program (NUR 209 entry). These students must meet all admissions requirements for mobility, including a 2.5 cumulative GPA and valid Alabama Practical Nursing License.

First Term

After successful completion of NUR 209, the student will be awarded 15 hours of nontraditional credit in addition to the 10 hours for the course for a total of 25 hours.

Item #	Title	Credits
NUR 209	CONCEPTS FOR HEALTHCARE TRANSITION STUDENTS	10

Second Term

Item #	Title	Credits
BIO 220	GENERAL MICROBIOLOGY	4
NUR 211	ADVANCED NURSING CONCEPTS	7

Third Term

Item #	Title	Credits
NUR 221	ADVANCED EVIDENCE BASED CLINICAL REASONING	7
	Humanities and Fine Arts Elective*	3
	Total Credits	46

Nursing

Program
Nursing
Degree Type
Associate in Applied Science (AAS)

For ADN Mobility Program Policies, click here.

NURSING PROGRAM POLICIES

Note: Subject to change due to statewide standardization of nursing programs.

General Admission Requirements

1. Applicants must meet all Nursing Program general admission requirements including unconditional admission to the College
2. 2.5 grade point average (GPA) calculated on completed academic core courses
3. Meeting minimum admission test score on the ACT
4. Current or previous Southern Union students must have a minimum 2.0 GPA or higher at SUSCC.
5. Transfer students must enter SUSCC on clear academic status (cumulative 2.0 GPA)
6. Official transcripts received by Records Office (Wadley Campus) from ALL post-secondary institutions attended (or official transcripts from high school/ GED scores for those who have never attended college)
7. Meeting eligibility requirements for English 101 and Math 100 and satisfaction of the College reading requirement
8. An official score on ACT National or ACT Residual with a minimum composite score of 18.
9. Submission of application for the Nursing Program by deadline

Admission to the Nursing Program is competitive, and the number of students admitted is limited by the number of clinical facilities available. After meeting minimal application requirements, applicants are rank-ordered for acceptance using a points system based on score on ACT National or ACT Residual (minimum composite score of 18) and quality points from selected college courses. Students may be eligible to earn additional points (Maximum of 10 points). See program application for details. ***Meeting minimal requirements does not guarantee acceptance.***

Effective summer 2020, all students admitted to the Nursing Program are eligible to take semesters 1-5 of the Nursing Program. Students are admitted to the SUSCC Nursing Program each semester. The Opelika campus admits students in the spring and fall semesters. The Wadley campus admits students for the summer semester. Semesters 1-5 of the Nursing Program are offered on the Opelika campus. Semesters 1-3 of the Nursing Program are offered on the Wadley campus. Students admitted to the Wadley campus will attend fourth and fifth semester classes on the Opelika campus.

Progression Requirements

In order to continue in the nursing program, the student must:

1. Achieve a grade of C or better in all required general education and nursing courses.
2. Be accepted by all clinical agencies for clinical experiences.
3. Maintain program health requirements.
4. Maintain ability to meet essential functions for nursing with or without reasonable accommodations.

Definitions:

Reinstatement: Students who have a withdrawal or failure in a nursing course and are eligible to return to that course will be considered for reinstatement to the program.

Readmission: Students not eligible for program reinstatement may apply for program ad- mission as a new student and must submit all new application criteria. If accepted as a new student, the student must take or retake all Nursing Program courses.

Program Readmission Policy

To maintain academic standards and program integrity, a student may be admitted to the Southern Union Nursing Program a maximum of two (2) times. This includes initial program admissions into NUR 112 and/or NUR 209. A third initial admission will not be permitted. This policy applies

to all initial admission applicants of the Southern Union Nursing program, including those in ADN and ADN Mobility program options.

Reinstatement Policy

In order to progress in the nursing program the following policy should be followed:

1. A total of two unsuccessful attempts in two separate semesters (D, F, or W) in the Nursing Program will result in dismissal from the program.
2. A student may be reinstated to the Nursing Program only one time. The reinstatement is not guaranteed due to limitations in clinical spaces. All Nursing Program admission standards must be met.
3. A student must have a 2.0 cumulative GPA at the current institution for reinstatement.
4. If a student has a documented extenuating circumstance that should be considered related to a withdrawal or failure, then this student may request a hearing before the Admission Committee or other appropriate college committee for a decision on repeating a course or readmission to the program.
5. Nursing students whose second unsuccessful attempt occurs in NUR 211 or NUR 221 are eligible to apply for the LPN Mobility program (NUR 209 entry). These students must meet all admission requirements for LPN Mobility, including a 2.5 cumulative GPA and valid Alabama Practical Nursing License.
6. Track II Mobility students who are unsuccessful in NUR 211 are eligible to apply for the LPN Mobility Program (NUR 209 entry). These students must meet all admissions requirements for mobility, including a 2.5 cumulative GPA and valid Alabama Practical Nursing License.

Process for Reinstatement

1. Students who are unsuccessful or withdrawn from their first nursing course should schedule an appointment with the Health Sciences Advisor and/or Program Director to discuss eligibility for reinstatement.
2. Students who are eligible must apply for reinstatement to the Nursing Program and submit the application by published deadlines. Students who submit reinstatement requests after the deadline may be considered at next course availability. See program handbook for more detail.
3. Students must apply for readmission to the college if not currently enrolled. College readmission must be accomplished by published deadlines.
4. Reinstated students who have been out of nursing classes may be required to repeat their criminal background check and drug testing.
5. Updated immunizations and other health records as required for clinical experiences must be submitted after reinstatement by the scheduled deadline.
6. Students applying for readmission may be required to demonstrate competency in clinical skills.
7. Students who are unsuccessful in NUR 112 or NUR 209 must apply for admission as a new student to the program and are not eligible for reinstatement.

Transfer Policy

Students desiring to transfer from their current nursing program must meet minimum admission/progression standards for Southern Union's Nursing Program.

1. Must possess a grade of C or better in all required general education courses taken at other regionally accredited institutions and possess a minimum of a 2.0 cumulative GPA at time of transfer.
2. Previous Southern Union students must have a minimum 2.0 at SUSCC.
3. Must be a student in good standing and eligible to return to the previous nursing program.
4. Provide a letter of recommendation from the Dean/ Director of the previous program.
5. Complete at least 25% of the total program at the accepting institution.
6. Acceptance of transfer students into the Nursing Program is limited by the number of faculty and clinical facilities available. Meeting minimal standards does not guarantee acceptance.
7. No more than one (1) semester in which a grade of D or F has been earned in a nursing course.
8. Less than one (1) calendar year since enrolled in nursing course.

Notes:

- Classes in italics may be taken prior to entering nursing or taken in consecutive nursing semesters.
- BIO 201 is a prerequisite for BIO 202.
- NUR 114 and NUR 115 are co-requisites. NUR 115 may only be taken with NUR 114, or after the successful completion of NUR 114.

First Term

Note: After completion of NUR 112 with a "C" or higher, students may apply to take the Certified Nursing Assistant Examination and obtain license as a CNA in Alabama.

Item #	Title	Credits
	MTH 100 or MTH 108 or HIGHER LEVEL MATH	3
BIO 201	HUMAN ANATOMY AND PHYSIOLOGY I	4
NUR 112	FUNDAMENTAL CONCEPTS OF NURSING	7

Second Term

Note: After completion of NUR 113 with a "C" or higher, students may apply to take the Medication Aide Certification Exam (MACE) to become a Certified Medication Aide in the State of Alabama.

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION I	3
BIO 202	HUMAN ANATOMY AND PHYSIOLOGY II	4
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
NUR 113	NURSING CONCEPTS I	8

Third Term

Note: After completion of NUR 114 and NUR 115 with a "C" or higher, students may apply to take the NCLEX-PN Examination and obtain license as a LPN in Alabama.

Item #	Title	Credits
NUR 114	NURSING CONCEPTS II	8
NUR 115	EVIDENCE BASED CLINICAL REASONING	2
	SPH 106 or SPH 107	3

Fourth Term

Item #	Title	Credits
BIO 220	GENERAL MICROBIOLOGY	4
NUR 211	ADVANCED NURSING CONCEPTS	7

Fifth Term

Upon completion of semesters 4 & 5 of the Nursing Program, the student is awarded the Associate in Applied Science Degree (ADN). Graduates are eligible to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Following successful completion of the examination, the graduate is eligible to practice as a Registered Nurse.

Item #	Title	Credits
NUR 221	ADVANCED EVIDENCE BASED CLINICAL REASONING	7
	Humanities Or Fine Arts Elective	3
	Total Credits	66

Nursing Assistant

The Nursing Assisting course (NAS 100) / NNAS 9120 is offered as credit or non credit and is designed to prepare men and women as nursing assistants who work under the supervision of physicians, registered nurses, and licensed practical nurses. Preparation to provide basic, personal care for patients/residents in long term care and acute health care settings and physicians' offices is included. Content necessary for a student to become eligible to write the Nursing Assistant Certificate Examination (NACEP) is included and complies with federally mandated OBRA87 guidelines. The Nursing Assisting course is approved by the Alabama Department of Public Health, Division of Healthcare Facilities.

The Medication Assistant course (NNAS 9102) is a noncredit designed to prepare men and women as a medication aide who works under the supervision of registered nurses and licensed practical nurses. Preparation to administer basic medications to patients/residents in long term care settings is included. With successful completion of NAS 100/NNAS 9120 and NNAS 9102, students are eligible to write the Medication Aide Certification Exam (MACE) to obtain certification as a Medication Aide. The Medication Aide course is approved by the Alabama Community College System (ACCS).

Both NAS 100/ NNAS9120 and NNAS 9102 contain classroom, laboratory and clinical instruction.

Students who wish to obtain college credit for their coursework must meet all SUSCC admission requirements. Non credit students are not required to meet College admission requirements. Both courses are offered at various times during the year on the Valley, Opelika, or Wadley campus.

NAS Course Enrollment Requirements

1. Application for the Nursing Assisting / Medication Aide
2. Negative drug screen
3. Negative T.B. skin test within 1 year
4. Ability to meet essential functions
5. Clear criminal background check
6. Current CPR certification at the American Heart Association Healthcare Provider level
7. Flu shot

Students currently enrolled in high school may enroll in NAS courses but the student must be aware that some employing agencies require employees to be age 18 years or older and have a high school diploma or GED prior to employment.

Admission Requirements

In addition to the general admission requirement of the College, admission to the Nurse Assistant (NAS) program requires:

1. unconditional admission to the College.
2. 2.0 cumulative grade point average (GPA) calculated on previous coursework and clear academic status at Southern Union.
3. official transcripts from all postsecondary institutions attended.
4. eligibility for English 101 and Math 100 and satisfaction of the College reading requirement.
5. application for the Nurse Assistant Program.
6. ability to meet and comply with standards and policies in the current College Catalog and Student Handbook.
7. ability to meet all health/ clinical requirements.

Nursing Assistant / Medication Aide

Program
Nursing Assistant
Degree Type
Award of Achievement

Nursing Assistant is offered as credit and non credit. Medication Assistant is offered as non credit only. An award of achievement can be earned for each course.

Item #	Title	Credits
	NAS 100 or NNAS 1920	4
NNAS 9102	MEDICATION ASSISTANT	6
	Total Credits	10

Office Administration

Office Administration

Program
Office Administration
Degree Type
Associate in Applied Science (AAS)

- Notes: Classes may be taken in any semester if prerequisites are met. *
- OAD101 and OAD103 may be challenged. **Speech/ foreign language courses do not meet this humanities/fine arts requirement.

First Term

Item #	Title	Credits
OAD 101	BEGINNING KEYBOARDING	3
BUS 100	INTRODUCTION TO BUSINESS	3
ENG 101	ENGLISH COMPOSITION I	3
	Humanities and Fine Arts Elective	3
	MTH 100 or MTH 108 or HIGHER LEVEL MATH	3

Second Term

Item #	Title	Credits
OAD 103	INTERMEDIATE KEYBOARDING	3
OAD 131	BUSINESS ENGLISH	3
CIS 146	MICROCOMPUTER APPLICATIONS	3
PSY 200	GENERAL PSYCHOLOGY	3
	Natural Science Elective (4 Credits)	4

Third Term

Item #	Title	Credits
OAD 125	WORD PROCESSING	3
BUS 210	INTRODUCTION TO ACCOUNTING	3
	SPH 106 or SPH 107	3
	Program Elective	3
	Program Elective	3

Fourth Term

Item #	Title	Credits
OAD 138	RECORDS/INFORMATION MANAGEMENT	3
BUS 215	BUSINESS COMMUNICATION	3
CIS 113	SPREADSHEET SOFTWARE APPLICATIONS	3
	Program Elective	3
	Program Elective	3
	Total Credits	61

Program Electives - Office Administration Path - Science Option

Item #	Title	Credits
BIO 101	INTRODUCTION TO BIOLOGY I	4

Program Electives - Office Administration Path

Select four of the following program electives:

Item #	Title	Credits
BUS 241	PRINCIPLES OF ACCOUNTING I	3
BUS 263	LEGAL AND SOCIAL ENVIRONMENT OF BUSINESS	3
BUS 275	PRINCIPLES OF MANAGEMENT	3
BUS 276	HUMAN RESOURCE MANAGEMENT	3
BUS 296	BUSINESS INTERNSHIP	3
OAD 218	OFFICE PROCEDURES	3

Program Electives - Medical Office Specialist Path - Science Option

Item #	Title	Credits
BIO 111	SURVEY OF HUMAN BIOLOGY	4

Medical Office Specialist Path

Select four of the following program electives:

Item #	Title	Credits
HPS 105	MEDICAL TERMINOLOGY	3
OAD 214	MEDICAL OFFICE PROCEDURES	3
OAD 215	HEALTH INFORMATION MANAGEMENT	3
OAD 216	ADVANCED HEALTH INFORMATION MANAGEMENT	3

Office Administration

Program
Office Administration
Degree Type
Certificate (CER)

Notes:

- Classes may be taken in any semester if prerequisites are met.
- *OAD101 and OAD103 may be challenged.

First Term

Item #	Title	Credits
OAD 101	BEGINNING KEYBOARDING	3
BUS 100	INTRODUCTION TO BUSINESS	3
ENG 101	ENGLISH COMPOSITION I	3
	MTH 100 or MTH 108 or HIGHER LEVEL MATH	3
BUS 210	INTRODUCTION TO ACCOUNTING	3

Second Term

Item #	Title	Credits
OAD 103	INTERMEDIATE KEYBOARDING	3
OAD 131	BUSINESS ENGLISH	3
OAD 138	RECORDS/INFORMATION MANAGEMENT	3
CIS 113	SPREADSHEET SOFTWARE APPLICATIONS	3

Third Term

Item #	Title	Credits
OAD 125	WORD PROCESSING	3
	SPH 106 or SPH 107	3
OAD 218	OFFICE PROCEDURES	3
	Total Credits	36

Office Administration

Program
Office Administration
Degree Type
Short Term Certificate

Notes: Classes may be taken in any semester if prerequisites are met.

*OAD 101 and OAD 103 may be challenged.

Item #	Title	Credits
OAD 125	WORD PROCESSING	3
BUS 100	INTRODUCTION TO BUSINESS	3
BUS 215	BUSINESS COMMUNICATION	3
CIS 113	SPREADSHEET SOFTWARE APPLICATIONS	3
OAD 131	BUSINESS ENGLISH	3
OAD 138	RECORDS/INFORMATION MANAGEMENT	3
OAD 218	OFFICE PROCEDURES	3
	Total Credits	21

Office Administration - Medical

Program
Office Administration
Degree Type
Short Term Certificate

Note: Classes may be taken in any semester if prerequisites are met.

Item #	Title	Credits
OAD 215	HEALTH INFORMATION MANAGEMENT	3
BIO 111	SURVEY OF HUMAN BIOLOGY	4
	OAD 211 or HPS 105	3
OAD 214	MEDICAL OFFICE PROCEDURES	3
OAD 216	ADVANCED HEALTH INFORMATION MANAGEMENT	3
	Total Credits	16

Physical Therapist Assistant

This program is designed to prepare individuals to work as a physical therapist assistant (PTA). PTA classes are designed for the full-time student and taught in the daytime hours at our Valley Campus; however, evening or weekend hours may be required for general and clinical education courses.

"Physical Therapist Assistants, under the direction and supervision of the physical therapist, play a role in providing the public with access to physical therapy services. The PTA's work includes implementing selected components of patient/client interventions; obtaining outcomes data related to the interventions provided; modifying interventions either to progress the patient/client as directed by the physical therapist or to ensure patient/client safety and comfort; educating and interacting with other health care providers, students, aides/technicians, volunteers, and patients/clients and their families and caregivers; and responding so patient/client and environmental emergency situations." (American Physical Therapy Association, 2011)

PTAs work in a variety of settings including acute and long-term care hospitals, skilled nursing facilities, home health, inpatient rehabilitation facilities, private practice offices, outpatient clinics, schools, and more. "APTA policy identifies the PTA as the only individual other than a physical therapist who provides physical therapy services. PTAs are a vital part of the physical therapy services available to the public in all clinical settings. Opportunities for career development are limited by the level of education, nature of the work, and supervision requirements." (APTA, 2011)

Source: *American Physical Therapy Association (January 2011). Today's Physical Therapist: A Comprehensive Review of a 21st-Century Health Care Profession. Available at http://www.apta.org.*

PTAs are required to uphold high standards of ethical practice and professional standards of conduct while performing quality patient care. To prepare students for this profession, these standards will be emphasized and developed throughout the curriculum

Accreditation

Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Avenue, Suite 100, Alexandria, VA 22305-3085; phone: 703-106-3245; email: accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states.

The Physical Therapist Assistant Program at Southern Union State Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; telephone: 703-706-3245; email: accreditation@apta.org; website: http://www.capteonline.org. If needing to contact the program/institution directly, please call Jeff Leatherman, DPT, MS, PT, Program Director at 334-756-4121 x 5254 or email jleatherman@suscc.edu.

Graduation from this program does not guarantee licensure as a PTA, and it is the student's responsibility to be aware of the licensure requirements in each state. Complete information on proactive acts and regulations can be obtained from the individual state licensing boards or through The Federation of State Boards of Physical Therapy (www.fsbpt.org). Specific information regarding application for licensure will be available to the student during the last term of study.

Minimum Admission Requirements

1. Unconditional admission to the college.
2. Meet the essential functions required for the PTA program.
3. Minimum of 10 hours of PT Observation experience with signed documentation from licensed PT/PTA.

4. Completion of prerequisite academic core courses with a minimum grade of "C" or higher meeting a 2.5 core GPA.
5. Minimum 2.0 GPA at Southern Union is previously enrolled. Transfer students must enter the College on clear status.
6. Official transcripts in Records Office from all postsecondary institution attended, along with high school transcript.
7. Official score on ACT National or ACT Residual with a minimum composite score of 18. (No time limit on when the test was taken.) Test scores must be on file with the Records Office and a copy must be attached to the program application.
8. Submission of completed application for Physical Therapist Assistant Program by published deadline

Admission to the PTA program is competitive and the number of students is limited by the number of faculty and clinical facilities available. After meeting minimal requirements, applicants are rank ordered for acceptance using a point system based on score on ACT/ACT Residual and quality points from selected college courses. Students may be eligible to earn additional points. Meeting minimal requirements does not guarantee acceptance.

PTA Program Progressions Standards

Enrolled PTA students are required to satisfactorily complete all technical phase course and clinical education requirements in order to remain in good standing and to be eligible for graduation. Students and program faculty must comply with published programmatic policies, syllabi, course goals and objectives, as well as published college requirements to ensure satisfactory student progress through the technical phase.

The Health Sciences Admission Progressions Committee (PC) and PTA Program Director (PD) are responsible for monitoring the technical phase progressions and reinstatement policies, which include academic, clinical, and professional domains related to the PTA Program. The PD and PC review the progress of each student no less than once per semester and more frequently as indicated. The PC will recommend an appropriate action for each student based on his/her academic, clinical, and professional performance. These actions may include progression to the next semester, graduation, probation, continued probation, removal from probation, suspension, or dismissal. The PC may recommend other actions including, but not limited to, remediation or repetition of coursework and participation in academic tutoring.

The policies described below either clarify, operationalize, or augment the SUSCC Satisfactory Academic Progress Policies.

Good Standing Status

Students must meet all of the following criteria while in the technical phase of the program:

1. Maintain the minimum cumulative grade point average of 2.50 for all technical PTA designated courses during each semester of the technical phase.
2. Successfully complete academic coursework by achieving a minimum grade of "C" (75%) in all PTA designated courses. If a course has a lab element, the evaluation requirements are divided into lecture and laboratory components. In order for a final grade to be calculated, student must achieve a minimum average of 75% in EACH individual component. Averages below 75% in either the lecture or laboratory component will result in a "D" or "F" grade. If BOTH components meet the minimum 75%, they will be averaged together to assign the final course grade.
    a. Students who do not achieve a minimum grade of "C" in any PTA course are unable to continue in the curriculum and will be immediately dismissed. Please refer to the Dismissal Process below.
    b. Remediation While in Good Standing:
        i. Remediation is mandatory if a student scores less than 75% on a written exam or if the student fails to demonstrate all designated critical safety elements in a practical examination. Failure to remediate via the format prescribed by the instructor (or PC) will result in an incomplete grade. Refer to the College catalog for the requirements for resolution of an incomplete grade.
        ii. A written remediation plan (e.g., Student Counseling Report, Student Learning Contract, etc.) is initiated when a student's average is nearing or below a failing grade for the course. Failure to comply with a remediation plan is likely to result in a failing grade.
3. Successfully complete clinical coursework with a grade of pass (P). To receive a passing grade (P), students must meet minimal competency standards and successfully complete all course requirements as published in clinical course syllabi.
    a. If the student fails to receive a passing grade in any clinical course or if they are removed or withdraw from a clinical affiliation, they will proceed to Level Two: Suspension

4. Student Code of Conduct/Professional Behavior
    a. Students will abide by the Code of Conduct (see Student Handbook in College Catalog) and PTA Professional Conduct Code below.

PTA Professional Conduct Code

The PTA faculty consider professional behavior as one of the most important components in the education of PTA students. Students enrolled in the PTA Program are expected to abide by all of the following: 1.) the SUSCC Code of Conduct, 2.) the American Physical Therapy Association's (APTA) Guide for Conduct of the PTA, 3.) the APTA's Standards of Ethical Conduct for the PTA, and 4.) additional programmatic and instructor policies (e.g., attendance policies, lab rules, etc.) as published in the PTA Program Handbook and course syllabi.

Code of Conduct violations will be referred to the Dean of Students and addressed according to the disciplinary procedures published in the College Student Handbook. All other violations will be referred to the Program Director and may result in a written remediation plan, referral to the PC, and/or referral to the Dean of Students.

PTA Dismissal and Withdrawal Process

1. Level One: "Warning"
    a. Failure to maintain the minimum cumlative GPA of 2.5 will result in the student being placed on warning. The student will be permitted to remain on warning for a maximum of one semester. If this requirement is not met, the student will be removed from the program (see Level Three: Immediate Dismissal).
2. Level Two: "Suspension"
    a. Withdrawal or removal from a clinical course or receipt of a failing grade in a clinical course will result in suspension while the PC investigates the situation. The PC will choose one of the following actions within 14 calendar days of the occurrence:
        i. If the committee determines that the student has a high probability of entering the profession as a safe, proficient practitioner, the student may be permitted to repeat the clinical course. The PC will outline requirements for completion of the course in conjunction with the PD and Clinical Education Coordinator (CEC). The option to repeat a clinical course will be offered only once for any student while in the technical phase of the program.
        ii. If the committee deems the withdrawal/ removal or failing grade a substantial indicator that the student will not succeed in the profession, the student will proceed to Level Three: Immediate Dismissal.
3. Level Three: "Immediate Dismissal"
    a. Students are immediately dismissed when any of the following occur:
        i. Failure to achieve a cumulative GPA of 2.5 within one semester of being placed on warning status.
        ii. Failure to achieve a cumulative GPA of 2.5 prior to the first full-time externship. 160 Southern Union State Community College
        iii. Receipt of one or more "D" or "F" grades in academic coursework.
        iv. The PC recommends dismissal in the case of an incomplete clinical course or failed clinical course.
        v. The PC recommends dismissal in the case of a significant policy, Code of Conduct, or PTA Professional Conduct Code violation.

The Program Director will notify students in writing if they are dismissed from the program. PTA students wishing to appeal their dismissal must follow the procedures highlighted in the Student Handbook and Catalog.

Students who have been dismissed from the program may be considered for reinstatement by following the PTA Reinstatement Procedure. Note: If the student is dismissed a second time while in the technical phase, the student will be permanently removed from the program and will not be eligible for readmission. Students should be aware that withdrawing from any course within the PTA curriculum schedule automatically withdraws the student from the PTA program.

PTA Reinstatement Policy

Students who wish to be considered for reinstatement should reapply using the following procedure. The reinstatement process will only be offered once. There is no guarantee of reinstatement for any student.

To begin the reinstatement process, the student must apply in writing to the Progressions Committee (via the Program Director) requesting reinstatement in the program. The letter must include the date the student wishes to return and a rationale describing how the student plans to complete the program successfully. The letter must be received by the Program Director no later than 60 days prior to the first day of the academic semester into which the student wishes to reenroll. The Progressions Committee (PC) will meet within 3 weeks of receipt of the letter to consider the reinstatement request and complete

a plan of action to address the reasons for withdraw/dismissal. The student may be required to attend this meeting.

The PC will formally notify the student of their decision and plan of action within 5 business days of the meeting. If remediation or other action is warranted, it must be successfully completed no less than 7 calendar days prior to the start of the semester in which the student wishes to reenroll. If this does not occur, the student must reinitiate the reinstatement process. The final decision for acceptance into the next cohort will be based upon available slots in the cohort, successful completion of any actions required by the PC, and a reasonable expectation that the student in question has potential to succeed in the program.

Reinstatement Procedure

1. If the student withdrew or was dismissed during the first semester of the program, the PC may elect to have the student enter the ranking process to gain admission to the next cohort. The student will be required to follow the same application process as all other applicants. If the student gains admission to the technical phase, he/she will repeat all previously attempted PTA coursework.
2. If the student withdrew or was dismissed after completing one or more semesters of the program, the PC will determine what coursework, if any, must be repeated upon reinstatement. The student must repeat any course in which he/she did not achieve a minimum grade of "C" (75%), however the PC may also require a student to repeat coursework that was completed successfully if it is deemed to be critical to the success of the student (see financial aid for costs associated with retaking coursework). The PC may also require actions including, but not limited to, remediation, competency checks, and/or written or didactic exams to determine if the student is suitable to return to the program and to help ensure student success. When a student repeats a course he/she must achieve a minimum grade of B (80%) to continue in the curriculum. If the student fails to achieve a minimum grade of B in repeated coursework, he/she will be dismissed from the program and is not eligible for reinstatement.
3. Students who are eligible for reinstatement and who have been out of the program for longer than one year must reapply for admission to the college and meet the current admissions requirements of the technical phase of the PTA program.
4. The reinstated student will be required to comply with the curriculum and requirements in force at the time of reinstatement, including any changes made to the curriculum or prerequisites during his/her absence from the program.
5. If a student is dismissed a second time while in the technical phase, the dismissal is permanent.

Physical Therapist Assistant (PTA)

Program
Physical Therapist Assistant
Degree Type
Associate in Applied Science (AAS)

General Education Phase (Semesters 1-2)

Item #	Title	Credits
BIO 201	HUMAN ANATOMY AND PHYSIOLOGY I	4
BIO 202	HUMAN ANATOMY AND PHYSIOLOGY II	4
ENG 101	ENGLISH COMPOSITION I	3
	MTH 100 or MTH 108 or HIGHER LEVEL MATH	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3
HPS 105	MEDICAL TERMINOLOGY	3
IDS 102	ETHICS	3

PTA Technical Phase (Semesters 3-5)

Item #	Title	Credits
PTA 220	FUNCTIONAL ANATOMY & KINESIOLOGY	3
PTA 222	FUNCTIONAL ANATOMY & KINESIOLOGY LAB	2
PTA 250	THERAPEUTIC PROCEDURES I	4
PTA 202	COMMUNICATION SKILLS	2
PTA 240	PHYSICAL DISABILITIES I	2
PTA 241	PHYSICAL DISABILITIES II	2
PTA 251	THERAPEUTIC PROCEDURES II	4
PTA 230	NEUROSCIENCE	2
PTA 231	REHAB TECHNIQUES	2
PTA 232	ORTHOPEDICS FOR THE PTA	2
PTA 260	CLINICAL EDUCATION I	1
PTA 200	PT ISSUES AND TRENDS	2
PTA 201	PTA SEMINAR	2
PTA 263	CLINICAL AFFILIATION I,	3
PTA 268	CLINICAL PRACTICUM	5
	Total Credits	67

Plastics Engineering Technology

Plastics Engineering Technology

Program
Plastics Engineering Technology
Degree Type
Associate in Applied Science (AAS)

First Term

Item #	Title	Credits
ADM 291	MSSC SAFETY	3
AUT 145	INTRODUCTION TO MOLDING	3
AUT 146	INTRODUCTION TO MOLDING LAB	3
INT 118	FUNDAMENTALS OF INDUSTRIAL HYDRAULICS AND PNEUMATICS	3
	MTH 100 or Higher-Level Math	3

Second Term

Item #	Title	Credits
ADM 292	MSSC QUALITY PRACTICES AND MEASUREMENT	3
AUT 173	MOLD SETTER SKILLS	3
AUT 175	MOLD SETTER SKILLS LAB	3
ENG 101	ENGLISH COMPOSITION I	3
INT 113	INDUSTRIAL MOTOR CONTROLS I	3

Third Term

Item #	Title	Credits
ADM 147	MOLD DESIGN	3
ADM 293	MSSC MANUFACTURING PROCESSES AND PRODUCTION	3
MTT 205	Mold Maintenance and Repair	3
INT 117	PRINCIPLES OF INDUSTRIAL MECHANICS	3
	Natural Science or Mathematics Elective	3

Fourth Term

Item #	Title	Credits
ADM 294	MSSC MAINTENANCE AWARENESS	3
INT 139	INTRODUCTION TO ROBOTIC PROGRAMMING	3
AUT 273	MOLD PROCESSING	3
AUT 275	MOLD PROCESSING LAB	3
	Humanities and Fine Arts Elective	3

Fifth Term

Item #	Title	Credits
ADM 205	ADVANCED MOLDING	3
INT 132	PREVENTIVE AND PREDICTIVE MAINTENANCE	3
INT 184	INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLERS	3
	Social and Behavioral Sciences Elective	3
	Total Credits	72

Plastics Engineering Technology

Program
Plastics Engineering Technology
Degree Type
Certificate (CER)

First Term

Item #	Title	Credits
ADM 291	MSSC SAFETY	3
AUT 145	INTRODUCTION TO MOLDING	3
AUT 146	INTRODUCTION TO MOLDING LAB	3
INT 118	FUNDAMENTALS OF INDUSTRIAL HYDRAULICS AND PNEUMATICS	3
	MTH 100 or Higher-Level Math	3

Second Term

Item #	Title	Credits
ADM 292	MSSC QUALITY PRACTICES AND MEASUREMENT	3
INT 113	INDUSTRIAL MOTOR CONTROLS I	3
AUT 173	MOLD SETTER SKILLS	3
AUT 175	MOLD SETTER SKILLS LAB	3
ENG 101	ENGLISH COMPOSITION I	3

Third Term

Item #	Title	Credits
ADM 293	MSSC MANUFACTURING PROCESSES AND PRODUCTION	3
ADM 147	MOLD DESIGN	3
MTT 205	Mold Maintenance and Repair	3
INT 117	PRINCIPLES OF INDUSTRIAL MECHANICS	3

Fourth Term

Item #	Title	Credits
ADM 294	MSSC MAINTENANCE AWARENESS	3
INT 139	INTRODUCTION TO ROBOTIC PROGRAMMING	3
AUT 273	MOLD PROCESSING	3
AUT 275	MOLD PROCESSING LAB	3
	Total Credits	54

Basic Molding

Program
Plastics Engineering Technology
Degree Type
Short Term Certificate

Item #	Title	Credits
AUT 145	INTRODUCTION TO MOLDING	3
AUT 146	INTRODUCTION TO MOLDING LAB	3
INT 118	FUNDAMENTALS OF INDUSTRIAL HYDRAULICS AND PNEUMATICS	3
	Total Credits	9

Basic Tool & Die

Program
Plastics Engineering Technology
Degree Type
Short Term Certificate

Item #	Title	Credits
ADM 147	MOLD DESIGN	3
MTT 205	Mold Maintenance and Repair	3
INT 117	PRINCIPLES OF INDUSTRIAL MECHANICS	3
	Total Credits	9

Mold Setter

Program
Plastics Engineering Technology
Degree Type
Short Term Certificate

Item #	Title	Credits
AUT 173	MOLD SETTER SKILLS	3
AUT 175	MOLD SETTER SKILLS LAB	3
INT 113	INDUSTRIAL MOTOR CONTROLS I	3
	Total Credits	9

Process Technician

Program
Plastics Engineering Technology
Degree Type
Short Term Certificate

Item #	Title	Credits
INT 184	INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLERS	3
AUT 273	MOLD PROCESSING	3
AUT 275	MOLD PROCESSING LAB	3
INT 132	PREVENTIVE AND PREDICTIVE MAINTENANCE	3
INT 139	INTRODUCTION TO ROBOTIC PROGRAMMING	3
ADM 205	ADVANCED MOLDING	3
	Total Credits	18

Radiologic Technology

Upon successful completion of the Radiologic Technology Program, the student is awarded the Associate in Applied Science Degree. Following graduation from the College, the student is eligible to take the National Certification Examination in Radiologic Technology administered by The American Registry of Radiologic Technologists (ARRT). A candidate for certification by the ARRT must meet the ethics, education and examination requirements as described in The American Registry of Radiologic Technologists Rules and Regulations and ARRT Standards of Ethics.* Upon successful completion of the examination, the graduate will be eligible to practice as a Registered Technologist - Radiography, RT (R).

* In order to take the ARRT Certification examination, individuals must be of good moral character. Generally, the conviction of a felony or any other offense or misdemeanor, or a felony involving moral depravity, indicates a lack of good moral character for ARRT purposes. For further information, interested applicants may contact the ARRT at (651) 687-0048 or online at www.arrt.org.

The Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182, (312) 704-5300, www.jrcert.org.

Radiologic Technology

Program
Radiologic Technology
Degree Type
Associate in Applied Science (AAS)

Admission Requirements:

Note: Subject to change due to Statewide Standardization of Radiologic Technology Programs.

1. In addition to the general admission requirements for the college, admission to the Radiologic Technology Program REQUIRES:
2. Unconditional admission to the College.
3. Minimum of 2.5 GPA for required academic core courses.
4. Current or previous Southern Union students must have a minimum of 2.0 GPA or higher at SUSCC.
5. Transfer students must enter SUSCC on clear academic status (cumulative 2.0 GPA).
6. Official transcripts in the Records Office from ALL post-secondary institutions attended.
7. Minimum of 2.5 high school 12th grade GPA for students without prior college work (GED passage acceptable in place of 2.5 GPA). **Must have official high school transcript with graduation date on file.
8. Eligibility for English 101 and Math 100 and satisfaction of the College reading requirement.
9. Official score from ACT National or Residual with a minimum composite score of 18. (No time limit on when the test was taken.)
10. Submission of completed radiologic technology program application during applicable submission dates only.
11. Applicants should be at least 18 years of age (Alabama Regulations for Control of Radiation Rule 420-3-03(6), "Occupational Radiation Dose Limits" states that all occcupational workers employing ionizing radiation must be at least 18 years of age.)
12. Applicant meets the Essential Functions required for Radiologic Technology Programs.
13. Students cannot apply as a new student while actively enrolled in the Radiologic Technology Program.

Admission to the Radiologic Technology Program is competitive, and the number of students admitted is limited by the number of faculty and clinical facilities available. **Meeting minimal requirements does not guarantee acceptance.** Students are subject to criminal background checks and random drug testing by an approved agency of the college in order to be eligible for clinical rotations.

Progression Requirements

To progress through and graduate from the Radiologic Technology Program, the student must:

1. Progress through the required radiologic technology curriculum in the prescribed sequence.
2. Attain a grade of 75% or higher in each required radiologic technology course, and a grade of 70% or higher in all general education courses.
3. Maintain ability to meet the Essential Functions for a Radiologic Technology Program with or without reasonable accommodations.
4. Students must successfully complete the Program within 33 months from the initial semester of RAD courses.
5. Submit documentation of clinical requirements as outlined by the Program by scheduled deadline dates.
6. Maintain current professional liability insurance as required by the College.
7. Abide by the policies, procedures, and rules of behavior of the Radiologic Technology Program as published in the Program and College Student Handbooks and as specified in other materials provided.
8. Maintain a personal radiation monitoring device and radiographic identification markers as outlined by the Program.
9. Read and sign the Program Handbook.

Students who do not meet progression requirements must withdraw from the Radiologic Technology program and apply for readmission.

Readmission Requirements

Students who interrupt the progression in the Radiologic Technology Program must apply for readmission to the Program. A student who fails to progress during the first semester of the Program must reapply for acceptance as a new student. Students must submit a readmission request no later than midterm of the term prior to a planned reentry. The Program may provide the student a plan for readmission based on clinical availability. The student may be considered for readmission only once. Readmission to the Program also depends upon the availability of clinical space.

Readmission requires:

1. A minimum 2.0 grade point average at Southern Union State Community College.
2. That no longer than 33 months elapse from initial admission term to date of graduation.
3. Students may be required to prove competency in any previous coursework as prescribed by the Program and successfully complete all RAD course(s) in which a D, W or F were received.

4. Ability to meet and comply with standards and policies in the current *College Catalog and Student Handbook*.
5. Students who have been dismissed from one (1) clinical facilities are ineligible for readmission.
6. Any student dismissed for academic or disciplinary reasons from the College will not be considered for readmission.
7. Students meet all progression requirements.
8. Students who have been out of Radiography classes more than one semester must repeat their criminal background check and drug testing.

Readmission is contingent on space availability.

Transfer Requirements

1. Unconditional admission to the College with clear academic status.
2. Ability to meet and comply with standards and policies in the current *College Catalog* and *Student Handbook*.
3. Minimum cumulative grade point average of 2.5.
4. No longer than 33 months elapse from the initial admission term to date of graduation.
5. Official transcripts verifying a minimum grade of "C" earned in courses which represent collegiate coursework relevant to the degree with course content and level of instruction resulting in student competencies at least equivalent for those matriculating students. Alabama College System Standardized Radiologic Technology Curriculum courses will be transferred without review of the course syllabus. Verification of knowledge and/or skills may be required.
6. Letter of good standing from Dean or Director of previous Radiologic Technology Program verifying eligibility to return to that program.
7. No more than one (1) semester in which a grade of D or F has been earned in a radiography course.
8. Completion of 25% of total required hours for the A.A.S. Degree in Radiologic Technology at institution conferring degree.
9. Completion of all clinical health requirements, background check and drug screening procedures as required by clinical agencies.

First Term

Item #	Title	Credits
	MTH 100 or MTH 108 or HIGHER LEVEL MATH	3
BIO 201	HUMAN ANATOMY AND PHYSIOLOGY I	4
RAD 111	INTRODUCTION TO RADIOGRAPHY	2
RAD 112	RADIOGRAPHY PROCEDURES I	4
RAD 113	PATIENT CARE	2
RAD 114	CLINICAL EDUCATION I	2

Second Term

Item #	Title	Credits
BIO 202	HUMAN ANATOMY AND PHYSIOLOGY II	4
RAD 122	RADIOGRAPHIC PROCEDURES II	4
RAD 125	IMAGING EQUIPMENT	3
RAD 124	CLINICAL EDUCATION II	5

Third Term

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION I	3
RAD 135	EXPOSURE PRINCIPLES	3
RAD 136	RADIATION PROTECTION AND BIOLOGY	2
RAD 134	CLINICAL EDUCATION III	5

Fourth Term

Item #	Title	Credits
	SPH 106 or SPH 107	3
PSY 200	GENERAL PSYCHOLOGY	3
RAD 212	IMAGE EVALUATION AND PATHOLOGY	2
RAD 214	CLINICAL EDUCATION IV	8

Fifth Term

Item #	Title	Credits
RAD 227	REVIEW SEMINAR	2
RAD 224	CLINICAL EDUCATION V	8
	Humanities Or Fine Arts Elective	3
	Total Credits	75

Surgical Technology

The Surgical Technology program prepares graduates for entry-level employment in the surgical environment. This program prepares individuals, under the supervision of

physicians and surgical staff, to maintain, monitor, and enforce the sterile field and adherence to aseptic technique by preoperative, intraoperative surgical team, and postoperative personnel. Includes instruction in instrument and equipment sterilization and handling; surgical supplies management; wound exposure and closure; surgical computer and robot operation and monitoring; maintenance of hemostasis; and patient and team scrubbing. The Surgical Technologist assists the physician during surgical procedures by ensuring that necessary equipment is properly maintained and immediately available, passing instruments to the surgeon, handling surgical specimens, and maintaining a sterile atmosphere in the operating room.

The Associate in Applied Science Degree requires 3 semesters of surgical technology courses and 18 credit hours of prerequisites. Program graduates are required to take the National Certification Exam from the National Board of Surgical Technology and Surgical Assisting (NBSTSA) upon completion of program requirements for graduation. Graduating students must meet the requirement of 120 clinical cases achieved, based on criteria of the Surgical Technology Core Curriculum.

The Surgical Technology program has continuing accreditation by the Commission on Accreditation of Allied Health Programs (CAAHEP), 9355 -113th St N, #7709, Seminole, Florida, 33775, Phone: 727-210-2350; Fax 727-210-2354; www.caahep.org

The student considering Surgical Technology must be conscientious, orderly, and meticulous with details. In addition, Surgical Technologists must have the emotional stability to work in a fast-paced environment and the ability to handle the demands of surgeons.

The student shall not be paid by the clinical affiliation site during the clinical component of the program, nor shall the student be substituted for paid personnel during the clinical component of the program.

Admission Requirements

In addition to the general admission requirements for the College, admission to the Surgical Technology program requires:

1. Unconditional admission to the College.
2. Completion of prerequisite academic core courses with a minimum grade of “C” or higher meeting a 2.5 core GPA.
3. minimum 2.0 GPA at Southern Union.
4. Transfer students must enter SUSCC on clear academic status (minimum 2.0 cumulative grade point average).
5. Official transcripts received in Records Office (Wadley Campus) from all postsecondary institutions attended and high school or GED transcripts for those who have never attended Southern Union.
6. Student meet eligibility requirements for English 101 and Math 100 and satisfaction of the College reading requirement.
7. Application for the Surgical Technology Program.
8. Ability to meet and comply with standards and policies in the current College Catalog and Student Handbook.
9. Ability to meet all health/ clinical requirements as stated in the current Surgical Technology Student Handbook.

Admission to the Surgical Technology Program is competitive, and the number of students admitted is limited by the number of faculty and clinical facilities available. Applicants are rank-ordered for acceptance using a points system based on grades earned in ENG 101, BIO 201, BIO 103, (SUR 108 or HPS 114), (SPH 106 or SPH 107), HPS 105, (PSY 200 or PSY 210) and(MTH 100 or MTH 108 or MTH 110 or higher). Meeting minimal requirements does not guarantee acceptance. Students are admitted once each year, fall term only.

Progression Requirements

Progression through the Surgical Technology program requires:

1. Cumulative GPA of 2.0.
2. Minimum grade of “C” in all required courses.
3. Satisfactory level of mental and physical health, including current immunizations, Hepatitis B vaccinations (or signed waiver), annual TB testing, and ability to meet the Essential Functions and annual physical exam requirements.
4. Current health insurance.
5. Current CPR certification at the American Heart Association, Health Care Provider level.
6. Clear drug screen.
7. Clear background check.

Students who do not meet progression requirements must withdraw from the Surgical Technology program and apply for readmission.

Readmission Requirements

Students who interrupt progression through the professional phase of the surgical technology program of study must apply for readmission to the program. Readmission is based on academic eligibility and space availability. Readmission requires:

1. Successful completion of a surgical technology course with a lab or clinical component within the past 12 months.
2. Proof of competency in any previous coursework as required by the program.
3. Cumulative GPA of 2.0 at SUSCC.
4. Application for readmission to program.
5. Applicant meets all progression requirements.

NOTE: Students who have previously completed the certification option are not required to request readmission in order to earn the Associate in Applied Science option.

Graduation Requirements

Surgical Rotation Case Requirements:

I. The surgical technology program is required to verify through the surgical rotation

documentation the students' progression in the scrub role in surgical procedures of

increased complexity as he/she moves towards entry-level graduate competency.

First Scrub Role (FS):

1. To document a case in the FS role, the student shall perform the following duties during any given surgical procedure with proficiency:

a) Verify supplies and equipment

b) Set up the sterile field

1) Instruments

2) Medication

3) Supplies

c) Perform required operative counts

1) AST guidelines (AST Guidelines for Best Practice can be found on the AST website. www.ast.org

2) Facility policy

d) Pass instruments and supplies

1) Anticipate needs

e) Maintain sterile technique

1) Recognize sterility breaks

2) Correct sterility breaks

3) Document as needed

Second Scrub Role (SS): defined as the student who is at the sterile field who has not met the criteria for the first scrub role, but actively participates in the surgical procedure by completing any of the following:

a) Assistance with diagnostic endoscopy

b) Assistance with vaginal delivery

c) Cutting suture

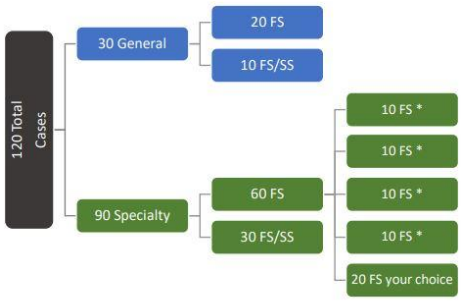
d) Providing camera assistance

e) Retracting

f) Sponging

g) Suctioning

Observation Role (O): the student who is in the OR performing roles that do not meet the criteria for First or Second scrub role. These observations must be documented, but are not included in the 120 required cases.



II. Students must complete a minimum of 120 cases as delineated below.

A. General Surgery cases

1. Students must complete a minimum of 30 cases in General Surgery;

a. 20 which must be performed in the First Scrub Role (FS).

b. The remaining 10 cases may be performed in either the First or Second Scrub Role (SS).

B. Specialty cases

1. Students must complete a minimum of 90 cases in various surgical specialties, excluding General Surgery;

a. A minimum of 60 which must be performed in the First Scrub Role (FS) and evenly distributed between a minimum of four surgical specialties.

1. A minimum of ten cases in four different specialties must be completed in the FS role (40 cases total).

2. The additional 20 cases in the FS role may be distributed amongst one surgical specialty or multiple surgical specialties.

b. The remaining 30 cases may be performed in any surgical specialty in either the FS or SS role

2. Surgical specialties (excluding General Surgery)

a. Cardiothoracic
b. Genitourinary
c. Neurologic
d. Obstetric and Gynecologic
e. Orthopedic
f. Otorhinolaryngologic
g. Ophthalmologic
h. Oral Maxillofacial
i. Peripheral vascular
j. Plastic and reconstructive
k. Procurement and transplant

III. Counting cases

1. One pathology is counted as one procedure.

- A patient requires a breast biopsy followed by mastectomy. It is one pathology, breast cancer, and the specialty is general surgery, therefore, it is counted and documented as one procedure and one case.

2. Counting more than one case on the same patient

- Trauma patient require a splenectomy and repair of a LeFort I fracture. Two cases can be counted and documented since the splenectomy is a general surgery specialty and repair of LeFort I is oral-maxillofacial surgical specialty.
- A procedure that requires different set-ups and includes different specialties may be counted as separate procedures. A mastectomy procedure (general surgery) followed with immediate reconstruction or augmentation (plastics and reconstruction) are counted as separate cases.

3. Diagnostic vs operative endoscopy cases.

a. An endoscopy classified as a semi-critical procedure is considered a diagnostic case.

b. An endoscopy classified as a critical procedure is considered an operative case.

c. Diagnostic and operative cases will be counted according to specialty.

d. Diagnostic cases are counted in the SS role up to a total of ten of the required 120 cases.

- A cystoscopy is a diagnostic procedure. If an adjunct procedure is performed, it is considered operative; therefore, a cystoscopy with ureteral stent placement is an operative procedure.
- Vaginal delivery cases are counted in the SS role of the OB/GYN specialty up to a total of five of the required 120.

IV. Documentation

A. Case performed
B. Role performed
C. Performance evaluations
D. Verification by program director

- The surgical technology program is required to verify through the surgical rotation documentation the students' progression in the scrub role in surgical procedures of increased complexity as he/she moves towards entry-level graduate competency.

Surgical Technology

Program
Surgical Technology
Degree Type
Associate in Applied Science (AAS)

Prerequisites

Item #	Title	Credits
BIO 103	PRINCIPLES OF BIOLOGY I	4
BIO 201	HUMAN ANATOMY AND PHYSIOLOGY I	4
ENG 101	ENGLISH COMPOSITION I	3
	MTH 100 or MTH 108 or MTH 110 or HIGHER	3
	PSY 200 or PSY 210	3
HPS 105	MEDICAL TERMINOLOGY	3
	SPH 106 or SPH 107	3

Semester I: Summer

Item #	Title	Credits
SUR 100	PRINCIPLES OF SURGICAL TECHNOLOGY	5
SUR 109	INTRODUCTION TO SURGICAL EQUIPMENT, INSTRUMENTATION AND SUPPLIES	2
	SUR 108 or HPS 114	2

Semester II: Fall

Item #	Title	Credits
SUR 101	INTRODUCTION TO SURGICAL TECHNOLOGY	3
SUR 102	APPLIED SURGICAL TECHNIQUES	4
SUR 107	SURGICAL ANATOMY AND PATHOPHYSIOLOGY	3
BIO 220	GENERAL MICROBIOLOGY	4

Semester III: Spring

Item #	Title	Credits
SUR 111	CLINICAL PROCEDURES	5
SUR 105	SURGICAL PRACTICUM II	5
SUR 106	ROLE TRANSITION IN SURGICAL TECHNOLOGY	1
	Humanities Or Fine Arts Elective	3

Optional Courses

Item #	Title	Credits
SUR 204	SURGICAL PRACTICUM III	4
SUR 205	SURGICAL PRACTICUM IV	5
	Total Credits	60-69

Therapeutic Massage

The **Therapeutic Massage Certificate (29 hours)** program is designed to prepare individuals to work as massage therapists. Licensed massage therapists may be self-employed or employed at health clubs, medical clinics, chiropractor offices, athletic departments, spas, salons, and holistic health centers. Upon successful completion of the program, students may seek licensure to become a Licensed Massage Therapist (LMT).
After successful completion of the Therapeutic Massage Program, the student is eligible to sit for the National Certification Exam with the National Certification Board for Therapeutic Massage and the Massage and Bodywork licensing, www.ncbtmb.org.
Upon passage of the NCBTMB examination, the student is eligible to apply to the Alabama Board of Massage Therapy and/or Georgia Board of Massage Therapy for state licensure.

Alabama website: www.almtbd.state.al.us
Georgia website: www.sos.georgia.gov.plb/massage.

The **Wellness and Therapeutic Massage Degree (65 hrs**) is for the student wishing to complete a two-year degree, and become a certified personal trainer and a certified massage therapist.

Note: Must apply to the Therapeutic Massage Program to pursue this degree. Classes may be taken in any semester if prerequisites are met. All courses for this degree must be completed with a grade of C or higher.

Admission Requirements

In addition to the general admission requirements for the college, admission to the Therapeutic Massage Program requires:

1. Unconditional admission to the college on clear academic status.
2. Student be minimum of 17 years of age.
3. 2.0 cumulative grade point average (GPA) at Southern Union.
4. Application for the Therapeutic Massage Program by published deadline.
5. Appropriate placement scores or grade of C or ENG 101 and MTH 100.
6. Ability to meet and comply with standards and policies in the current College Catalog and Student Handbook.
7. Ability to meet all health/lab requirements as stated in current Therapeutic Massage Student Handbook.
8. Clear criminal background check.
9. Current CPR certification at the American Heart Association Healthcare Provider level

New students are admitted to the Therapeutic Massage Program once each year, spring semester. To apply for admission to the program, applicant must be accepted to Southern Union State Community College, meet the admission criteria and apply to the Therapeutic Massage Program by the published deadline for the semester of admission.

Progression Requirements

Progression through the Therapeutic Massage Program requires:

1. A 2.0 cumulative grade point average (GPA)
2. Minimum grade of C in all required courses. If a course consists of theory and lab, both parts must be passed with a minimum grade of C to receive credit for the course.
3. Fulfillment of all course prerequisites.
4. Satisfactory level of mental and physical health, including annual TB testing and ability to meet the Essential Functions for Therapeutic Massage.
5. Current CPR certification at the American Heart Association Healthcare Provider level,
6. Current malpractice insurance.
7. Clear criminal background check and drug screen.

Readmission Requirements

Students who interrupt progression due to withdrawal or grades of D or F, must apply for readmission to the program. Requests for readmission must be received by the Health Sciences Admission office not later than midterm of the semester before the student wishes to enroll. Readmission to the program is based on space availability and meeting all admission progression requirements. All courses in a term must be successfully completed with a grade of C or higher before progressing to the next semester.

Pregnancy Policy for Therapeutic Massage Program

A female student has the option of whether or not to inform program officials of her pregnancy. If the female student chooses to voluntarily disclose this information, it must be done in writing and include the expected date of delivery. Following written disclosure, the student will be a Declared Pregnant Student. Without this documentation, a student will not be considered pregnant. If the student decides to disclose her pregnancy, she has the option of:

1. continuing the classes, labs, and clinical experiences, provided the student can meet the essential functions of the program, as well as give and receive neuromuscular deep tissue and sports massages and participate in all activities expected of other students in the classes, labs, and clinical experiences. Documentation from the student's physician will be required; or
2. taking a leave of absence from the program and later applying for readmission.

Wellness and Therapeutic Massage

Program
Therapeutic Massage
Wellness and Sport Sciences
Degree Type
Associate in Applied Science (AAS)

The **Wellness and Therapeutic Massage Degree (66 hrs**) is for the student wishing to complete a two-year degree, and become a certified personal trainer and a certified massage therapist.

Note:
Must apply to the Therapeutic Massage Program to pursue this degree.
Classes may be taken in any semester if prerequisites are met. All courses for this degree must be completed with a grade of C or higher.

First Term

*Students that have completed BIO201 and BIO 202 with a grade of C or higher are not required to take BIO111.

Item #	Title	Credits
MSG 101	INTRODUCTION TO THERAPEUTIC MASSAGE	3
MSG 102	THERAPEUTIC MASSAGE LAB I	3
MSG 104	MUSCULOSKELETAL AND KINESIOLOGY I	3
	BIO 111 or SEQUENCE OF BIO 201 and BIO 202	4-8
ENG 101	ENGLISH COMPOSITION I	3

Second Term

*Any approved Fine Arts or Humanities Elective will be accepted. IDS 102 preferred.

Item #	Title	Credits
MSG 105	THERAPEUTIC MASSAGE SUPERVISED CLINICAL I	2
MSG 202	THERAPEUTIC MASSAGE LAB II	3
MSG 204	MUSCULOSKELETAL AND KINESIOLOGY II	3
ENG 102	ENGLISH COMPOSITION II	3
	Humanities Or Fine Arts Elective	3
HED 226	WELLNESS	3

Third Term

Item #	Title	Credits
MSG 201	THERAPEUTIC MASSAGE FOR SPECIAL POPULATIONS	2
MSG 203	PATHOLOGY	3
MSG 205	THERAPEUTIC MASSAGE SUPERVISED CLINICAL II	2
MSG 206	NATIONAL CERTIFICATION EXAM REVIEW	1
	PSY 200 or PSY 210	3
HED 221	PERSONAL HEALTH	3
HPS 116	OVERVIEW OF COMPLEMENTARY AND ALTERNATIVE THERAPIES	3

*MTH 100 or higher will be accepted.

Item #	Title	Credits
	MTH 100 or MTH 108 or HIGHER LEVEL MATH	3
	HEC 140 or PED 224	3
HED 231	FIRST AID	3
PED 100	FUNDAMENTALS OF FITNESS	3
PED 223	METHODS OF INSTRUCTION	3
PED 105	PERSONAL FITNESS	1
	Total Credits	66-70

Therapeutic Massage

Program
Therapeutic Massage
Degree Type
Short Term Certificate

First Term

Item #	Title	Credits
MSG 101	INTRODUCTION TO THERAPEUTIC MASSAGE	3
MSG 102	THERAPEUTIC MASSAGE LAB I	3
MSG 104	MUSCULOSKELETAL AND KINESIOLOGY I	3
	BIO 111 or SEQUENCE OF BIO 201 and BIO 202	4-8

Second Term

Item #	Title	Credits
MSG 105	THERAPEUTIC MASSAGE SUPERVISED CLINICAL I	2
MSG 202	THERAPEUTIC MASSAGE LAB II	3
MSG 204	MUSCULOSKELETAL AND KINESIOLOGY II	3

Third Term

Item #	Title	Credits
MSG 201	THERAPEUTIC MASSAGE FOR SPECIAL POPULATIONS	2
MSG 203	PATHOLOGY	3
MSG 205	THERAPEUTIC MASSAGE SUPERVISED CLINICAL II	2
MSG 206	NATIONAL CERTIFICATION EXAM REVIEW	1
	Total Credits	29-33

Veterinary Technology

For more information visit our website here.

Veterinary Technicians, also known as Vet Techs, are licensed veterinary professionals who have graduated from a veterinary technology program, have passed the Veterinary Technician National Examination, have applied for licensure with the state veterinary board or legislative body, and who achieve continuing education hours annually (depending on the state). Vet Techs perform veterinary tasks under various levels of supervision at the direction of a veterinarian. With the exceptions of performing surgery, diagnosing and prescribing, Licensed Veterinary Technicians (LVTs) are trained to perform many of the same skills as Veterinarians and are most similar to Registered Nurses (RN) in the field of human medicine. Vet Techs are veterinary professionals that serve as indispensable members of the veterinary healthcare team and have been formally educated in the science and clinical nursing care of animals.

Southern Union's Veterinary Technology Program curriculum is a rigorous two-year program aimed at providing an excellent educational foundation for a career as a Licensed Veterinary Technician. Our curriculum will prepare students to enter into the field of veterinary medicine and expose them to the limitless career opportunities within it. The program will require an average of 25 hours per week engaging students in the classroom and laboratory in addition to providing opportunities for clinical hands-on experiences off campus. Upon completion of the program, our students will be awarded an Associate of Applied Sciences degree in Veterinary Technology, should be eligible to apply for the Veterinary Technician National Examination (VTNE) and, upon satisfactory passing of the exam, state licensure as a Licensed Veterinary Technician (LVT).

Accreditation

Southern Union State Community College's Veterinary Technology Program is accredited by the SACSCOC (Southern Association of Colleges and Schools Commission on Colleges) and is seeking accreditation as a new veterinary technology education program from the American Veterinary Medical Association (AVMA) Committee on Veterinary Technician Education and Activities (CVTEA). Graduation from a veterinary technology/veterinary nursing education program accredited by the CVTEA is the main pathway for eligibility to sit for licensure examinations. The program will submit the formal application material required in the CVTEA pre-accreditation stage. Submission of this documentation does not assure that the program will be granted initial or full accreditation status. Achievement of initial accreditation status signifies satisfactory progress toward accreditation, and does not assure that the program will be granted full accreditation. Should the Southern Union State Community College Veterinary Technology Program fail to be accepted by CVTEA for consideration of Initial or Full Accreditation status within the planned time frame, SUSCC may delay program dates and timelines until such approval is granted by CVTEA. Any students that have successfully met the VET admissions requirements and/or completed VET courses may be referred to other accredited, established VET programs in the Alabama Community College System, or graduation timelines may be delayed.

Minimum Admission Requirements

1. Completion of prerequisite academic core courses with a minimum grade of "C" or higher meeting a 2.5 cumulative GPA.
2. Minimum 2.0 GPA at Southern Union if previously enrolled. Transfer students must enter the College on clear status.
3. Official transcripts in Records Office from all postsecondary institutions attended and high school transcript.
4. Official score on ACT National or ACT Residual with a minimum composite score of 18 (no time limit on when the test was taken).
5. Submission of application for Veterinary Technology Program during applicable submission dates only.
6. Must be 19 years of ag or older prior to class start date.

Admission to the VET program is competitive and the number of students is limited by the number of faculty and clinical facilities available. After meeting minimal requirements, applicants are rank ordered for acceptance using a point system based on score on ACT/ACT Residual and quality points from selected college courses. Students may be eligible to earn additional points. Meeting minimal requirements does not guarantee acceptance.

VET Program Progressions Standards

Enrolled VET students are required to satisfactorily complete all technical phase course and clinical education requirements in order to remain in good standing and to be eligible for graduation. Students and program faculty must comply with published programmatic policies, syllabi, course goals and objectives, as well as published college requirements to ensure satisfactory student progress through the technical phase.

The Health Sciences Admission Progressions Committee (PC) and PTA Program Director (PD) are responsible for monitoring the technical phase progressions and reinstatement policies, which include academic, clinical, and professional domains related to the PTA Program. The PD and PC review the progress of each student no less than once per semester and more frequently as indicated. The PC will recommend an appropriate action for each student based on his/her academic, clinical, and professional performance. These actions may include progression to the next semester, graduation, probation, continued probation, removal from probation, suspension, or dismissal. The PC may recommend other actions including, but not limited to, remediation or repetition of coursework and participation in academic tutoring.

The policies described below either clarify, operationalize, or augment the SUSCC Satisfactory Academic Progress Policies.

Good Standing Status

Students must meet all of the following criteria while in the technical phase of the program:

1. Maintain the minimum cumulative grade point average of 2.50 for all technical VET designated courses during each semester of the technical phase.
2. Successfully complete academic coursework by achieving a minimum grade of "C" (75%) in all VET designated courses. If a course has a lab element, the evaluation requirements are divided into lecture and laboratory components. In order for a final grade to be calculated, student must achieve a minimum average of 75% in EACH individual component. Averages below 75% in either the lecture or laboratory component will result in a "D" or "F" grade. If BOTH components meet the minimum 75%, they will be averaged together to assign the final course grade.
    a. Students who do not achieve a minimum grade of "C" in any VET course are unable to continue in the curriculum and will be immediately dismissed. Please refer to the Dismissal Process below.
    b. Remediation While in Good Standing:
        i. Remediation is mandatory if a student scores less than 75% on a written exam or if the student fails to demonstrate all designated critical safety elements in a practical examination. Failure to remediate via the format prescribed by the instructor (or PC) will result in an incomplete grade. Refer to the College catalog for the requirements for resolution of an incomplete grade.
        ii. A written remediation plan (e.g., Student Counseling Report, Student Learning Contract, etc.) is initiated when a student's average is nearing or below a failing grade for the course. Failure to comply with a remediation plan is likely to result in a failing grade.
3. Successfully complete clinical coursework with a grade of pass (P). To receive a passing grade (P), students must meet minimal competency standards and successfully complete all course requirements as published in clinical course syllabi.
    a. If the student fails to receive a passing grade in any clinical course or if they are removed or withdraw from a clinical affiliation, they will proceed to Level Two: Suspension
4. Student Code of Conduct/Professional Behavior
    a. Students will abide by the Code of Conduct (see Student Handbook in College Catalog) and VET Professional Conduct Code below.

VET Professional Conduct Code

The VET faculty consider professional behavior as one of the most important components in the education of VET students. Students enrolled in the VET Program are expected to abide by all of the following: 1.) the SUSCC Code of Conduct, 2.) the VET Guide for Professional Conduct 3.) additional programmatic and instructor policies (e.g., attendance policies, lab rules, etc.) as published in the VET Program Handbook and course syllabi.

Code of Conduct violations will be referred to the Dean of Students and addressed according to the disciplinary procedures published in the College Student Handbook. All other violations will be referred to the Program Director and may result in a written remediation plan, referral to the PC, and/or referral to the Dean of Students.

VET Dismissal and Withdrawal Process

1. Level One: "Warning"
    a. Failure to maintain the minimum cumulative GPA of 2.5 will result in the student being placed on warning. The student will be permitted to remain on warning for a maximum of one semester. If this requirement is not met, the student will be removed from the program (see Level Three: Immediate Dismissal).
2. Level Two: "Suspension"
    a. Withdrawal or removal from a clinical course or receipt of a failing grade in a clinical course will result in suspension while the PC investigates the situation. The PC will choose one of the following actions within 14 calendar days of the occurrence:
        i. If the committee determines that the student has a high probability of entering the profession as a safe, proficient practitioner, the student may be permitted to repeat the clinical course. The PC will outline requirements for completion of the course in conjunction with the PD and Clinical Education Coordinator (CEC). The option to repeat a clinical course will be offered only once for any student while in the technical phase of the program.
        ii. If the committee deems the withdrawal/ removal or failing grade a substantial indicator that the student will not succeed in the profession, the student will proceed to Level Three: Immediate Dismissal.
3. Level Three: "Immediate Dismissal"
    a. Students are immediately dismissed when any of the following occur:
        i. Failure to achieve a cumulative GPA of 2.5 within one semester of being placed on warning status.
        ii. Failure to achieve a cumulative GPA of 2.5 prior to the first full-time clinical.

iii. Receipt of one or more “D” or “F” grades in academic coursework.
iv. The PC recommends dismissal in the case of an incomplete clinical course or failed clinical course.
v. The PC recommends dismissal in the case of a significant policy, Code of Conduct, or VET Professional Conduct Code violation.

The Program Director will notify students in writing if they are dismissed from the program. PTA students wishing to appeal their dismissal must follow the procedures highlighted in the Student Handbook and Catalog.

Students who have been dismissed from the program may be considered for reinstatement by following the VET Reinstatement Procedure. Note: If the student is dismissed a second time while in the technical phase, the student will be permanently removed from the program and will not be eligible for readmission. Students should be aware that withdrawing from any course within the VET curriculum schedule automatically withdraws the student from the VET program.

VET Reinstatement Policy

Students who wish to be considered for reinstatement should reapply using the following procedure. The reinstatement process will only be offered once. There is no guarantee of reinstatement for any student.

To begin the reinstatement process, the student must apply in writing to the Progressions Committee (via the Program Director) requesting reinstatement in the program. The letter must include the date the student wishes to return and a rationale describing how the student plans to complete the program successfully. The letter must be received by the Program Director no later than 60 days prior to the first day of the academic semester into which the student wishes to reenroll. The Progressions Committee (PC) will meet within 3 weeks of receipt of the letter to consider the reinstatement request and complete a plan of action to address the reasons for withdraw/dismissal. The student may be required to attend this meeting.

The PC will formally notify the student of their decision and plan of action within 5 business days of the meeting. If remediation or other action is warranted, it must be successfully completed no less than 7 calendar days prior to the start of the semester in which the student wishes to reenroll. If this does not occur, the student must reinitiate the reinstatement process. The final decision for acceptance into the next cohort will be based upon available slots in the cohort, successful completion of any actions required by the PC, and a reasonable expectation that the student in question has potential to succeed in the program.

Reinstatement Procedure

1. If the student withdrew or was dismissed during the first semester of the program, the PC may elect to have the student enter the ranking process to gain admission to the next cohort. The student will be required to follow the same application process as all other applicants. If the student gains admission to the technical phase, he/she will repeat all previously attempted PTA coursework.
2. If the student withdrew or was dismissed after completing one or more semesters of the program, the PC will determine what coursework, if any, must be repeated upon reinstatement. The student must repeat any course in which he/she did not achieve a minimum grade of “C” (75%), however the PC may also require a student to repeat coursework that was completed successfully if it is deemed to be critical to the success of the student (see financial aid for costs associated with retaking coursework). The PC may also require actions including, but not limited to, remediation, competency checks, and/or written or didactic exams to determine if the student is suitable to return to the program and to help ensure student success. When a student repeats a course he/she must achieve a minimum grade of B (80%) to continue in the curriculum. If the student fails to achieve a minimum grade of B in repeated coursework, he/she will be dismissed from the program and is not eligible for reinstatement.
3. Students who are eligible for reinstatement and who have been out of the program for longer than one year must reapply for admission to the college and meet the current admissions requirements of the technical phase of the VET program.
4. The reinstated student will be required to comply with the curriculum and requirements in force at the time of reinstatement, including any changes made to the curriculum or prerequisites during his/her absence from the program.
5. If a student is dismissed a second time while in the technical phase, the dismissal is permanent.

Veterinary Technology

Program
Veterinary Technology
Degree Type
Associate in Applied Science (AAS)

General Education Prerequisites

Require a minimum grade of "C."

Item #	Title	Credits
BIO 103	PRINCIPLES OF BIOLOGY I	4
ENG 101	ENGLISH COMPOSITION I	3
	MTH 100 or MTH 108 or HIGHER LEVEL MATH	3
PSY 200	GENERAL PSYCHOLOGY	3
	SPH 106 or SPH 107	3
IDS 102	ETHICS	3

Semester I

Item #	Title	Credits
VET 110	VETERINARY TECH CLINICS I	2
VET 113	FUNDAMENTALS OF VETERINARY TECHNOLOGY	3
VET 114	CLINICAL ANATOMY AND PHYSIOLOGY OF ANIMALS	5
VET 247	LABORATORY AND EXOTIC ANIMALS	3

Semester II

Item #	Title	Credits
VET 120	VETERINARY TECH CLINICS II	3
VET 124	CLINICAL PROCEDURES AND PATHOLOGY	4
VET 236	VETERINARY PARASITOLOGY AND MICROBIOLOGY	3
VET 126	ANIMAL DISEASES AND IMMUNOLOGY	3
VET 280	VETERINARY DIAGNOSTIC IMAGING	2

Semester III

Item #	Title	Credits
VET 230	VETERINARY TECH CLINICS III	3
VET 275	VETERINARY ANESTHESIA AND ANALGESIA	2
VET 246	VETERINARY TECH FARM ANIMAL CLINICS	2
VET 234	ANIMAL PHARMACOLOGY AND TOXICOLOGY	3

Semester IV

Item #	Title	Credits
VET 122	VETERINARY TECHNOLOGY EMERGENCIES AND FIRST AID	5
VET 240	VETERINARY TECH CLINICS IV	3
VET 250	VETERINARY TECH PRECEPTORSHIP	3
VET 244	REVIEW IN VETERINARY TECHNOLOGY	3
	Total Credits	71

Welding Technology

Southern Union State Community College is an accredited test facility by the American Welding Society (AWS).

Welding Technology

Program

Welding Technology

Degree Type

Associate in Applied Science (AAS)

The Associate in Applied Science in Welding is designed to prepare individuals for employment in the field of welding. It is a competency-based program that includes theory and hands-on, practical application-based instruction. Instruction encompasses the various processes and techniques of welding and cutting different material types. This includes, but may not be limited to, oxy-fuel cutting, carbon arc cutting, shield metal arc welding, gas tungsten arc welding, flux cored arc welding, gas metal arc welding, pipe welding, and plasma arc cutting. Students will also be trained in blueprint reading and interpreting weld symbols and joints. After completing the program, the student will have covered skills designated by the AWS (American Welding Society) and be prepared to take the AWS Entry Level Welder test. Students completing the Welding Technology program will also be required to participate in AWS Sense third-party credentialing as part of the curriculum. This concentration area has a series of short-term certificates focused on specific skill sets that can be earned as a student progresses toward an Associate degree or to develop skills in a particular area of demand.

Note: All technical students are required to enroll in Orientation (ORI).

First Term

Item #	Title	Credits
ADM 291	MSSC SAFETY	3
WDT 110	INDUSTRIAL BLUEPRINT READING	3
WDT 119	GAS METAL ARC/FLUX CORED ARC WELDING	3
WDT 124	GAS METAL ARC/FLUX CORED ARC WELDING LAB	3
	MTH 100 or MTH 110	3

Second Term

Item #	Title	Credits
ADM 292	MSSC QUALITY PRACTICES AND MEASUREMENT	3
WDT 108	SMAW FILLET/OFC	3
WDT 122	SMAW FILLET/OFC LAB	3
WDT 109	SMAW FILLET/PAC/CAC	3
WDT 123	SMAW FILLET/PAC/CAC LAB	3
ENG 101	ENGLISH COMPOSITION I	3

Third Term

Item #	Title	Credits
ADM 293	MSSC MANUFACTURING PROCESSES AND PRODUCTION	3
WDT 120	SHIELDED METAL ARC WELDING GROOVE	3
WDT 125	SHIELDED METAL ARC WELDING GROOVE LAB	3
WDT 228	GAS TUNGSTEN ARC WELDING	3
	Natural Science or Mathematics Elective	3

Fourth Term

Item #	Title	Credits
ADM 294	MSSC MAINTENANCE AWARENESS	3
WDT 115	GTAW CARBON PIPE	3
WDT 155	GTAW CARBON PIPE LAB	3
	Humanities and Fine Arts Elective	3

Fifth Term

Item #	Title	Credits
WDT 217	SMAW CARBON PIPE	3
WDT 257	SMAW CARBON PIPE LAB	3
WDT 218	Certification	3
	Social and Behavioral Sciences Elective	3
	Total Credits	72

Welding Technology

Program
Welding Technology
Degree Type
Certificate (CER)

First Term

Item #	Title	Credits
ADM 291	MSSC SAFETY	3
WDT 110	INDUSTRIAL BLUEPRINT READING	3
WDT 119	GAS METAL ARC/FLUX CORED ARC WELDING	3
WDT 124	GAS METAL ARC/FLUX CORED ARC WELDING LAB	3
	MTH 100 or MTH 110	3

Second Term

Item #	Title	Credits
ADM 292	MSSC QUALITY PRACTICES AND MEASUREMENT	3
WDT 108	SMAW FILLET/OFC	3
WDT 122	SMAW FILLET/OFC LAB	3
WDT 109	SMAW FILLET/PAC/CAC	3
WDT 123	SMAW FILLET/PAC/CAC LAB	3
ENG 101	ENGLISH COMPOSITION I	3

Third Term

Item #	Title	Credits
ADM 293	MSSC MANUFACTURING PROCESSES AND PRODUCTION	3
WDT 120	SHIELDED METAL ARC WELDING GROOVE	3
WDT 125	SHIELDED METAL ARC WELDING GROOVE LAB	3
WDT 228	GAS TUNGSTEN ARC WELDING	3

Fourth Term

Item #	Title	Credits
ADM 294	MSSC MAINTENANCE AWARENESS	3
WDT 115	GTAW CARBON PIPE	3
WDT 155	GTAW CARBON PIPE LAB	3
	Total Credits	54

Basic Gas Metal Arc Welding

Program
Welding Technology
Degree Type
Short Term Certificate

Item #	Title	Credits
WDT 110	INDUSTRIAL BLUEPRINT READING	3
WDT 119	GAS METAL ARC/FLUX CORED ARC WELDING	3
WDT 124	GAS METAL ARC/FLUX CORED ARC WELDING LAB	3
	Total Credits	9

Basic Gas Tungsten Arc Welding

Program
Welding Technology
Degree Type
Short Term Certificate

Item #	Title	Credits
WDT 120	SHIELDED METAL ARC WELDING GROOVE	3
WDT 125	SHIELDED METAL ARC WELDING GROOVE LAB	3
WDT 228	GAS TUNGSTEN ARC WELDING	3
	Total Credits	9

Basic Shielded Metal Arc Welding

Program
Welding Technology
Degree Type
Short Term Certificate

Item #	Title	Credits
WDT 108	SMAW FILLET/OFC	3
WDT 122	SMAW FILLET/OFC LAB	3
WDT 109	SMAW FILLET/PAC/CAC	3
WDT 123	SMAW FILLET/PAC/CAC LAB	3
	Total Credits	12

Carbon Arc Pipe Welding

Program
Welding Technology
Degree Type
Short Term Certificate

Item #	Title	Credits
WDT 115	GTAW CARBON PIPE	3
WDT 155	GTAW CARBON PIPE LAB	3
WDT 217	SMAW CARBON PIPE	3
WDT 257	SMAW CARBON PIPE LAB	3
WDT 218	Certification	3
	Total Credits	15

Wellness and Sport Sciences

There is no application process to obtain one or more of the Health and Wellness Short Certificates. Each certificate can be earned individually or within an Associates in Science Degree by applying those courses to area V. Each certificate focuses on different aspects of health and wellness by guiding students to take courses that prepare them for those different respective fields.

In addition to the general admission requirements of the College, the student must also abide by the following to be able to receive the short certificates:

1. Inform your advisor of the certificate that you wish to pursue.
2. Have unconditional admission to the College on clear academic status.
3. Be 18 years of age upon completion of certificate.
4. Have 2.0 cumulative grade point average (GPA) at Southern Union.
5. Send transcripts from all postsecondary institutions attended (minimum 2.0 cumulative GPA is required).
6. Meet and comply with standards and policies in the current College Catalog and Student Handbook.

Wellness and Therapeutic Massage

Program
Therapeutic Massage
Wellness and Sport Sciences
Degree Type
Associate in Applied Science (AAS)

The **Wellness and Therapeutic Massage Degree (66 hrs**) is for the student wishing to complete a two-year degree, and become a certified personal trainer and a certified massage therapist.

Note:
Must apply to the Therapeutic Massage Program to pursue this degree.
Classes may be taken in any semester if prerequisites are met. All courses for this degree must be completed with a grade of C or higher.

First Term

*Students that have completed BIO201 and BIO 202 with a grade of C or higher are not required to take BIO111.

Item #	Title	Credits
MSG 101	INTRODUCTION TO THERAPEUTIC MASSAGE	3
MSG 102	THERAPEUTIC MASSAGE LAB I	3
MSG 104	MUSCULOSKELETAL AND KINESIOLOGY I	3
	BIO 111 or SEQUENCE OF BIO 201 and BIO 202	4-8
ENG 101	ENGLISH COMPOSITION I	3

Second Term

*Any approved Fine Arts or Humanities Elective will be accepted. IDS 102 preferred.

Item #	Title	Credits
MSG 105	THERAPEUTIC MASSAGE SUPERVISED CLINICAL I	2
MSG 202	THERAPEUTIC MASSAGE LAB II	3
MSG 204	MUSCULOSKELETAL AND KINESIOLOGY II	3
ENG 102	ENGLISH COMPOSITION II	3
	Humanities Or Fine Arts Elective	3
HED 226	WELLNESS	3

Third Term

Item #	Title	Credits
MSG 201	THERAPEUTIC MASSAGE FOR SPECIAL POPULATIONS	2
MSG 203	PATHOLOGY	3
MSG 205	THERAPEUTIC MASSAGE SUPERVISED CLINICAL II	2
MSG 206	NATIONAL CERTIFICATION EXAM REVIEW	1
	PSY 200 or PSY 210	3
HED 221	PERSONAL HEALTH	3
HPS 116	OVERVIEW OF COMPLEMENTARY AND ALTERNATIVE THERAPIES	3

*MTH 100 or higher will be accepted.

Item #	Title	Credits
	MTH 100 or MTH 108 or HIGHER LEVEL MATH	3
	HEC 140 or PED 224	3
HED 231	FIRST AID	3
PED 100	FUNDAMENTALS OF FITNESS	3
PED 223	METHODS OF INSTRUCTION	3
PED 105	PERSONAL FITNESS	1
	Total Credits	66-70

Wellness and Personal Trainer Certificate

Program
Wellness and Sport Sciences
Degree Type
Short Term Certificate

The Wellness and Personal Trainer Certificates (29 hrs) is for the student wishing to continue their education at a four-year institution. Students will be certified as a personal trainer through the American Council on Exercise (ACE) upon passing the ACE Personal Trainer Exam, as well as First Aid and CPR certifications through the American Heart Association.

Survey of Human Biology may be substituted for BIO 201 and BIO 202.

Item #	Title	Credits
	HEC 140 or PED 224	3
PED 100	FUNDAMENTALS OF FITNESS	3
HED 221	PERSONAL HEALTH	3
HED 222	COMMUNITY HEALTH	3
HED 231	FIRST AID	3
PED 223	METHODS OF INSTRUCTION	3
BIO 201	HUMAN ANATOMY AND PHYSIOLOGY I	4
BIO 202	HUMAN ANATOMY AND PHYSIOLOGY II	4
	Any approved HED or PED Course	3
	Total Credits	29

Courses

Advanced Manufacturing

Today's advanced manufacturing environment has been revolutionized by the use of high tech equipment. This program is designed to provide the core knowledge of the manufacturing process while providing the opportunity to concentrate in one of five areas of specialization in advanced manufacturing with extensive hands-on laboratory and work based learning experiences. The technical core covers four key areas including: safety, quality practices and measurement, manufacturing processes and production and maintenance awareness. The five areas of specialization are: Additive Technician, Plastic Molding, Advanced Machining, Mechatronics or Welding. Refer to the Success Guides for prerequisites and stackable short term certificates within each area of specialization within the program.

Note: All technical students are required to enroll in ORI 106 or ORI 101.

ADM 101 : PRECISION MEASUREMENT

This course covers the use of precision measurement instruments utilized in inspection. In addition, basic print reading techniques, reverse engineering, and related industry standards in advanced manufacturing disciplines are covered. Upon completion, students should be able to demonstrate correct use of precision measuring instruments, interpret basic prints, and apply basic reverse engineering techniques.
Credits 3
Lab Hours 1
Theory Hours 2

ADM 109 : FREEHAND SKETCHING

This is an introductory course, which allows students to learn the terminology and procedures related to drawing. Students will learn and demonstrate the foundations of basic sketching techniques and design principles, focusing on two and three-dimensional representations.
Credits 2
Lab Hours 1
Theory Hours 1

ADM 112 : ORIENTATION TO ADDITIVE MANUFACTURING

Introduction to the basics of Additive Manufacturing (AM), including personal protective equipment (PPE), safety practices, general lab procedures and the proper use of equipment to perform basic manufacturing processes such as drilling, cutting, and finishing on commonly used material such as polymers, metals and composites. The course focuses on AM fundamentals, history, and terminology, but will also include introduction to materials, software, feedstock, and secondary AM processes. The advantages and disadvantages of various AM technologies will be discussed. The course includes printing a 3D object.
Credits 1
Lab Hours 0
Theory Hours 1

ADM 114 : DESIGN INNOVATION

This course introduces students to concepts that enable them to think like a designer when approaching architectural, engineering and additive manufacturing tasks. Emphasis will be placed on design and problem-solving skills when working independently, or with a team. This course focuses on giving students exposure to creativity, problem solving skills, and the design processes in which a design- centered approached will be employed to develop innovated solutions. This course includes components to develop basic skills to express innovated solutions to design problems with the application of projects, drawings, as well as oral and written
communication skills. Students will be introduced to related computer based tools used by architect, engineers, and design manufacturers. (e.g., spreadsheet, word processing, presentation software, and Internet).
Credits 3
Lab Hours 2
Theory Hours 1

ADM 116 : INTRODUCTION TO CATIA

Introduction to parametric, three-dimensional modeling using CATIA. The course focuses on how to navigate within the software, how to create three-dimensional solid models using industry best practices, and how to create and manipulate assemblies made from these parts. Students learn the process of designing models with CATIA from conceptual sketching, to solid modeling, assembly design, and drawing production. Upon completion of this course, users will have acquired the skills to confidently work with CATIA. Students will gain an understanding of the parametric design philosophy of CITIA in this extensive hands-on course.
Credits 3
Lab Hours 0
Theory Hours 3

ADM 123 : PLASTIC MATERIAL PROCESSES

This course in plastic materials and processes includes the basic principles and methodology of various material types and manufacturing processes. Comparison of selecting the best type of manufacturing for product will be discussed. Student will learn proper instruction on safety operations, set-up and maintenance and production of parts on a Fused Disposition Manufacturing (FDM) printer or Rapid Prototype (RP) System. Emphasis is directed on 3D modeling software program (such as Solid works) and Insight software 2/3Dsketches. RP manufacturing technologies, FSM usages and processing with various types of manufactured plastics. Upon completion, students should be able to discuss and understand the significance of materials properties and structure, basic rapid photo typing and express and interpret material specifications and be able to select the best process for the type of product being produced.

Credits 3
Lab Hours 2
Theory Hours 1

ADM 147 : MOLD DESIGN

Students learn to identify the components of a mold such as mold base, spruce brushing, runner system, gates, vents, cavities, inserts and ejection system. Students learn the purpose of each component of a mold. Student lean common materials used to build a mold.

Credits 3
Lab Hours 0
Theory Hours 3

ADM 160 : ADDITIVE MANUFACTURING PRODUCTION TECHNIQUES

In this class students will utilize the various Additive Manufacturing (AM) design software to learn different techniques of building additively. Student will engage in using the software and build theory to discover best build for the part. Tool paths, angles, rotation and build support will be discussed. Additive process will include polymers and powders. Cost and build time will be calculated on the different build parameters.

Credits 3
Lab Hours 1
Theory Hours 2

ADM 161 : SPECIALIZED SOFTWARE TECHNIQUES

In this class students will learn techniques to design for 3D printing using a 3D modeling program. Students will also be able to manipulate STL files after receiving instruction on a software program such as '93Materialize'94.

Credits 3
Lab Hours 1
Theory Hours 2

ADM 162 : ADDITIVE MANUFACTURING PROCESS

This course focuses on basic principles and methodology of different types of polymers and processes created with the Additive Manufacturing (AM) process. Comparison of selecting the best type of polymer for production will be discussed. Students receive proper instruction on safety operations, set-up, routine maintenance and production on the AM system. Students learn the various types of polymer AM systems; ie. Fused Deposition Manufacturing (FDM), Poly Jet and SLA. Students also learn the software used for each AM system. Upon completion, students will be able to describe the different types of polymers available for the AM process including, but not limited to, ABS, PC, PCABS, ULT, PPS, and Nylon and explain what the benefits are for basic AM. They should be able to demonstrate the how to take the AM system apart from start to finish and be able to select the best process for the type of product being produced.

Credits 3
Lab Hours 2
Theory Hours 1

ADM 164 : ADDITIVE MANUFACTURING PROCESSES '96 Metals

This course focuses on the basic principles and methodology of different types of metal powders and processes created with the Additive Manufacturing (AM) process. Students receive instruction on safety operations, set-up and routine maintenance and production of the AM Systems. Students learn metal powder based AM with the use of the Direct Metal Laser Sintering (DMLS) system. Students also learn various design software programs used for a metal powder system. Upon completion, students will be able to describe the different types of metal powders including, but not limited to aluminum, stainless steel, cobalt, titanium, and nickel and explain what the benefits are of basic AM. They should be able to demonstrate how to take a '93part'94 from start to finish on the AM system and be able to select the best process for the type of product being produced.

Credits 3
Lab Hours 2
Theory Hours 1

ADM 202 : INTRODUCTION TO TECHNOLOGY DESIGN

This course provides an introduction to design process, 2D and 3D parametric solid modeling, and both manual and automated fabrication processes. Students will use the design process to develop parts and assemblies to machines used in commercial agriculture and industrial operations, as well as demonstrate an understanding of and use the CAD workspace and user interface. Students will also manually fabricate sheet steel parts and assembles from developed CAD drawings, fabricate sheet steel parts and assemblies using a CNC machine from developed CAD drawings, and collaborate on the design and fabrication of a 3D assembly with emphasis on oral and written communication and accuracy of assembly components.
Credits 3
Lab Hours 2
Theory Hours 1

ADM 205 : ADVANCED MOLDING

Students learn advanced applications in molding, including fill time, cycle time, melt temperature, part size and weight, pressure and clamp pressure. Students learn solutions for common part defects such as short shots, flash, warp, surface defects, color changes and shrinkage.
Credits 3
Lab Hours 0
Theory Hours 3

ADM 261 : REVERSE ENGINEERING

This course emphasizes reverse engineering techniques and quality control inspection of parts employing 3D printing, scanning, and Coordinate Measuring Machine (CMM technologies). The emphasis is on using applicable software to convert scanned images from point cloud data into 3D models. The process will allow using software to clean up point cloud data, create airtight 3D models, run a comparison analysis of collected data to solid, improve or reproduce a scanned part, print the part and then perform an inspection using CMM probe for additional analysis and comparison.
Credits 3
Lab Hours 2
Theory Hours 1

ADM 292 : MSSC QUALITY PRACTICES AND MEASUREMENT

This course is designed to provide students with knowledge and skills related to quality practices and measurement in a manufacturing environment.
Credits 3
Lab Hours 0
Theory Hours 3

ADM 293 : MSSC MANUFACTURING PROCESSES AND PRODUCTION

This course is designed to provide students with knowledge and skills related to manufacturing processes and production in a manufacturing environment.
Credits 3
Lab Hours 0
Theory Hours 3

ADM 294 : MSSC MAINTENANCE AWARENESS

This course is designed to provide students with knowledge and skills related to maintenance awareness in a manufacturing environment.
Credits 3
Lab Hours 0
Theory Hours 3

Art

ART 100 : ART APPRECIATION

This course is an introduction to the appreciation of art through an examination of the themes and purposes of art, the exploration of visual arts media and methods, and culturally significant works of art from the past and present. The course informs students about the language of art and its relevance in everyday life.
Credits 3

ART 101 : ART WORKSHOP I

This course provides an art experience for both non-art and art majors who are interested in a variety of art projects concerned with community or college related activities. Emphasis is placed on the organization of ideas in advancing their creative process. Upon completion, students should be able to present visual evidence of the activities involved and explain how the experience advanced their artistic skills.
Credits 3

ART 102 : ART WORKSHOP II

This course is a continuation of ART 101.
Credits 3
Prerequisites
ART 101 and/or as required by program.

Astronomy

AST 220 : INTRODUCTION TO ASTRONOMY

This course covers the history of astronomy and the development of astronomical thought leading to the birth of modern astronomy and its most recent developments. Emphasis is placed on measuring techniques and the structure and evolution of the universe. Laboratory is required.
Credits 4
Prerequisites
Eligible for ENG 101 and MTH 100 or MTH 108.

Automotive Service Technology

The Automotive Service Technology program is designed to prepare individuals for employment in the automotive service industry. Students completing the program can pursue careers as automotive service technicians, service advisors, parts salespersons, or automobile specialists. The program emphasizes a combination of automotive mechanics theory and practical application necessary for successful entry level employment. Instructional opportunities enable students to develop academic, technical, and professional knowledge and skills which are necessary to keep abreast of the changing technology in the automotive field. The program helps prepare students for the nationally recognized industry credentials for Automotive Service Excellence (ASE) certification.

AUM 101 : FUNDAMENTALS OF AUTOMOTIVE TECHNOLOGY

This course provides basic instruction in Fundamentals of Automotive Technology.
Credits 3
Lab Hours 4
Theory Hours 1

AUM 112 : ELECTRICAL FUNDAMENTALS

This course introduces the principles and laws of electricity. Emphasis is placed on wiring diagrams, test equipment, and identifying series, parallel, and series-parallel circuits. Upon completion students should be able to calculate, build, and measure circuits.
Credits 3
Lab Hours 4
Theory Hours 1

AUM 121 : BRAKING SYSTEMS

This course provides instruction in automotive technology or auto mechanics. Emphasis is placed on the practical application of brakes.
Credits 3
Lab Hours 4
Theory Hours 1

AUM 122 : STEERING & SUSPENSION

This course provides instruction in automotive technology or auto mechanics. Emphasis is placed on the practical application of steering and suspension.
Credits 3
Lab Hours 4
Theory Hours 1

AUM 124 : AUTOMOTIVE ENGINES

This course provides instruction on the operation, design, and superficial repair of automotive engines. Emphasis is placed on understanding the four stroke cycle, intake and exhaust manifolds and related parts, engine mechanical timing components, engine cooling and lubrication system principles and repairs, and basic fuel and ignition operation.
Credits 3
Lab Hours 4
Theory Hours 1

AUM 130 : DRIVE TRAIN AND AXLES

This course provides basic instruction in automotive drive trains and axles. Emphasis is placed on the understanding and application of basic internal and external operation relating to proper operation and drivability.
Credits 3
Lab Hours 4
Theory Hours 1

AUM 133 : MOTOR VEHICLE AIR CONDITIONING

This course provides basic instruction in theory, operation, and repair of automotive heating and air conditioning systems. Emphasis is placed on the understanding and repair of vehicle air conditioning and heating systems, including but not limited to air management, electrical and vacuum controls, refrigerant recovery, and component replacement.
Credits 3
Lab Hours 4
Theory Hours 1

AUM 162 : ELECTRICAL AND ELECTRONIC SYSTEMS

This is an intermediate course in automotive electrical and electronic systems. Emphasis is placed on trouble-shooting and repair of battery, starting, charging, and lighting systems, subsystems, and components. This is a CORE course.

Credits 3
Lab Hours 4
Theory Hours 1

AUM 181 : SPECIAL TOPICS

These courses are designed to allow the student to specialize in a particular area of study with minimum instruction in automotive mechanics application and with evaluation at the instructor's discretion. Emphasis is placed on a topic/project that the student is interested in and may include any related area in automotive mechanics. Upon completion, students should be able to work with minimum instruction and execute the necessary techniques to finish a live work project of their choice.

Credits 1
Prerequisites
Permission of instructor.
Lab Hours 2
Theory Hours 0

AUM 220 : ADVANCED AUTOMOTIVE ENGINES

This course provides in depth instruction concerning internal engine diagnosis, overhaul and repair, including but not necessarily limited to the replacement of timing chains, belts, and gears, as well as the replacement or reconditioning of valve train components as well as replacement of pistons, connecting rods, piston rings, bearings, lubrication system components, gaskets, and oil seats.

Credits 3
Prerequisites
AUM 124 or permission of instructor.
Lab Hours 4
Theory Hours 1

AUM 224 : MANUAL TRANSMISSION AND TRANSAXLE

This course covers basic instruction in manual transmissions and transaxles. Emphasis is placed on the understanding and application of basic internal and external operation relating to proper operation and drivability.

Credits 3
Lab Hours 4
Theory Hours 1

AUM 230 : AUTOMATIC TRANSMISSION AND TRANSAXLE

This course provides basic instruction in automatic transmissions and transaxles. Emphasis is placed on the comprehension of principles and power flow of automatic transmissions and repairing or replacing internal and external components.

Credits 3
Lab Hours 4
Theory Hours 1

AUM 239 : ENGINE PERFORMANCE

This course provides basic instruction in engine performance with emphasis on fuel and ignition systems relating to engine operation.

Credits 3
Lab Hours 4
Theory Hours 1

AUM 244 : ENGINE PERFORMANCE AND DIAGNOSTICS

This course provides advanced instruction in engine performance. Emphasis is placed on engine management and computer controls of ignition, fuel, and emissions systems relating to engine performance and drivability.

Credits 3
Prerequisites
AUM 239 or permission of instructor.
Lab Hours 5
Theory Hours 1

AUM 246 : AUTOMOTIVE EMISSIONS

This is an introductory course in automotive emission systems. Emphasis is placed on troubleshooting and repair of systems, subsystems, and components.

Credits 3
Prerequisites
AUM 239 or permission of instructor.
Lab Hours 4
Theory Hours 1

AUM 291 : CO-OP

These courses constitute a series wherein the student works on a part-time basis in a job directly related to automotive mechanics. In these courses, the employer evaluates the student's productivity and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.

Credits 3
Prerequisites
Permission of instructor.
Lab Hours 6
Theory Hours 0

Aviation Maintenance Technology

Aviation Maintenance Technology is a program designed to equip individuals with the technical knowledge and skills necessary to repair, service, and maintain all aircraft components, except for avionics and instruments. The Airframe includes training in the layout and fabrication of materials such as sheet metal, fabric, and wood into structural components, parts, and fittings. It also covers the replacement of damaged or worn parts, including control cables and hydraulic units.

The Powerplant prepares individuals to apply their technical skills to the repair, service, and maintenance of various aircraft powerplant and related systems. This instruction encompasses engine inspection and maintenance, lubrication and cooling systems, electrical and ignition systems, carburetion, fuels and fuel systems, as well as propeller and fan assemblies.

AMP 120 : ENGINE THEORY AND PROPELLERS

This course provides an overview of the theory, construction, and operation of aircraft reciprocating engines and the physical laws and characteristics governing propeller operation. Emphasis is placed on gaining a basic understanding of reciprocating engines and of fixed and variable pitch propellers. Upon completion, students should understand the inspection, service, and repair requirements of re ciprocating engines; be able to demonstrate an understanding of propeller fundamentals; and remove, troubleshoot, and install propellers.
Credits 5

AMP 121 : RECIPROCATING ENGINE SYSTEMS

This course focuses on the inspection, troubleshooting, and repair of reciprocating engine systems. Emphasis is on inspection, troubleshooting, and repairs of ignition systems, fuel and induction systems, lubrication systems, and cooling and exhaust systems. Upon completion, students should be able to inspect, service, troubleshoot, and repair ignition, lubrication, fuel, induction, and cooling and exhaust systems.
Credits 5

AMP 122 : RECIPROCATING ENGINE OVERHAUL

This course is a study of theory, construction, operation, and timing mechanisms associated with aircraft reciprocating powerplant; overhaul to include disassembly, cleaning, measuring, inspecting, reassembly and troubleshooting in accordance with appropriate FAA and manufacturers' regulations and practices. Emphasis is placed on overhauling a reciprocating engine. Upon completion, students should be able to overhaul a reciprocating engine.
Credits 5

AMP 123 : RECIPROCATING ENGINE INSPECTION

This course is a study of engine instruments, electrical systems, ignition systems and aircraft Powerplant inspections, as well as the study of rotary wing aircraft, rotary wing aerodynamics, main and tail rotor systems, rotor blades, primary and secondary controls, and general maintenance practices. Emphasis is placed on the theory of operation of these systems, analysis of system performance and faults, interpretations of instrument indications, and the performance of powerplant conformity and airworthiness inspections. Upon completion, students should be able to read and interpret instrument readings, analyze faults in instruments and electrical and ignition systems, and perform conformity and airworthiness inspections of reciprocating engines.
Credits 5

AMP 124 : TURBINE ENGINE THEORY AND INSPECTIONS

This course introduces the turbine engine. Emphasis is placed on turbine engine development, application, theory, components, materials and construction, and operating and power extraction principles. Upon completion, students should be able to explain turbine engine theory and operating principles, describe procedures for 100-hour and Boroscope inspections, and perform a hot section inspection by disassembling and reassembling a turbine engine.
Credits 5

AMP 125 : TURBINE ENGINE SYSTEMS OVERHAUL

This course provides a study of turbine engine systems. Emphasis is placed on starter, ignition, anti-ice, fire detection, and fire extinguishing systems. Upon completion, students should be able to troubleshoot, and repair turbine engine systems; remove and install engines in test cell and airframes; explain engine analysis and troubleshooting techniques; and describe correct procedures for rigging and running a turbine engine.
Credits 5

AMP 220 : RECIPROCATING ENGINES AND THEORY

This course provides an overview of the theory, construction, and operation of aircraft reciprocating engines and the physical laws and characteristics governing propeller operation. Emphasis is placed on gaining a basic understanding of reciprocating engines and of fixed and variable pitch propellers. Upon completion, students should understand the inspection, service, and repair requirements of reciprocating engines; be able to demonstrate an understanding of propeller fundamentals; and remove, troubleshoot, and install propellers.

This is a CORE course.
Credits 5
Prerequisites
AMT 101, 103, 104, and 105 or equivalent.
Lab Hours 3
Theory Hours 2

AMP 221 : TURBINE ENGINE THEORY AND SYSTEMS

This course introduces the turbine engine. Emphasis is placed on turbine engine development, application, theory, components, materials, and construction, and operating and power extraction principles. Upon completion, students should be able to explain turbine engine theory and operating principles, describe procedures for 100-hour and Borescope inspections.

This is a CORE course.
Credits 5
Prerequisites
AMT 101, 103, 104, and 105 or equivalent.
Lab Hours 3
Theory Hours 2

AMP 222 : RECIPROCATING ENGINE INSPECTIONS AND PROPELLERS

This course focuses on the inspection, troubleshooting, and repair of reciprocating engine systems. Emphasis is on inspection, troubleshooting, and repairs of ignition systems, fuel and induction systems, lubrication systems, and cooling and exhaust systems. Upon completion, students should be able to inspect, service, troubleshoot, and repair ignition, lubrication, fuel, induction, and cooling and exhaust systems.

This is a CORE course.
Credits 5
Prerequisites
AMT 101, 103, 104, and 105 or equivalent.
Lab Hours 3
Theory Hours 2

AMP 223 : RECIPROCATING ENGINE OVERHAUL

This course is a study of engine instruments, electrical systems, ignition systems and aircraft Powerplant inspections, as well as the study of rotary wing aircraft, rotary wing aerodynamics, main and tail rotor systems, rotor blades, primary and secondary controls, and general maintenance practices. Emphasis is placed on the theory of operation of these systems, analysis of system performance and faults, interpretations of instrument indications, and the performance of powerplant conformity and airworthiness inspections. Upon completion, students should be able to read and interpret instrument readings, analyze faults in instruments and electrical and ignition systems, and perform conformity and airworthiness inspections of reciprocating engines.

This is a CORE course.
Credits 5
Prerequisites
AMT 101, 103, 104, and 105 and 220 or equivalent.
Lab Hours 3
Theory Hours 2

AMP 224 : RECIPROCATING ENGINE OVERHAUL

This course introduces the turbine engine. Emphasis is placed on turbine engine development, application, theory, components, materials and construction, and operating and power extraction principles. Upon completion, students should be able to explain turbine engine theory and operating principles, describe procedures for 100-hour and Boroscope inspections, and perform a hot section inspection by disassembling and reassembling a turbine engine.

This is a CORE course.

Credits 5
Prerequisites
AMT 101, 103, 104, and 105 and 221 or equivalent.
Lab Hours 3
Theory Hours 2

AMT 100 : TECHNICAL PREPARATION

This course introduces basic information necessary for entering students in aviation maintenance technology. Emphasis is placed on math and physics, aircraft weight and balance, and Federal Aviation Administration (FAA) and manufacturers' technical and legal publications. Upon completion, students should be able to make basic computations, apply principles of physics, compute weight and balance, use maintenance forms and records, state mechanic's privileges and limitations, and interpret maintenance publications.
Credits 5

AMT 101 : BASIC ELECTRICITY

This course provides a study in electricity. Emphasis is placed on alternating current (AC) and direct current (DC) circuits and controls, electrical measurements, electrical test equipment, aircraft batteries, fundamental electronics, and semi-conductor devices. Upon completion, students should be able to solve problems associated with electrical measurements, use basic electrical test equipment, and service aircraft batteries.
Credits 5

AMT 102 : MATERIALS AND PROCESSES

This course introduces aircraft hardware and materials, precision measuring and non-destructive testing, aircraft ground operations, fuels, cleaning and corrosion control methods, and the use of aircraft drawings. Emphasis is on identification and selection of aircraft hardware, performance of non-destructive testing, fabrication and inspection of flexible fluid lines, identification of fuels, use of cleaning materials, and corrosion control programs. Upon completion, students should be able to perform non-destructive tests, use precision measuring tools, fabricate and install rigid and flexible fluid lines, select hardware and fuels, handle and secure an aircraft, and identify, read, create and interpret aircraft drawings.
Credits 5

AMT 103 : WEIGHT AND BALANCE, GROUND HANDLING AND SERVICING, CLEANING AND CORROSION CONTROL

This course introduces basic information necessary for entering students in aviation maintenance technology. Emphasis is placed on aircraft weight and balance, handlingand securing aircraft, cleaning and corrosion control. Upon completion, students should be able to conduct aircraft weight and balance, compute aircraft weight and balance, handle and secure aircraft during ground operations, and cleaning and corrosion control.

This is a CORE course.
Credits 5
Prerequisites
Satisfactory placement scores.
Lab Hours 2
Theory Hours 3

AMT 104 : TECHNICAL PREPARATION

This course introduces basic information necessary for entering students in aviation maintenance technology. Emphasis is placed on math and physics, aircraft weight and balance, and Federal Aviation Administration (FAA) and manufacturers' technical and legal publications. Upon completion, students should be able to make basic computations, apply principles of physics, compute weight and balance, use maintenance forms and records, state mechanic's privileges and limitations, and interpret maintenance publications.

This is a CORE course.
Credits 5
Prerequisites
Satisfactory placement scores.
Lab Hours 3
Theory Hours 2

AMT 105 : MATERIALS AND PROCESSES

This course introduces aircraft hardware and materials, precision measuring and non-destructive testing, aircraft ground operations, fuels, cleaning and corrosion control methods, and the use of aircraft drawings. Emphasis is on identification and selection of aircraft hardware, performance of non-destructive testing, fabrication and inspection of flexible fluid lines, identification of fuels, use of cleaning materials, and corrosion control programs. Upon completion, students should be able to perform non-destructive tests, use precision measuring tools, fabricate and install rigid and flexible fluid lines, select hardware and fuels, handle and secure an aircraft, and identify, read, create and interpret aircraft drawings.

This is a CORE course.
Credits 5
Prerequisites
Satisfactory placement scores.
Lab Hours 3
Theory Hours 2

AMT 110 : NON-METALLIC STRUCTURES AND WELDING

This course is a study of repairs to non-metallic aircraft surfaces and structures and welding. Emphasis is placed on repairs to fabric surfaces and to wood, composite, and steel structures. Upon completion, students should be able to repair fabric surfaces and apply finishing materials, make repairs to wood structures, layout and form composite structures, and make repairs to steel structures using various welding methods.
Credits 5

AMT 111 : AIRCRAFT SHEET METAL STRUCTURES

This course introduces aircraft sheet metal repairs. Emphasis is placed on the use of proper procedures, tools, and materials to complete sheet metal repairs. Upon completion, students should be able to install conventional rivets; form, layout, and bend sheet metal; install special rivets and fasteners; inspect and repair sheet metal structures.
Credits 5

AMT 112 : AIRFRAME SYSTEMS I

This course introduces aircraft electrical, communication, and navigation systems and components. Emphasis is placed on inspecting, repairing, installing, adjusting, and troubleshooting aircraft alternating and direct current electrical systems. Upon completion, students should know the operation and theory of generators, alternators, and starters; be able to fabricate wiring; and inspect, troubleshoot, and repair lighting, communication, and navigation systems.
Credits 5

AMT 113 : AIRFRAME SYSTEMS II

This course introduces aircraft inclement weather control, fire protection and fuel systems as well as cabin environmental control, and instrumentation. Emphasis is placed on theory and skills necessary to inspect, service, maintain and troubleshoot. Upon completion, students should be able to inspect, repair, troubleshoot and understand operating principles of ice and rain removal, fire protection, cabin environmental, instruments and fuel systems.
Credits 5

AMT 114 : AIRFRAME SYSTEMS III

This course introduces the theory of operation of various hydraulic and pneumatic components and systems, landing gear systems, and various position and warning systems. Emphasis is on testing, inspecting, troubleshooting, and servicing hydraulic and pneumatic system components, wheel and brake systems, and position and warning systems. Upon completion, students should be able to inspect, troubleshoot, and repair hydraulic and pneumatic power systems, aircraft wheels and tires, aircraft landing gear systems, anti-skid and electrical braking systems, and position and warning systems.
Credits 5

AMT 115 : AIRFRAME SYSTEMS IV

This course introduces aircraft structural assembly and rigging, helicopters, and required inspections. Emphasis is placed on skills required to inspect, service, maintain, and troubleshoot airframes, airframe systems, and components and assemble and rig aircraft structures. Upon completion, students should be able to inspect, repair, troubleshoot, assemble and rig aircraft structures and determine conditions of airframes, airframe systems, and components.
Credits 5

Biology

BIO 101 : INTRODUCTION TO BIOLOGY I

This is an introductory course designed for non-science majors. It includes physical, chemical, and biological principles common to all organisms. These principles are explained through a study of the scientific method, biological organization, cellular structure, bioenergetics of a cell, cell reproduction, gene theory, inheritance, and evolution. A 120-minute laboratory per week is required.
Credits 4
Prerequisites
Eligible for ENG 101 and MTH 100 or MTH 108.

BIO 102 : INTRODUCTION TO BIOLOGY II

This is an introductory course designed for non-science majors. It includes evolutionary principles and relationships, environmental and ecological topics, phylogenetics and classification, and a survey of biodiversity. A 120-minute laboratory per week is required.
Credits 4
Prerequisites
BIO 101 with a minimum grade of C.

BIO 103 : PRINCIPLES OF BIOLOGY I

This is an introductory course for both science and non-science majors. It covers physical, chemical, and biological principles common to all organisms. These principles are explained through the study of cell structure and function, cellular reproduction, basic biochemistry, cell energetics, the process of photosynthesis, and Mendelian and molecular genetics. Also included are the scientific method, basic principles of evolution, and an overview of the diversity of life. A 120-minute laboratory per week is required.
Credits 4
Prerequisites
Eligible for ENG 101 and MTH 100 or MTH 108.

BIO 104 : PRINCIPLES OF BIOLOGY II

This introductory course synthesizes basic ecological and evolutionary relationships while surveying plant, fungi, and animal diversity, comparing classification, morphology, physiology, and reproduction. A 180-minute laboratory per week is required.

Credits 4

Prerequisites

BIO 103 with a minimum grade of C.

BIO 111 : SURVEY OF HUMAN BIOLOGY

This course is for non-science majors and covers an overview of human body functions with an emphasis on major organ systems. It covers the scientific method, cellular structures, bioenergetics, cell reproduction, and Mendelian and molecular genetics. Laboratory is required.

Credits 4

Prerequisites

Eligible for ENG 101 and MTH 100 or MTH 108.

BIO 201 : HUMAN ANATOMY AND PHYSIOLOGY I

This course covers the structure and function of the human body. Included is an orientation of the human body; a study of cells and tissues, the integumentary, skeletal, muscular, and nervous systems; and the senses. Dissection, histological studies, and physiology may be featured in the laboratory experience. A 120-minute laboratory per week is required.

Credits 4

Prerequisites

Eligible for ENG 101 and MTH 100 or MTH 108.

BIO 202 : HUMAN ANATOMY AND PHYSIOLOGY II

This course covers the structure and function of the human body. Included is the study of basic nutrition and metabolism; basic principles of fluids, electrolytes, and acid-base balance; and the endocrine, respiratory, digestive, urinary, cardiovascular, lymphatic, and reproductive systems. Dissection, histological studies, and physiology may be featured in the laboratory experience. A 120-minute laboratory per week is required.

Credits 4

Prerequisites

BIO 201 with a minimum grade of C.

BIO 220 : GENERAL MICROBIOLOGY

This course covers the fundamental principles of microbiology, which includes the characteristics of bacteria, archaea, eukaryotes, and viruses; cell functions; chemical and physical control methods of microbial growth; and interactions between microbes and humans in relation to pathology, immunology, and the role of normal biota. The laboratory experience focuses on microbiological techniques including culturing, microscopy, staining, identification, and control of microorganisms. Two 120-minute laboratories are required.

Credits 4

Prerequisites

BIO 103 with a minimum grade of C or BIO 202 with a minimum grade of C.

BIO 250 : DIRECTED STUDIES IN BIOLOGY I

This laboratory course allows independent study under the direction of an instructor. Topics to be included in the course material will be approved by the instructor prior to or at the beginning of the class. Upon completion, students will be able to demonstrate knowledge of the topics as specified by the instructor.

Credits 1

BIO 251 : DIRECTED STUDIES IN BIOLOGY II

This laboratory course allows independent study under the direction of an instructor. Topics to be included in the course material will be approved by the instructor prior to or at the beginning of the class. Upon completion, students will be able to demonstrate knowledge of the topics as specified by the instructor.

Credits 1

Prerequisites

BIO 250 with a minimum grade of C.

Business Management

The field of business management is very diverse and therefore requires a diverse range of skill sets to support it. Just a few examples include, but are not limited to, business management, office management, entrepreneurship, technology support, and information systems support. The Associate in Applied Science degree is designed for the professional development of individuals who desire to upgrade their knowledge are skills of business and prepare themselves for these positions. Also, the certificate programs are designed for the professional development of individuals who desire to upgrade their knowledge and skills in management in a shorter period. While obtaining their degrees or certificates, students will also have the opportunity to acquire certifications such as MOS (Microsoft Office Specialists) and CompTIA A+.

Within the Business Department of Southern Union, students have several program pathways from which to choose. These pathways include Business Management & Entrepreneurship, Office Management and Support Technology, and Information Systems. Students may also choose from concentrations in Accounting and Medical Office Specialist.

Students should also contact an academic advisor regarding the transferability of specific courses to a four-year institution.

BUSINESS DEPARTMENT INTERNSHIPS

In collaboration with local business and industry, the Business Department at Southern Union State Community College offers internships in Business Management and Entrepreneurship, Information Systems, and Office Management. The benefit to the students is real-world work experience that will assist the student in obtaining gainful employment upon completion of their degree. It also provides students with an opportunity to further develop their classroom skills and increase their knowledge of their chosen career path. The potential benefit to the employer would be a value-added employee to consider for any further openings within their company.

Students who have completed at least two semesters of studies at Southern Union and meet the minimum internship requirements may apply to receive credit through this program.

For more information, please contact Lisa Turner at lturner@suscc.edu or (334) 745-6437 est. 5405.

BUSINESS DEPARTMENT INDEPENDENT STUDY

A student may request an independent study if they are in their last academic semester and must have the class to graduate. Procedures for requesting an independent study are as follows:

1. The student must obtain the independent study request form from the department chair.
2. The student must meet with their advisor to obtain the required information and signatures on the request form.
3. The student must submit the completed form to the instructor for the class at least 10 faculty duty days prior to the first class meeting of the semester.
4. The student must sign a learning contract for the course.

For more information, please contact Lisa Turner at lturner@suscc.edu or (334) 745-6437 est. 5405.

BUS 100 : INTRODUCTION TO BUSINESS

This is a survey course designed to familiarize the student with the fundamentals of American business in a global setting.
Credits 3

BUS 146 : PERSONAL FINANCE

This is a survey course related to managing personal finance. Topics include personal financial planning, money management, taxes, consumer credit, insurance, investments, retirement planning, and estate planning.
Credits 3

BUS 210 : INTRODUCTION TO ACCOUNTING

This course is an introduction to accounting and financial reporting concepts and the use of accounting information for financial and managerial decisions. Information is presented from a financial statement user approach.
Credits 3

BUS 215 : BUSINESS COMMUNICATION

This course covers written, oral, and nonverbal communications. Topics include the application of communication principles to the production of clear, correct, and logically organized business communications.
Credits 3
Prerequisites
Eligible for ENG 101 or OAD 131 with a minimum grade of C.

BUS 241 : PRINCIPLES OF ACCOUNTING I

This course is designed to provide a basic theory of accounting principles and practices used by service and merchandising enterprises. Emphasis is placed on financial accounting, including the accounting cycle, and financial statement preparation analysis.
Credits 3
Prerequisites
MTH 100 with a minimum grade of C.

BUS 242 : PRINCIPLES OF ACCOUNTING II

This course is a continuation of BUS 241. In addition to a study of financial accounting, this course covers topics in managerial accounting, corporations, and financial statement analysis.
Credits 3
Prerequisites
BUS 241 with a minimum grade of C.

BUS 245 : ACCOUNTING WITH QUICKBOOKS

This course will introduce students to computerized accounting systems using QuickBooks. Students will set up and perform routine tasks such as recording business transactions, maintaining customer and vendor files, vouchering, controlling inventory, processing sales, maintaining fixed asset and depreciation schedules, and preparing payroll. Additional procedures covered include setting up accounts, summarizing data, generating financial reports and banking transactions.

Credits 3

Prerequisites

BUS 241 with a minimum grade of C.

BUS 248 : MANAGERIAL ACCOUNTING

This course is designed to familiarize the student with management concepts and techniques of industrial accounting procedures. Emphasis is placed on cost behavior, contribution approach to decision- making, budgeting, overhead analysis, cost-volume-profit analysis, and cost accounting system.

Credits 3

Prerequisites

BUS 242 with a minimum grade of C.

BUS 253 : Individual Income Tax

This course is intended to familiarize students with fundamentals of the federal income tax laws with the primary emphasis on those affecting individuals. Emphasis is placed on gross income determination, adjustments to income, business expenses, itemized deductions, exemptions, capital gains/losses, depreciation, and tax credits. Upon completion of this course, students will be able to apply fundamentals of the federal income tax laws affecting the individual.

Credits 3

Prerequisites

BUS 241 with a minimum grade of C.

BUS 263 : LEGAL AND SOCIAL ENVIRONMENT OF BUSINESS

This course provides an overview of the legal and social environment for business operations. Topics include the Constitution, the Bill of Rights, court systems, alternative dispute resolution, civil and criminal law, administrative agencies, contracts, employment law, property interests and rights, and intellectual property, business organizations, and ethics.

Credits 3

BUS 271 : BUSINESS STATISTICS I

This is an introductory study of basic statistical concepts applied to economic and business problems. Topics include the collection, classification, and presentation of data; statistical description and analysis of data; measures of central tendency and dispersion; probability; discrete and continuous probability distributions; sampling; interval estimation; and introduction to hypothesis testing.

Credits 3

Prerequisites

MTH100 with a minimum grade of C.

BUS 272 : BUSINESS STATISTICS II

This course is a continuation of BUS 271. Topics include sampling theory, statistical interference, regression and correlation, chi square, analysis of variance, time series index numbers, and decision theory.

Credits 3

Prerequisites

BUS 271 with a minimum grade of C.

BUS 275 : PRINCIPLES OF MANAGEMENT

This course provides a basic study of the principles of management. Topics include planning, organizing, leading, and controlling with emphasis on practical business applications.

Credits 3

BUS 276 : HUMAN RESOURCE MANAGEMENT

This course provides an overview of the responsibilities of the supervisor of human resources. Topics include the selection, placement, testing, orientation, training, rating, promotion, and transfer of employees.

Credits 3

BUS 279 : SMALL BUSINESS MANAGEMENT

This course provides an overview of the creation and operation of a small business. Topics include buying a franchise, starting a business, identifying capital resources, understanding markets, managing customer credit, managing accounting systems, budgeting systems, inventory systems, purchasing insurance, and the importance of appropriate legal counsel.

Credits 3

BUS 285 : PRINCIPLES OF MARKETING

This course provides a general overview of the field of marketing. Topics include marketing strategies, channels of distribution, marketing research, and consumer behavior.

Credits 3

BUS 296 : BUSINESS INTERNSHIP

This course allows the student to apply knowledge and skills in a real-world work place. Evaluation is based upon a well-developed portfolio, job-site visits by the instructor, the employer's evaluation of the student, and the development and assessment by the student of a learning contract.

Credits 3

Prerequisites

Permission of instructor.

Chemistry

CHM 104 : INTRODUCTION TO INORGANIC CHEMISTRY

This is a survey course of general chemistry for students who do not intend to major in science or engineering, and the course may not be substituted for CHM 111. Lecture will emphasize the facts, principles, and theories of general chemistry including math operations, matter and energy, atomic structure, symbols and formulas, nomenclature, the periodic table, bonding concepts, equations, reactions, stoichiometry, gas laws, phases of matter, solutions, and acids and bases. Laboratory is required.

Credits 4

Prerequisites

Eligible for ENG 101 and MTH 100 or MTH 108.

CHM 111 : COLLEGE CHEMISTRY I

This is the first course in a two-semester sequence designed for the science or engineering major who is expected to have a strong background in mathematics. Topics in this course include measurement, nomenclature, stoichiometry, atomic structure, equations and reactions, basic concepts of thermochemistry, chemical and physical properties, bonding, molecular structure, gas laws, kinetic molecular theory, condensed matter, and some descriptive chemistry topics. Laboratory is required.

Credits 4

Prerequisites

MTH 112 with a minimum grade of C and eligible for ENG 101.

CHM 112 : COLLEGE CHEMISTRY II

This is the second course in a two-semester sequence designed primarily for the science and engineering student who is expected to have a strong background in mathematics. Topics in this course include solutions, chemical kinetics, chemical equilibria, thermodynamics, electrochemistry, oxidation-reduction, and selected topics. Laboratory is required.

Credits 4

Prerequisites

CHM 111 with a minimum grade of C.

Child Development

The Child Development (CHD) program prepares students for careers in a variety of early childhood education settings, including First Class Pre-K, Head Start, public and private schools, child care centers, and other early learning environments. The program serves both individuals entering the field and those seeking professional advancement.

Students engage in a blend of academic study and hands-on learning, building the knowledge, skills, and abilities needed to nurture and educate every child and family they serve. Through observation, project-based learning, practicum experiences, and reflective practice, students are prepared for leadership and teaching roles in early childhood education.

The CHD program offers stacked credentials that support flexible career entry and advancement. Students may earn a Short Certificate, a Certificate, and an Associate in Applied Science (AAS) degree - each credential building upon the last and aligned with workforce and quality standards in early childhood education.

- The Short Certificate establishes the credential necessary to serve as an Auxiliary Teacher in Alabama's First Class Pre-K program.
- The AAS degree exceeds Alabama's minimum qualification requirements for teachers, directors, and program directors in licensed child care centers.

Additionally, individuals who hold a bachelor's degree and teacher certification in elementary education may complete 9 credit hours of Child Development coursework to meet Alabama's early childhood content requirement for lead teachers in First Class Pre-K classrooms.

CHD courses are offered in both traditional in-person and hybrid formats. Students enrolled in hybrid courses complete most coursework online but are required to attend in-person seminar sessions three times during the Fall and Spring semesters and twice during the Summer semester. These seminars support applied learning, professional reflection, and peer collaboration, while providing flexibility for students who maintain full-time employment.

Graduates of the Child Development program are well-prepared to meet or exceed state standards and quality benchmarks in early childhood education and are positioned to pursue further education in the field if desired.

CHD 100 : INTRODUCTION TO EARLY CARE & EDUCATION OF CHILDREN

This course introduces the child education and care profession. It is designed to increase understanding of the basic concepts of child development and the developmental characteristics of children from birth through age 8/9 years, including infant and toddler and pre-school years. This course is the foundation for planning appropriate activities for children and establishing appropriate expectations of young children. This class also offers an opportunity to study the developmental domains (social, emotional, cognitive/language and physical). Course includes observation of the young child in early childhood settings.

Credits 3

Prerequisites

Eligible for ENG 101.

CHD 201 : CHILD GROWTH AND DEVELOPMENT PRINCIPLES

This course is a systematic study of child growth and development from conception through early childhood. Emphasis is placed on principles underlying physical, mental, emotional and social development, and on methods of child study and practical implications. Upon completion, students should be able to use knowledge of how young children differ in development and approaches to learning to provide opportunities that support physical, social, emotional, language, cognitive, and aesthetic development.

Credits 3

Prerequisites

Eligible for ENG 101.

CHD 202 : CHILDREN'S CREATIVE EXPERIENCES

This course focuses on fostering creativity in preschool children and developing a creative attitude in teachers. Topics include selecting and developing creative experiences, in language arts, music, art, science, math and movement with observation and participation with young children required. Upon completion, students should be able to select and implement creative and age-appropriate experiences for young children.

Credits 3

Prerequisites

Eligible for ENG 101.

CHD 203 : CHILDREN'S LITERATURE AND LANGUAGE DEVELOPMENT

This course surveys appropriate literature and language arts activities designed to enhance young children's speaking, listening, pre-reading, and writing skills. Emphasis is placed on developmental appropriateness as related to language. Upon completion, students should be able to create, evaluate and demonstrate activities which support a language-rich environment for young children.

Credits 3

Prerequisites

Eligible for ENG 101.

CHD 204 : METHODS AND MATERIALS FOR TEACHING YOUNG CHILDREN

This course introduces basic methods and materials used in teaching young children. Emphasis is placed on students compiling a professional resource file of activities used for teaching math, language arts, science and social studies concepts. Upon completion, students will be able to demonstrate basic methods of creating learning experiences using developmental appropriate techniques, materials, and realistic expectations, including infant and toddler and pre-school. Course includes observations of young children in a variety of childcare environments.

Credits 3

Prerequisites

Eligible for ENG 101.

CHD 205 : PROGRAM PLANNING FOR EDUCATING YOUNG CHILDREN

This course provides students with knowledge to develop programs for early child development. Specific content includes a review of child development concepts and program contents. Upon completion students will be able to develop and evaluate effective programs for the education of young children.

Credits 3

Prerequisites

Eligible for ENG 101.

CHD 206 : CHILDREN'S HEALTH AND SAFETY

This course introduces basic health, nutrition and safety management practices for young children. Emphasis is placed on setting up and maintaining a safe, healthy environment for young children including specific procedures for infants and toddlers and procedures regarding childhood illnesses and communicable diseases.

Credits 3

Prerequisites

Eligible for ENG 101.

CHD 208 : ADMINISTRATION OF CHILD DEVELOPMENT PROGRAMS

This course includes appropriate administrative policies and procedures relevant to preschool programs. Topics include local, state and federal regulations; budget planning; record keeping; personnel policies and parent involvement. Upon completion, students should be able to identify elements of a sound business plan, develop familiarity with basic record keeping techniques, and identify elements of a developmentally appropriate program.
Credits 3
Prerequisites
Eligible for ENG 101.

CHD 209 : INFANT AND TODDLER EDUCATION PROGRAMS

This course focuses on child development from infancy to thirty-five months of age with emphasis on planning programs using developmentally appropriate materials. Emphasis is placed on positive ways to support an infant or toddler's social, emotional, physical and intellectual development. Upon completion, students should be able to plan an infant-toddler program and environment that is appropriate and supportive of the families and the children.
Credits 3
Prerequisites
Eligible for ENG 101.

CHD 210 : EDUCATING CHILDREN WITH EXCEPTIONAL NEEDS

This course explores the many different types of exceptionalities found in young children. Topics include speech, language, hearing and visual impairments; gifted and talented children; mental retardation; emotional, behavioral, and neurological handicaps. Upon completion, students should be able to identify appropriate strategies for working with young exceptional children.
Credits 3
Prerequisites
Eligible for ENG 101.

CHD 211 : CHILD DEVELOPMENT SEMINAR

This course provides students with knowledge of a variety of issues and trends related to the childcare profession. Subject matter will vary according to industry and student needs. Upon completion students should be able to discuss special topics related to current trends and issues in child development.
Prerequisites
Eligible for ENG 101.

CHD 214 : FAMILIES AND COMMUNITIES IN EARLY CARE AND EDUCATION PROGRAMS

This course provides students information about working with diverse families and communities. Students will be introduced to family and community settings, the importance of relationships with children, and the pressing needs of today's society. Students will study practice techniques for developing these important relationships and effective communication skills.
Credits 3
Prerequisites
Eligible for ENG 101.

CHD 215 : SUPERVISED PRACTICAL EXPERIENCE IN CHILD DEVELOPMENT

This course provides a minimum of 90 hours of hands-on, supervised experience in an approved program for young children. Students will develop a portfolio documenting experiences gained during this course. Students must have permission of the Department Chair.
Credits 3
Prerequisites
Completed thirty-three (33) hours of Child Development courses and approval from the program director.

CHD 224 : SCHOOL-AGE CHILDCARE

This course is designed for caregivers/teachers providing programs for children age 5-12 in their before and after school care needs. The course provides information on developmental profiles, discusses family concerns, and includes a variety of activities that caregivers can adopt to provide an educational and stimulating program.
Credits 3
Prerequisites
Eligible for ENG 101.

CNC Machining

Accredited by the National Institute for Metalworking Skills (NIMS). National Institute for Metalworking Skills 10565 Fairfax Blvd. Suite 203 Fairfax, Virginia 22030, www.nims-skills.org.

CNC 142 : APPLIED GEOMETRY AND CNC MACHINE

This course introduces applied geometry as it relates to CNC. Emphasis is placed on geometry applied to problem solving used to make calculations for machining parts for CNC from engineering drawings. Upon completion students should be able to solve problems required for planning, making, and checking of machined parts.
Credits 3
Lab Hours 0
Theory Hours 3

CNC 156 : JIG AND FIXTURE CONSTRUCTION PRINCIPLES

This course provides a basic study in the construction and application of jigs and fixtures. Emphasis is placed on types and functions, basic design and construction, and design economic considerations of jigs and fixtures. Upon completion, students should be able to design and build jigs, fixtures, and tooling.
Credits 3
Lab Hours 2
Theory Hours 1

CNC 161 : Die Maintenance and Repair

Credits 3

CNC 213 : ADVANCED COMPUTER NUMERICAL CONTROL MILLING

This course covers advanced methods in setup and operation of CNC machining centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC machining center.
Credits 3
Lab Hours 2
Theory Hours 1

CNC 217 : Tooling and Machining Data

Credits 3

CNC 223 : COMPUTER NUMERICAL CONTROL GRAPHICS PROGRAMMING: MILLING

This course introduces Computer Numerical Control graphics programming and concepts for machining center applications. Emphasis is placed on developing a shape file in a graphics CAM system and transferring coded information from CAM graphics to the CNC milling center. Upon completion, students should be able to develop a complete job plan using CAM software to create a multi-axis CNC program.
Credits 3
Lab Hours 2
Theory Hours 1

CNC 233 : Advanced Tool and Die

Credits 3

CNC 234 : Precision Machining Practices

Credits 3

CNC 235 : Basic Die Construction

Credits 3

MSP 101 : BASIC MACHINING TECHNOLOGY

This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, drilling machines, saws, milling machines, bench grinders, and layout instruments. Upon completion, students should be able to safely perform the basic operations of measuring, layout, drilling, sawing, turning, and milling.
Credits 5
Lab Hours 8
Theory Hours 1

MSP 102 : INTERMEDIATE MACHINING TECHNOLOGY

This course provides additional instruction and practice in the use of precision measuring tools, lathes, milling machines, and grinder. Emphasis is placed on setup and operation of machining tools including the selection and use of work holding devices, speeds, feeds, cutting tools, and coolants. Upon completion, students should be able to perform basic procedures on precision grinders and advanced operations of measuring, layout, drilling, sawing, turning, and milling.
Credits 5
Prerequisites
MSP 101.
Lab Hours 8
Theory Hours 1

MSP 107 : MILLING MACHINES

This course covers manual milling operations. Emphasis is placed on related safety, types of milling machines and their uses, cutting speed, feed calculations, and set-up and operation procedures. Upon completion, students should be able to apply manual vertical milling techniques to produce machine tool projects.
Credits 3
Prerequisites
MSP 101 or permission of instructor.
Lab Hours 4
Theory Hours 1

MSP 110 : HANDBOOK FUNCTIONS

This course covers the use of the machining handbook. Topics include formulas, tables and usage. Upon course completion, students will be able to use the machinery handbook in making calculations and setups of machine tools.
Credits 3
Lab Hours 0
Theory Hours 3

MSP 111 : INTRODUCTION TO COMPUTER NUMERICAL CONTROL

This course introduces the concepts and capabilities of computer numerical control (CNC) machine tools. Topics include setup, operation, and basic applications. Upon completion, students should be able to develop a basic CNC program to safely operate a lathe and milling machine.
Credits 2
Prerequisites
MSP 101, MSP 104.
Lab Hours 2
Theory Hours 1

MSP 112 : BASIC COMPUTER NUMERICAL CONTROL TURNING

This course introduces the programming, setup, and operation of CNC turning centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC turning centers.
Credits 3
Prerequisites
Permission of Instructor.
Lab Hours 6
Theory Hours 1

MSP 113 : BASIC COMPUTER NUMERICAL CONTROL MILLING

This course covers concepts associated with basic programming of a computer numerical control (CNC) milling center. Topics include basic programming characteristics, motion types, tooling, work holding devices, setup documentation, tool compensations, and formatting. Upon completion, students should be able to write a basic CNC milling program that will be used to produce a part.
Credits 3
Prerequisites
Permission of instructor.
Lab Hours 4
Theory Hours 1

MSP 127 : CAM

This course serves as an overview and introduction to computer assisted manufacturing (CAM) and prepares students for more advanced CAM courses. Topics covered are basic concepts and terminology, CAM software environments, navigation commands and file management, 2-D geometry, construction modification, and toolpath generation for CAM machining process.
Credits 6
Lab Hours 8
Theory Hours 2

MSP 142 : Advanced Machining Calculations

Credits 3

MSP 157 : TOOLMAKERS TECHNOLOGY

This course covers the use of precision measuring instruments and interpreting engineering drawings. Emphasis is placed on the inspection of machine parts using a wide variety of measuring instruments and interpreting engineering drawings using modern conventions, symbols, datum, datum targets, projected tolerance zones, and industry specifications and standards. Upon completion, students should be able to demonstrate correct use of measuring instruments and display print reading skills in line with NIMS certification standards.
Credits 3
Prerequisites
Permission of Instructor.
Lab Hours 4
Theory Hours 1

MSP 171 : INTERMEDIATE BLUEPRINT READING

This course will build on Basic Blueprint Reading for Machinists. Topics include auxiliary and sectional views, tolerancing methods, symbols, and arrangement of views.
Credits 2
Prerequisites
Permission of instructor or MSP 121.
Lab Hours 2
Theory Hours 1

MSP 212 : COMPUTER NUMERICAL CONTROL LAB

This course introduces the programming, set-up and operation of CNC turning centers and CNC machining center. Topics include programming formats, control functions, program editing, parts production, and inspection. Upon completion students should be able to manufacture simple parts using CNC turning centers and CNC machining center.
Credits 3
Prerequisites
MSP 101, MSP 104.
Lab Hours 8
Corequisites
MSP 111.
Theory Hours 0

MSP 293 : CO-OP IN MACHINE SHOP TECHNOLOGY

Student works on a part-time basis in a job directly related to Machine Shop Technology. The employer and supervising instructor evaluate students' progress. Upon completion, students will be able to apply skills and knowledge in an employment setting.
Credits 3
Prerequisites
Permission of instructor.
Lab Hours 6
Theory Hours 0

MTT 109 : ORIENTATION TO COMPUTER ASSISTED MANUFACTURING

This course serves as an overview and introduction to computer assisted manufacturing (CAM) and prepares students for more advanced CAM courses. Topics covered are basic concepts and terminology, CAM software environments, navigation commands, and file management 2-D geometry, construction modification, and toolpath generation for CAM machining processes.
Credits 3
Prerequisites
MSP 101, MSP 104.
Lab Hours 0
Theory Hours 3

MTT 127 : METROLOGY

This course covers the use of precision measuring instruments. Emphasis is placed on the inspection of machine parts and use of a wide variety of measuring instruments. Upon completion students should be able to demonstrate correct use of measuring instruments. This course is aligned with NIMS certification standards.
Credits 3
Lab Hours 1
Theory Hours 2

MTT 128 : GEOMETRIC DIMENSIONING AND TOLERANCE I

This course is designed to teach students how to interpret engineering drawings using modern conventions, symbols, datums, datum targets, and projected tolerance zones. Special emphasis is placed upon print reading skills, and industry specifications and standards. This course is aligned with NIMS certification standards.
Credits 3
Lab Hours 0
Theory Hours 3

MTT 140 : BASIC COMPUTER NUMERICAL CONTROL TURNING PROGRAMMING I

This course covers concepts associated with basic programming of a computer numerical control (CNC) turning center. Topics include basic programming characteristics, motion types, tooling, work holding devices, setup documentation, tool compensations, and formatting. Upon completion, students should be able to write a basic CNC turning program that will be used to produce a part. This course is aligned with NIMS certification standards.
Credits 3
Lab Hours 2
Theory Hours 1

MTT 162 : Precision Grinding

Credits 3

MTT 205 : Mold Maintenance and Repair

Credits 3

MTT 243 : CNC TURNING LAB I

This course covers basic computer numeric control (CNC) turning machine setup and operating procedures (inner diameter and outer diameter). Upon completion, the student should be able to load a CNC program and setup and operate a CNC turning machine to produce a simple part. Related safety and inspection and process adjustment are also covered.
Credits 3
Lab Hours 3
Theory Hours 0

Cosmetology

The Cosmetology program is designed to prepare individuals to meet the rigorous standards outlined by the Alabama State Board of Cosmetology. Students completing the program will have been trained in a number of disciplines such as: shampooing, haircutting, hair straightening, permanent waving, wig and hairpiece enhancement and hair coloring. Students are also trained in the area of facials and facial make-up, specialized scalp treatments as well as providing manicures and pedicures. These disciplines are taught and observed using strict industry standards in hygiene and safety. This program helps prepare students to take their cosmetologist exams with the Alabama State Board of Cosmetology.

Notes:

- A minimum grade of “C” in the Cosmetology courses is required for a student to enroll in Cosmetology courses for the next term and for graduation.

- Students may not switch between day and evening programs except at the beginning of a term and on a space available basis.
- TB Skin Test required for participation in Cosmetology program.
- Students who withdraw from the Cosmetology program must re-enter within a period of 12 months or start over with first term Cosmetology courses.

COS 111 : INTRODUCTION TO COSMETOLOGY

This course is designed to provide students with an overview of the history and development of cosmetology and standards of professional behavior. Students receive basic information regarding principles and practices of infection control, diseases, and disorders. Additionally, students receive introductory information regarding hair design. The information presented in this course is enhanced by hands-on application performed in a controlled lab environment. Upon completion, students should be able to apply safety rules and regulations and write procedures for skills identified in this course.
Credits 3
Lab Hours 0
Corequisites
COS 112, 137, 145.
Theory Hours 3

COS 112 : INTRODUCTION TO COSMETOLOGY LAB

In this course, students are provided the practical experience for sanitation, shampooing, hair shaping, and hairstyling. Emphasis is placed on disinfection, shampooing, hair shaping, and hairstyling for various types of hair for men and women. This course offers opportunities for students to put into practice, concepts learned in the theory component from COS 111.
Credits 3
Lab Hours 6
Corequisites
COS 111, 137, 145.
Theory Hours 0

COS 113 : THEORY OF CHEMICAL SERVICES

During this course students learn concepts of theory of chemical services related to the chemical hair texturing. Specific topics include basics of chemistry and electricity, properties of the hair and scalp, and chemical texture services. Safety considerations are emphasized throughout this course. This course is foundational for other courses providing more detailed instruction on these topics.
Credits 3
Prerequisites
COS 111, 112, 137, 145 with minimum grade of "C" or permission of instructor.
Lab Hours 0
Corequisites
COS 114, 115, 116.
Theory Hours 3

COS 114 : CHEMICAL SERVICES LAB

During this course students perform various chemical texturing activities. Emphasis is placed on cosmetologist and client safety, chemical use and handling, hair and scalp analysis, and client consulting.
Credits 3
Prerequisites
COS 111 112, 137, 145 with minimum grade of "C" or permission of instructor.
Lab Hours 6
Corequisites
COS 113, 115, 116.
Theory Hours 0

COS 115 : HAIR COLORING THEORY

In this course, students learn the techniques of hair coloring and hair lightening. Emphasis is placed on color application, laws, levels and classifications of color and problem solving. Upon completion, the student will be able to identify all classifications of hair coloring and the effects on the hair.
Credits 3
Prerequisites
COS 111, 112, 137, 145 with minimum grade of "C" of instructor.
Lab Hours 0
Corequisites
COS 113, 114, 116.
Theory Hours 3

COS 116 : HAIR COLORING LAB

In this course, students apply hair coloring and hair lightening techniques. Topics include consultation, hair analysis, skin test and procedures and applications of all classifications of hair coloring and lightening. Upon completion, the student will be able to perform procedures for hair coloring and hair lightening.

Credits 3

Prerequisites

COS 111, 112, 137, 145 with minimum grade of "C" or permission of instructor.

Lab Hours 6

Corequisites

COS 113, 114, 115.

Theory Hours 0

COS 117 : BASIC SPA TECHNIQUES

This course is the study of cosmetic products, massage, skin care, and hair removal, as well as identifying the structure and function of various systems of the body. Topics include massage skin analysis, skin structure, disease and disorder, light therapy, facials, facial cosmetics, anatomy, hair removal, and nail care. Upon completion, the student will be able to state procedures for analysis, light therapy, facials, hair removal, and identify the structures, functions, disorders of the skin, and nail care.

Credits 3

Prerequisites

COS 113, 114, 115, 116 with minimum grade of "C" or permission of instructor.

Lab Hours 0

Corequisites

COS 118, 163, 164.

Theory Hours 3

COS 118 : BASIC SPA TECHNIQUES LAB

This course provides practical applications related to the care of the skin and related structure. Emphasis is placed on facial treatments, product application, skin analysis, massage techniques, facial make-up, hair removal, and nail care. Upon completion, the student should be able to prepare clients, assemble sanitized materials, follow procedures for product application, recognize skin disorders, demonstrate facial massage movement, cosmetic application, and hair removal using safety and sanitary precautions, and nail care.

Credits 3

Prerequisites

COS 113, 114, 115, 116 with minimum grade of "C" or permission of instructor.

Lab Hours 6

Corequisites

COS 117, 163, 164.

Theory Hours 0

COS 123 : COSMETOLOGY SALON PRACTICES

This course is designed to allow students to practice all phases of cosmetology in a salon setting. Emphasis is placed on professionalism, receptionist duties, hair styling, hair shaping, chemical, and nail and skin services for clients. Upon completion, the student should be able to demonstrate professionalism and the procedures of cosmetology in a salon setting.

Credits 3

Prerequisites

COS 117, 118, 163, 164 with minimum grade of "C" or permission of instructor.

Lab Hours 9

Corequisites

COS 167, 125.

Theory Hours 0

COS 125 : CAREER AND PERSONAL DEVELOPMENT

This course provides the study and practice of personal development and career building. Emphasis is placed on building and retaining clientele, communication skills, customer service, continuing education, and goal setting. Upon completion, the student should be able to communicate effectively and practice methods for building and retaining clientele.

Credits 3

Prerequisites

COS 117, 118, 163, 164 with minimum grade of "C" or permission of instructor.

Lab Hours 0

Corequisites

COS 123, 167.

Theory Hours 3

COS 137 : HAIR SHAPING AND DESIGN THEORY

This course introduces students to concepts related to the art and techniques of hair shaping. Topics include hair sectioning, correct use of hair shaping implements, and elevations used to create design lines.

Credits 3

Lab Hours 0

Corequisites

COS 111, 112, 145.

Theory Hours 3

COS 144 : HAIR SHAPING AND DESIGN

In this course, students learn the art and techniques of hair shaping. Topics include hair sectioning, correct use of hair shaping implements, and elevations used to create design lines. Upon completion, the student should be able to demonstrate the techniques and procedures for creating hair designs.
Credits 3
Prerequisites
As required by college.
Lab Hours 1
Corequisites
COS 111, 112, 137.
Theory Hours 1

COS 145 : HAIR SHAPING LAB

This course covers the study of the art and techniques of hair shaping. Topics include hair sectioning, correct use of hair shaping implements, and elevations used to create design lines. Upon completion, the student should be able to demonstrate the techniques and procedures for creating hair designs using safety and sanitary precautions.
Credits 3
Lab Hours 8
Corequisites
COS 111, 112, 137.
Theory Hours 0

COS 162 : SPECIAL TOPICS IN COSMETOLOGY

This course is designed to allow students to explore issues relevant to the profession of cosmetology. Upon completion, students should have developed new skills in the areas of specialization for the cosmetology profession.
Credits 3
Prerequisites
As required by college.
Lab Hours 4
Corequisites
COS 117, 118, 164.
Theory Hours 1

COS 163 : FACIAL TREATMENTS

This course includes all phases of facial treatments in the study of skin care. Topics include treatments for oily, dry, and special skin applications. Upon completion, students will be able to apply facial treatments according to skin type.
Credits 3
Prerequisites
COS 113, 114, 115, 116 with minimum grade of "C" or permission of instructor.
Lab Hours 4
Corequisites
COS 117, 118, 164.
Theory Hours 1

COS 164 : FACIAL MACHINE

This is a course designed to provide a practical experience using the vapor and facial machine with hydraulic chair. Topics include the uses of electricity and safety practices, machine and apparatus, use of the magnifying lamp, and light therapy. Upon completion, the student will be able to demonstrate an understanding of electrical safety and skills in the use of facial machines.
Credits 3
Prerequisites
COS 113, 114, 115, 116 with minimum grade of "C" or permission of instructor.
Lab Hours 6
Corequisites
COS 117, 118, 163.
Theory Hours 0

COS 167 : STATE BOARD REVIEW

Students are provided a complete review of all procedures and practical skills pertaining to their training in the program. Upon completion, the student should be able to demonstrate the practical skills necessary to complete successfully the required State Board of Cosmetology examination and entry-level employment.
Credits 3
Prerequisites
COS 117, 118, 163, 164 with minimum grade of "C" or permission of instructor.
Lab Hours 6
Corequisites
COS 123, 125.
Theory Hours 1

COS 191 : CO-OP

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.
Credits 3
Prerequisites
Permission of instructor.
Lab Hours 9
Theory Hours 0

Cosmetology Instructor Training

Cosmetology instructor training is a teacher training program for licensed cosmetologists. Requirements for admission include an application to Southern Union State

Community College, a managing cosmetology license, a high school diploma, or GED certificate, and an interview with a Cosmetology Instructor.

This short term certificate is not eligible for Title IV funding.

CIT 211 : TEACHING AND CURRICULUM DEVELOPMENT

This course focuses on principles of teaching, teaching maturity, professional conduct, and the development of cosmetology curriculum. Emphasis is placed on teacher roles, teaching styles, teacher challenges, aspects of curriculum development, and designing individual courses. Upon completion, the student should be able to describe the role of teacher, identify means of motivating students, develop a course outline, and develop lesson plans.
Credits 3
Lab Hours 0
Theory Hours 3

CIT 212 : TEACHER MENTORSHIP

This course is designed to provide the practice through working with a cosmetology instructor in a mentoring relationship. Emphasis is placed on communication, student assessment, and assisting students in the lab. Upon completion, the student should be able to communicate with students, develop a course of study, and apply appropriate teaching methods.
Credits 3
Lab Hours 9
Theory Hours 0

CIT 214 : LESSON PLAN METHODS AND DEVELOPMENT

During this course students have the opportunity to further apply knowledge and lesson delivery by using lesson plans they have developed from previous courses or this course. Emphasis is placed on the use of lesson plans in various classroom and laboratory settings. Upon completion, students will be able to teach a variety of cosmetology classes using various techniques. This course serves as a suitable substitute for CIT 221. If used as a suitable substitute, this course becomes a core class.
Credits 3
Lab Hours 6
Theory Hours 1

CIT 221 : LESSON PLAN IMPLEMENTATION

This course is designed to provide practice in preparing and using lesson plans. Emphasis is placed on organizing, writing, and presenting lesson plans using the four-step teaching method. Upon completion, students should be able to prepare and present a lesson using the four-step teaching method.
Credits 3
Lab Hours 7
Theory Hours 0

CIT 222 : AUDIO VISUAL MATERIALS AND METHODS

This course focuses on visual and audio aids and materials. Emphasis is placed on the use and characteristics of instructional aids. Upon completion, students should be able to prepare teaching aids and determine their most effective use.
Credits 3
Lab Hours 0
Theory Hours 3

CIT 223 : AUDIO VISUAL MATERIALS AND METHODS APPLICATIONS

This course is designed to provide practice in preparing and using visual and audio aids and materials. Emphasis is placed on the preparation and use of different categories of instructional aids. Upon completion, the student should be able to prepare and effectively present different types of aids for use with a four step lesson plan.
Credits 3
Lab Hours 6
Theory Hours 0

CIT 224 : SPECIAL TOPICS IN COSMETOLOGY INSTRUCTION

This course is designed to allow students to further develop their knowledge and skills as cosmetology instructors. Topics will be assigned based on individual student professional needs.
Credits 3
Lab Hours 0
Theory Hours 3

CIT 225 : SPECIAL TOPICS IN COSMETOLOGY

This course is designed to allow students to further develop their knowledge and skills as cosmetology instructors. Topics will be assigned based on individual student professional needs.
Credits 3
Lab Hours 6
Theory Hours 0

Criminal Justice

The coursework for this certificate may provide a foundation for students desiring to further their education with an associate or bachelor's degree. Interested students should speak with an advisor for more information.

CRJ 100 : INTRODUCTION TO CRIMINAL JUSTICE

Course is not part of Alabama General Studies Curricula and may not transfer to a four year institution. This course surveys the entire criminal justice process from law enforcement to the administration of justice through corrections. It discusses the history and philosophy of the system and introduces various career opportunities.
Credits 3

CRJ 110 : INTRODUCTION TO LAW ENFORCEMENT

Course is not part of the Alabama General Studies Curricula and may not transfer to a four (4) year institution. This course examines the history and philosophy of law enforcement, as well as the organization and jurisdiction of local, state, and federal agencies. It includes the duties and functions of law enforcement officers.
Credits 3

CRJ 117 : COMMUNITY RELATIONS

Course is not part of the Alabama General Studies Curricula and may not transfer to a four (4) year institution. This course discusses the role of the police officer in achieving and maintaining public support. It includes public information, juvenile relations, public relations, service, and mobilizing community involvement and cooperation.
Credits 3

CRJ 140 : CRIMINAL LAW AND PROCEDURE

Course is not part of the Alabama General Studies Curricula and may not transfer to a four (4) year institution. This course examines both substantive and procedural law. The legal elements of various crimes are discussed, with emphasis placed on the contents of the Alabama Code. Areas of criminal procedure essential to the criminal justice profession are also covered.
Credits 3

CRJ 146 : CRIMINAL EVIDENCE

Course is not part of the Alabama General Studies Curricula and may not transfer to a four (4) year institution. This course considers the origins of the law of evidence and current rules of evidence. Types of evidence, their definitions and uses are covered, as well as the functions of the court regarding evidence.
Credits 3

CRJ 147 : CONSTITUTIONAL LAW

Course is not part of the Alabama General Studies Curricula and may not transfer to a four (4) year institution. This course involves constitutional law as it applies to criminal justice. It includes recent Supreme Court decisions affecting criminal justice professionals, such as right to counsel, search and seizure, due process and civil rights.
Credits 3

CRJ 150 : INTRODUCTION TO CORRECTIONS

Course is not part of the Alabama General Studies Curricula and may not transfer to a four (4) year institution. This course provides an introduction to the foundations of corrections in America. Incarceration and some of its alternatives are considered.
Credits 3

CRJ 160 : INTRODUCTION TO SECURITY

Course is not part of Alabama General Studies Curricula and may not transfer to a four year institution. This course surveys the operation, organization and problems in providing safety and security to business enterprises. Private, retail, and industrial security are covered.
Credits 3

CRJ 177 : CRIMINAL AND DEVIANT BEHAVIOR

Course is not part of the Alabama General Studies Curricula and may not transfer to a four (4) year institution. This course analyzes criminal and deviant behavior systems. An emphasis is placed on sociological and psychological theories of crime causation.
Credits 3

CRJ 208 : INTRODUCTION TO CRIMINOLOGY

Course is not part of the Alabama General Studies Curricula and may not transfer to a four (4) year institution. This course delves into the nature and extent of crime in the United States, as well as criminal delinquent behavior and theories of causation. This study includes criminal personalities, principles of prevention, control, and treatment.
Credits 3

CRJ 209 : JUVENILE DELINQUENCY

Course is not part of the Alabama General Studies Curricula and may not transfer to a four (4) year institution. This course examines the causes of delinquency. It also reviews programs of prevention and control of juvenile delinequency as well as the role of the courts.
Credits 3

CRJ 216 : POLICE ORGANIZATION & ADMINISTRATION

Course is not part of the Alabama General Studies Curricula and may not transfer to a four (4) year institution. This course examines the principles of organization and administration of law enforcement agencies. Theories of management, budgeting, and various personnel issues are covered.
Credits 3

CRJ 217 : POLICE ORGANIZATION AND ADMINISTRATION

Course is not part of the Alabama General Studies Curricula and may not transfer to a four (4) year institution. This course reviews the various types of police reports, including incident, investigative, progress, and others. The course analyzes the different forms of written communications used in law enforcement.
Credits 3

CRJ 220 : CRIMINAL INVESTIGATION

Course is not part of the Alabama General Studies Curricula and may not transfer to a four (4) year institution. This course explores the theory and scope of criminal investigation. The duties and responsibilities of the investigator are included. The techniques and strategies used in investigation are emphasized.
Credits 3

CRJ 227 : HOMICIDE INVESTIGATION

Course is not part of the Alabama General Studies Curricula and may not transfer to a four (4) year institution. This course covers the principles, techniques and strategies of homicide investigation. Topics emphasized include ballistics, pathology, toxicology, immunology, jurisprudence, and psychiatry.
Credits 3

CRJ 237 : FORENSIC PHOTOGRAPHY

Course is not part of the Alabama General Studies Curricula and may not transfer to a four (4) year institution. This course analyzes the principles, techniques, and uses of forensic photography in criminal investigation. Emphasis is placed on basic camera operation and mechanics, crime scene photography, and rules of photographic evidence.
Credits 3

CRJ 290 : SELECTED TOPICS - SEMINAR IN CRIMINAL JUSTICE

Course is not part of the Alabama General Studies Curricula and may not transfer to a four (4) year institution. This course involves reading, research, writing, and discussion of selected subjects relating to criminal justice. Various contemporary problems in criminal justice are analyzed. This course may be repeated with approval from the department head.
Credits 3

Dance

DNC 110 : INTRODUCTION TO DANCE STYLES

Introduction to dance styles.
Credits 2

DNC 111 : ELEMENTARY MODERN DANCE I

A studio course in modern dance technique at the elementary level.
Credits 2
-3

DNC 112 : ELEMENTARY MODERN DANCE II

This course is a continuation of DNC 111, preparing the student for intermediate modern dance.
Credits 2
-3
Prerequisites
DNC 111 or permission of instructor.

DNC 121 : ELEMENTARY BALLET I

A studio course in classical ballet at the elementary level.
Credits 2

DNC 122 : ELEMENTARY BALLET II

The development of classical theory and practical ballet, at the elementary level.
Credits 2
Prerequisites
DNC 121 or permission of instructor.

DNC 140 : FITNESS DANCE I

This course uses dance activity to increase a student's level of physical fitness. Flexibility exercises and body toning/ sculpting exercises, which have been specifically designed to develop the dancer's body, will be used in class.
Credits 1
-2

DNC 141 : FITNESS DANCE II

This course is a continuation of DNC 140.
Credits 1
-2
Prerequisites
DNC 140 or permission of instructor.

DNC 142 : FITNESS DANCE III

This course is a continuation of DNC 141.
Credits 1
-2
Prerequisites
DNC 141 or permission of instructor.

DNC 143 : BALLET TECHNIQUE I

Intensive training in classical ballet for students intending to major or minor in dance. Intermediate level technique is studied, emphasizing posture and placement. Students are evaluated on their ability to perform the work to the required standard.

Credits 3

DNC 144 : BALLET TECHNIQUE II

This course is a continuation of DNC 143.

Credits 3

Prerequisites

DNC 143 or permission of instructor.

DNC 151 : ELEMENTARY JAZZ I

A studio course that introduces the varied movement styles and rhythm of the jazz idiom.

Credits 2

DNC 152 : ELEMENTARY JAZZ II

This class is a blend of modern jazz and ballet technique focusing on breath, alignment and stylized freedom of movement.

Credits 2

Prerequisites

DNC 151 or permission of instructor.

DNC 160 : DANCE WORKSHOP I

This course provides practical experience in the production and performance of a dance presentation, including sound, lighting, choreography, rehearsal, costuming, make-up and other aspects of dance presentation.

Credits 1

-2

Prerequisites

Determined by instructor.

DNC 161 : DANCE WORKSHOP II

This course is a continuation of DNC 160.

Credits 1

-2

Prerequisites

DNC 160 or permission of instructor.

DNC 162 : DANCE WORKSHOP III

This course is a continuation of DNC 161.

Credits 1

-2

Prerequisites

DNC 161 or permission of instructor.

DNC 191 : POINTE TECHNIQUE I

Designed for the female dance student. Participants learn pointe technique. This class is the study of pointe work technique focusing on barre and center exercises to strengthen the student's metatarsal, legs and torso. The class will offer an increased ballet vocabulary specific to dancing on pointe.

Credits 1

Prerequisites

DNC 122 or permission of instructor.

DNC 192 : POINTE TECHNIQUE II

Designed for the intermediate female dance student, this class further develops pointe technique. Barre and center work will strengthen the student's legs and torso, increasing vocabulary and complexity of combination. Introduction to classical ballet repertory will be included in this class.

Credits 1

Prerequisites

DNC 191 or permission of instructor.

DNC 231 : THEATER DANCE I

This is the first in a three-course series that introduces the student to a variety of dance styles used in musical theater.

Credits 3

Prerequisites

Determined by instructor.

DNC 232 : THEATER DANCE II

This course is a continuation of DNC 231.

Credits 3

Prerequisites

DNC 231 or permission of instructor.

DNC 233 : THEATER DANCE III

This course is a continuation of DNC 232.

Credits 3

Prerequisites

DNC 232 or permission of instructor.

DNC 234 : CHOREOGRAPHY I

Students are involved in individual and group choreographic projects in which musical and spatial elements are explored.

Credits 1

-3

DNC 235 : CHOREOGRAPHY II

This course is a continuation of DNC 234.

Credits 1

-3

Prerequisites

DNC 234 or permission of instructor.

DNC 243 : BALLET TECHNIQUE III

Ballet technique at advanced level emphasizing performance quality, musicality, and classical style.
Credits 3
Prerequisites
DNC 144 or permission of instructor.

DNC 244 : BALLET TECHNIQUE IV

A continuation of DNC 243.
Credits 3
Prerequisites
DNC 243 or permission of instructor.

DNC 260 : DANCE WORKSHOP IV

This course is a continuation of DNC 162.
Credits 1
-2
Prerequisites
DNC 162 or permission of instructor.

DNC 261 : DANCE WORKSHOP V

This course is a continuation of DNC 260.
Credits 1
-2
Prerequisites
DNC 260 or permission of instructor.

DNC 262 : DANCE WORKSHOP VI

This course is a continuation of DNC 261.
Credits 1
-2
Prerequisites
DNC 261 or permission of instructor.

DNC 267 : JAZZ DANCE I

This is the first of a six-course sequence which provides the student a study of basic principles and techniques of jazz dance, including the varied movement styles and rhythms of this dance form.
Credits 3
Prerequisites
Determined by instructor.

DNC 268 : JAZZ DANCE II

This course is a continuation of DNC 267.
Credits 3
Prerequisites
DNC 267 or permission of instructor.

DNC 269 : JAZZ DANCE III

This course is a continuation of DNC 268.
Credits 3
Prerequisites
DNC 268 or permission of instructor.

DNC 270 : JAZZ DANCE IV

This course is a continuation of DNC 269.
Credits 3
Prerequisites
DNC 269 or permission of instructor.

DNC 271 : JAZZ DANCE V

This course is a continuation of DNC 270.
Credits 3
Prerequisites
DNC 270 or permission of instructor.

DNC 272 : JAZZ DANCE VI

This course is a continuation of DNC 271.
Credits 3
Prerequisites
DNC 271 or permission of instructor.

Economics

ECO 231 : PRINCIPLES OF MACROECONOMICS

This course is an introduction to macroeconomic theory, analysis, and policy applications. Topics include the following scarcity, demand and supply, national income analysis, major economic theories concerning monetary and fiscal policies as stabilization measures, the banking system, and other economic issues or problems including international trade.
Credits 3

ECO 232 : PRINCIPLES OF MICROECONOMICS

This course is an introduction of the microeconomic theory, analysis, and applications. Topics include scarcity, the theories of consumer behavior, production and cost, markets, output and resource pricing, and international aspects of microeconomics.
Credits 3

Education

EDU 100 : EXPLORING TEACHING AS A PROFESSION

This course provides students with an opportunity to explore teaching as a career. The role of the teacher, the benefits of teaching and the steps to becoming a teacher are some of the topics that will be explored. Students will be exposed to examples of good teaching and self-assess their personal and professional qualities.
Credits 3

Emergency Medical Paramedics

EMP 189 : APPLIED ANATOMY AND PHYSIOLOGY FOR THE PARAMEDIC

This course introduces human anatomy and physiology and includes concepts related to basic chemistry; fluid, electrolyte, and acid-base balance; functions of cells, tissues, organs, and systems; pathophysiology; and associated medical terminology. Emphasis is placed on applying content to signs, symptoms, and treatments; and situations commonly seen by paramedics. Upon course completion, students should be able to demonstrate a basic understanding of the structure and function of the human body. Class includes a 2 hour lab.

Credits 4

Prerequisites

Admission to the EMT-Paramedic Program

Emergency Medical Services

Students enrolled in the Emergency Medical Technology Program may choose to earn a short certificate, long certificate or an Associate in Applied Science Degree in Emergency Medical Technology. Upon successful completion of the first semester of the EMS Program (EMT level), the student is eligible to apply to take the National Registry Examination. Successful completion of the certification examination allows the student to apply for licensure to practice in the State of Alabama as an EMT.

Upon successful completion of the second semester of the EMS Program (AEMT level), the student is eligible to apply to take the National Registry Examination and apply for licensure to practice in the State of Alabama as an AEMT.

The Paramedic level is the third level of the EMS program and is three semesters in length. The three levels of EMS lead to a Short Certificate, Long Certificate or an Associate in Applied Science Degree. The Long Certificate option requires the student to successfully complete all paramedic and general education courses in the curriculum, with the exception of PSY 200, SPH 107, and the Humanities elective. To earn an Associate in Applied Science Degree, all paramedic and general education courses in the curriculum must be completed. Upon successful completion of the Paramedic program, the student is eligible to apply to take the National Registry examination for Paramedics. Successful completion of the certification examination allows the student to apply for licensure to practice in the State of Alabama as a Paramedic.

The Emergency Medical Services Programs are fully approved by the Alabama Department of Public Health, Emergency Medical Services Division. The Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Committee on Accreditation of Education Programs for EMS Professionals (CoAEMSP).

Admission Requirements

*Note: The admission requirements for the EMS program are subject to change. Please contact Health Sciences Admissions for additional information or visit www.suscc.edu.

EMT Level requires:

1. Unconditional admission to the College.
2. Minimum cumulative 2.0 grade point average (GPA) and enter College on clear academic status.
3. Minimum 2.0 GPA at Southern Union
4. Official transcripts from all postsecondary institutions attended.
5. Eligibility for ENG101, MTH 100 and meet the reading requirement of the College.
6. Age of 18 years or older within one (1) year of course completion.
7. Ability to meet and comply with standards and policies in the current College Catalog and Student Handbook and EMS Student Handbook.
8. Application for the Emergency Medical Technology Program.

AEMT Level requires:

1. Completion of 1-7 as listed for EMT level.
2. Current National Registry license for EMT.
3. Unencumbered Alabama licensure as an EMT
4. Application for the Advanced Emergency Medical Technician Program.
5. Ability to meet and comply with standards and policies in the current College Catalog and Student Handbook.

   *Transfer students: Students who completed EMT training from a non-accredited program and plan to transfer in as a licensed EMT must take EMS108, Directed Students in EMS I, as a co-requisite with EMS 156, Advanced Emergency Medical Technician Clinical. Upon completion of EMS108 with a grade of 75 or higher, the student will be awarded 10 hours of academic credit.

Paramedic Level requires:

1. Completion of 1-8 listed above for EMT and AEMT level admission requirements.
2. Minimum 2.0 GPA on last semester credit hours of coursework completed at a regionally accredited college.
3. A current Alabama license as an AEMT, or successfully completed AEMT from an accredited college by SACSCOC or one of the six regionally accrediting agencies. (Students who took EMT/AEMT from a non-accredited program should see *note below)
4. If seeking a long certificate, completion of BIO 111 – Survey of the Human Biology (previously EMS189) or BIO 201 Anatomy and Physiology I with a minimum grade of C.
5. ability to meet and comply with standards and policies in the current College Catalog and Student Handbook.
6. Application to the Paramedic Program.
7. *NOTE: Students transferring into the paramedic level who have graduated from a non-accredited AEMT program must take EMS 156, Advanced Emergency Medical Technician Clinical, as a corequisite to EMS 244. Upon completion of EMS156 with a grade of 75 or higher, the student will be awarded 10 hours of academic credit. If a student has attended a non-accredited program for both EMT and AEMT, the student must take EMS 156 and EMS 108 as a co-requisite to EMS 244. Upon completion of EMS 108 and EMS 156 with a grade of 75 or higher, the student will be awarded 20 hours of academic credit.

Progression Requirements

1. A 2.0 cumulative GPA.
2. Acceptance by ALL clinical agencies for clinical experience.
3. Updated health records by deadline.
4. Minimum grade of “C” in all required courses as listed in curriculum.
5. Fulfillment of all course prerequisites.
6. If seeking a long certificate, completion of ENG 101, MTH 100 or higher math, and BIO 202 (if BIO 201 elected) with a minimum grade of “C” prior to the final semester of the Paramedic level.
7. No more than a 12 month interruption in matriculation through the Paramedic level course sequence

Students who do not meet progression requirements will be administratively withdrawn from the program and must apply for readmission.

Readmission Requirements

Students who interrupt the specified progression through the program of study must apply for readmission to the program. Readmission requires:

1. A 2.0 cumulative grade point average at Southern Union.
2. No more than one grade of “D” or “F” is earned in a course which has a clinical component (whether the course is the same course or two different courses). If a student withdraws from an EMS course, the withdrawal will be treated, for readmission purposes only, as a course failure (even if the withdrawal is before the official College “last day to withdraw with a ‘W’ date”).
3. Readmission will depend on classroom and clinical space availability and is not guaranteed.
4. Ability to meet and comply with standards and policies in the current College Catalog and Student Handbook.
5. Completed program readmission form, submitted by deadline.
6. No more than a 12 month interruption in matriculation through the Paramedic level course sequence.

Transfer Policy

Students desiring to transfer into the any level of the EMS program must meet minimum admission/progression standards for Southern Union’s program.

1. Must possess a grade of C or better in all required general education taken at another institution and possess a minimum of a 2.0 cumulative GPA at time of transfer.
2. Previous Southern Union students must have a minimum 2.0 at SUSCC.
3. Must be a student in good standing and eligible to return to the EMS program.
4. Provide a letter of eligibility from the Dean/Director of the previous program.
5. Complete at least 25% of the total program at the accepting institution.
6. Acceptance of transfer students into the EMS program is limited by the number of faculty and clinical facilities available. Meeting minimal standards does not guarantee acceptance.
7. Students transferring into the paramedic level who have completed a non-accredited AEMT program and are pursuing the long certificate OR degree route, must take EMS 156, Advanced Emergency Medical Technician Clinical, as a corequisite to EMS 244. Upon completion of EMS 156 with a grade of 75 or higher, the student will be awarded 9 hours of academic credit.

8. If a student has attended a non-credit program for both his/her EMT and AEMT, and are pursuing the long certificate OR degree route, the student must take EMS 156 and EMS 108 as a corequisite to EMS 244. Upon completion of EMS 108 and EMS 156 with a grade of 75 or higher, the student will be awarded 19 hours of academic credit

EMS 100 : CARDIOPULMONARY RESUSCITATION I

This course provides students with concepts as related to areas of basic life support to include coronary artery disease, prudent heart living, symptoms of heart attack, adult one-and-two rescuer CPR, first aid for choking, pediatric basic life support, airway adjuncts, EMS system entry access, automated external defibrillation (AED), and special situations for CPR. Upon course completion, students should be able to identify situations requiring action related to heart or breathing conditions and effectively implement appropriate management for each condition. Students successfully completing this course will receive appropriate documentation of course completion.
Credits 1

EMS 105 : FIRST RESPONDER

This course provides theory in emergency procedures as contained in the current National Standard Training Curriculum (NSTC) for the First Responder. The course is an introduction to the emergency medical services system and provides fundamentals for students to improve the quality of emergency care provided as the first person to an emergency scene until emergency medical services arrive. Completion of specific student competencies, as outlined in the current NSTC for the First Responder, are required for successful course completion.
Credits 3
Prerequisites
Determined by instructor.

EMS 107 : EMERGENCY VEHICLE OPERATOR AMBULANCE

The Emergency Vehicle Operator Course - Ambulance provides the student with training as contained in the current National Standard Training Curriculum (NSTC) for the Emergency Vehicle Operator Course (EVOC) Ambulance. The course provides the knowledge and skill practice necessary for individuals to learn how to safely operate all types of ambulances. Topics include introduction to the NSTC for ambulance operators; legal aspects of ambulance operation; communication and reporting; roles and responsibilities; ambulance types and operation; ambulance inspections, maintenance, and repair; navigation and route planning; basic maneuvers and normal operating situations; operations in emergency mode and unusual situations, special considerations in safety; and the run. Completion of specific student competencies, utilizing NSTC guidelines, are required for successful completion of this course. NOTE: To qualify for licensure status as an ambulance driver in the State of Alabama, students must successfully complete this course and meet additional requirements as required by the Alabama Department of Public Health.
Credits 1
Prerequisites
Must present a valid driver's license and program approval.

EMS 108 : DIRECTED STUDIES IN EMS

This course offers independent study or computer assisted instruction under faculty supervision and/ or theory in an EMS subject relevant to the student's interest and need. Specific cognitive competencies required by the student are defined in writing at the first class period. Students transferring into the AEMT level who have completed a non-accredited EMT program must take EMS 108 Directed Studies in EMS I as a corequisite to EMS 156. Upon completion of EMS 108 with a grade of 75 or higher, the student will be awarded 10 non-traditional hours of credit.
Credits 1
Theory Hours 1
Contact Hours 1

EMS 118 : EMERGENCY MEDICAL TECHNICIAN

This course is required to apply for certification as an Emergency Medical Technician. This course provides students with insights into the theory and application of concepts related to the profession of emergency medical services. Specific topics include: EMS preparatory, airway maintenance, patient assessment, management of trauma patients, management of medical patients, treating infants and children, and various EMS operations. This course is based on the NHTSA National Emergency Medical Services Education Standards.

Credits 9

Prerequisites

Admission to program.

Lab Hours 3

Corequisites

EMS 119

Theory Hours 6

Contact Hours 12

EMS 119 : EMERGENCY MEDICAL TECHNICIAN CLINICAL

This course is required to apply for certification as an EMT. This course provides students with clinical education experiences to enhance knowledge and skills learned in the EMS 118, Emergency Medical Technician Theory and Lab. This course helps students prepare for the National Registry Exam.

Credits 1

Prerequisites

Admission to program.

Co-Requisite Courses EMS 118

EMS 120 : VEHICLE EXTRICATION

This course provides students with theory in the development of concepts related to the removal of persons from damaged vehicles. Topics include gaining access, stabilization, packaging, patient removal, and basic hazardous situations. Upon completion, students should be able to effectively extricate to a person from a wrecked vehicle.

Credits 2

EMS 121 : VEHICLE RESCUE

This course is a continuation of EMS 120 and provides students with concepts and skills related to patient management and hazards encountered during vehicle rescue operations. Topics include mechanisms of trauma, patient injuries, assessment, management, extrication tools; and potential hazards to include faulty air bags, loaded hydraulic bumper systems, and patient restraints. Upon course completion, students should be able to identify different areas of vehicle damage and associate this damage with specific patient injuries; and keep the scene safe by recognizing potential hazards encountered during the rescue of patients from vehicles.

Credits 3

Prerequisites

Program approval

EMS 150 : EMT-BASIC REFRESHER

This course provides students with theory in review of the current National Standard Training Curriculum (NSTC) for the EMT-Basic. It also serves as a transition or bridge course when a new national curriculum is adopted. This course contains specific content areas as defined by the NSTC. Students are required to complete specific competencies, as outlined by the NSTC, for successful course completion.

Credits 2

Prerequisites

Completion of a NSTC course for EMT-Basic or program approval.

EMS 153 : EMS DISPATCHER

This course provides students with theory as contained in the National Training Curriculum (NSTC) for EMS Dispatcher. This course is designed to prepare EMS dispatcher personnel to operate a telecommunication base station for the purpose of receiving requests for emergency medical services and allocating community resources in response to such requests. Upon course completion, students should have an understanding of emergency medical services dispatch procedures and be able to effectively receive a call and dispatch appropriate personnel utilizing a scenario in a simulated situation.

Credits 3

Prerequisites

Program approval.

EMS 155 : ADVANCED EMERGENCY MEDICAL TECHNICIAN

This course is required to apply for certification as an Advanced Emergency Medical Technician (AEMT). This course introduces the theory and application of concepts related to the profession of the AEMT. The primary focus of the AEMT is to provide basic and limited advanced emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Topics include: extending the knowledge of the EMT to a more complex breadth and depth, intravenous access and fluid therapy, medication administration, blind insertion airway devices, as well as the advanced assessment and management of various medical illnesses and traumatic injuries. This course is based on the NHTSA National Emergency Medical Services Education Standards. Requires licensure or eligibility for licensure at the EMT level and EMS 156 must be taken as a co-requisite.

Credits 7

Prerequisites

Admission to program.

Lab Hours 3

Corequisites

EMS 156

Theory Hours 4

Contact Hours 10

EMS 156 : ADVANCED EMERGENCY MEDICAL TECHNICIAN CLINICAL

This course is required to apply for certification as an Advanced Emergency Medical Technician (AEMT). This course provides students with clinical education experiences to enhance knowledge and skills learned in EMS 155. This course helps prepare students for the National Registry AEMT Exam. The student will have the opportunity to use the basic and advanced skills of the AEMT in the clinical and field settings under the direct supervision of licensed healthcare professionals. Requires licensure or eligibility for licensure at the EMT level and EMS 155 must be taken as a co-requisite. Students transferring into the paramedic program who have completed a non-accredited AEMT program must take EMS 156, Advanced Emergency Technician Clinical, as a corequisite to EMS 244. Upon completion of EMS 156 with a grade of 75 or higher, the student will be awarded 10 non-traditional hours of credit.

Credits 2

Prerequisites

Admission to program.

Co-Requisite Courses EMS 155

Contact Hours 6

Clinical 2

EMS 189 : APPLIED ANATOMY AND PHYSIOLOGY FOR THE PARAMEDIC

This course introduces human anatomy and physiology and includes concepts related to basic chemistry; fluid, electrolyte, and acid-base balance; functions of cells, tissues, organs, and systems; pathophysiology; and associated medical terminology. Emphasis is placed on applying content to signs, symptoms, and treatments; and situations commonly seen by paramedics. Upon course completion, students should be able to demonstrate a basic understanding of the structure and function of the human body.

Credits 4

Prerequisites

Completion of all required developmental classes (English, reading, or math).

EMS 241 : PARAMEDIC CARDIOLOGY

This course introduces the cardiovascular system, cardiovascular electrophysiology, and electrocardiographic monitoring. This course further relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for specific cardiovascular conditions. Content areas include: cardiovascular anatomy and physiology, cardiovascular electrophysiology, electrocardiographic monitoring, rhythm analysis, and prehospital 12-lead electrocardiogram monitoring and interpretation, assessment of the cardiovascular patient, pathophysiology of cardiovascular disease and techniques of management including appropriate pharmacologic agents and electrical therapy.

Credits 3

Prerequisites

Admission to program. BIO 111 (EMS 189) or BIO 201

Lab Hours 1

Corequisites

EMS 241, 242, 244, & 257.

Theory Hours 2

Contact Hours 4

EMS 242 : PARAMEDIC PATIENT ASSESSMENT

This course provides the knowledge and skills needed to perform a comprehensive patient assessment, make initial management decisions, and to communicate assessment findings and patient care verbally and in writing. Content areas include: airway management, history taking, techniques of the physical examination, patient assessment, clinical decision making, communications, documentation and assessment based management.
Credits 2
Prerequisites
Admission to program.
Lab Hours 1
Corequisites
EMS 241, 242, 244, & 257.
Theory Hours 1
Contact Hours 2

EMS 244 : PARAMEDIC CLINICAL I

This course is directed toward the application of knowledge and skills developed in didactic and skills laboratory experiences to the clinical setting. Theory and skills are applied to a variety of patient situations in the clinical setting, with a focus on patient assessment and management, advanced airway management, electro-therapy, I.V./I.O. initiation and medication administration.
Credits 1
Prerequisites
Admission to program. BIO 111 (EMS 189) or BIO 201 with C or higher.
Corequisites
EMS 241, 242, 244, & 257.
Contact Hours 3
Clinical 1

EMS 245 : PARAMEDIC MEDICAL EMERGENCIES

This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation treatment plans for specific medical conditions. Content areas include: pulmonology, neurology, gastroenterology, renal/urology, toxicology, hematology, environmental conditions, infectious and communicable diseases, abuse and assault, patients with special challenges, and acute interventions for the chronic care patient.
Credits 3
Prerequisites
EMS 241, 242, 244, & 257
Lab Hours 1
Corequisites
EMS 245, 246, 247 & 248.
Theory Hours 2
Contact Hours 4

EMS 246 : PARAMEDIC TRAUMA MANAGEMENT

This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for trauma patients. Content areas include the pathophysiology, assessment, and management of trauma as related to: trauma systems; mechanisms of injury; hemorrhage and shock; soft tissue injuries; burns; and head, facial, spinal, thoracic, abdominal, and musculoskeletal trauma.
Credits 3
Prerequisites
EMS 241, 242, 244, & 257.
Lab Hours 1
Corequisites
EMS 245, 246, 247 & 248.
Theory Hours 2
Contact Hours 4

EMS 247 : PARAMEDIC SPECIAL POPULATIONS

This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for specific medical conditions. Content areas include: endocrinology, allergies and anaphylaxis, behavioral/psychiatric conditions, gynecology, obstetrics, neonatology, pediatrics, and geriatrics. In the clinical setting, theory and skills are applied to a variety of medical situations across the life span of the patient, with a focus on communication with and management of cardiac, acute care, psychiatric/behavioral, obstetrical, newborn, pediatric, geriatric, and acute interventions for chronic care patients, and patients with special challenges.
Credits 2
Prerequisites
EMS 241, 242, 244, & 257.
Lab Hours 1
Corequisites
EMS 245, 246, 247 & 248.
Theory Hours 1
Contact Hours 3

EMS 248 : PARAMEDIC CLINICAL II

This course is directed toward the application of knowledge and skills developed in didactic and skills laboratory experiences to the clinical setting. Theory and skills are applied to a variety of medical and trauma situations across the life span of the patient, with a focus on communication with and management of trauma, cardiac, acute care, psychiatric/behavioral, obstetrical, newborn, pediatric, geriatric, and acute interventions for chronic care patients, and patients with special challenges.

Credits 3

Prerequisites

EMS 241, 242, 244, & 257.

Corequisites

EMS 245, 246, 247 & 248.

Contact Hours 9

Clinical 3

EMS 253 : PARAMEDIC TRANSITION TO THE WORKFORCE

This course is designed to meet additional state and local educational requirements for paramedic practice. Content may include: prehospital protocols, transfer medications, topics in critical care and transport, systems presentation, and/or national standard certification courses as dictated by local needs or state requirement.

Credits 2

Prerequisites

EMS 245, 246, 247 AND 248. BIO 201, BIO 202 or BIO 111 (EMP 189).

Lab Hours 1

Corequisites

EMS 254, 255 AND 256.

Theory Hours 1

Contact Hours 3

EMS 254 : ADVANCED COMPETENCIES FOR PARAMEDIC

This course is designed to assist students in preparation for the paramedic licensure examination. Emphasis is placed on validation of knowledge and skills through didactic review, skills lab performance, and/or computer simulation and practice testing. Upon course completion, students should be sufficiently prepared to sit for the paramedic licensure examination.

Credits 2

Prerequisites

EMS 245, 246, 247 AND 248. BIO 201, BIO 202 or BIO 111 (EMP 189).

Lab Hours 1

Corequisites

EMS 253, 254, 255 AND 256.

Theory Hours 1

Contact Hours 3

EMS 255 : PARAMEDIC FIELD PRECEPTORSHIP

This course provides field experiences in the prehospital setting with advanced life support EMS units. Under the direct supervision of a field preceptor, students synthesize cognitive knowledge and skills developed in the skills laboratory and hospital clinical to provide safe and effective patient care in the prehospital environment. Upon course completion, students should have refined and validated their patient care practices to provide safe and effective patient care over a broad spectrum of patient situations and complaints.

Credits 5

Prerequisites

EMS 245, 246, 247 AND 248. BIO 201, BIO 202 or BIO 111 (EMP 189).

Corequisites

EMS 253, 254, 255 AND 256.

Contact Hours 15

Clinical 5

EMS 256 : PARAMEDIC TEAM LEADERSHIP

This course is designed to evaluate students' ability to integrate didactic, psychomotor skills, clinical, and field internship instruction to serve as a competent entry-level paramedic. This final evaluative (rather than instructional) course focuses on students' professional attributes and integrative competence in clinical decision-making and team leadership in the prehospital setting. Upon course completion, students should have demonstrated adequate knowledge and skills, professional attitudes and attributes, clinical decision-making and team leadership abilities to effectively function as a competent entry-level paramedic.

Credits 1

Prerequisites

EMS 245, 246, 247 AND 248. BIO 201, BIO 202 or BIO 111 (EMP 189).

Corequisites

EMS 253, 254, 255 AND 256.

Contact Hours 3

Clinical 1

EMS 257 : PARAMEDIC APPLIED PHARMACOLOGY

This course introduces basic and advanced pharmacological agents and concepts, with an emphasis on drug classifications and the knowledge and skills required for safe, effective medication administration. Medication pharmacokinetics and pharmacodynamics will be evaluated for most medicines used in the pre-hospital setting. Students will also learn how to establish various routes of medication administration and procedures for administering medications via these routes. Students will also demonstrate mathematic computations for various drug and solution dose administration problems.

Credits 2

Prerequisites

Admission to program. BIO 111 (EMP 189) or BIO 201.

Corequisites

EMS 241, 242, 244 & 257.

Theory Hours 1

Contact Hours 3

Clinical 1

EMS 265 : PARAMEDIC REFRESHER

This course provides students with a review of material contained in the current National Standard Training Curriculum (NSTC) for the Paramedic. It also serves as a transition or bridge course when a new national curriculum is adopted. This course contains specific content areas as defined by the NSTC. Students are required to complete specific competencies for successful course completion.

Credits 3

Prerequisites

Completion of a NSTC course for the Paramedic or program approval.

EMS 266 : ADVANCED CV LIFE SUPPORT

The Advanced Cardiovascular Life Support Provider Course provides students with concepts related to advanced cardiovascular life support. Content areas include acute myocardial infarction, stroke, cardiovascular pharmacology, electrophysiology, various rhythm disturbances, and techniques of management of cardiovascular emergencies. The course is taught in accordance with national standards and requires specific student competencies. Students successfully completing this course will receive appropriate documentation of course completion.

Credits 1

Prerequisites

Program approval.

EMS 267 : INTERNATIONAL TRAUMA LIFE SUPPORT

This course provides students with theory and demonstration in advanced trauma care and management. Content areas include mechanism of trauma, trauma assessment, airway -breathing-circulation management, trauma to various portions of the body, multiple system trauma, and load-and-go situations. The course is taught in accordance with national standards and requires specific student competencies. Students successfully completing this course will receive appropriate documentation of course completion.

Credits 1

Prerequisites

Program approval.

EMS 269 : PEDIATRIC MEDICAL LIFE SUPPORT PROVIDER

This course provides students with theory and simulated case studies in pediatric care. Content areas include recognition of pediatric pre-arrest conditions; shock; basic life support; oxygenation and airway control; newborn resuscitation; essentials in pediatric resuscitation; dysrhythmia recognition and management; vascular access; and use of medications. This course is taught in accordance with national standards and requires specific student competencies. Students successfully completing this course will receive appropriate documentation of course completion.

Credits 1

Prerequisites

LPN, RN, Paramedic, or program approval.

EMS 273 : EKG INTERPRETATION

This course is designed for students in health related professions desiring the knowledge to interpret singular lead electrocardiograms. The course provides concepts in the interpretation of electrocardiograms to include an overview of the electrical conduction of the heart as well as the identification of all categories of dysrhythmias. Upon course completion, students should be able to identify various types of cardiac rhythms.

Credits 2

Prerequisites

Program approval.

Theory Hours 2

Contact Hours 2

EMS 275 : PRE-HOSPITAL ALS PROTOCOLS

Pre-hospital Advanced Life Support (ALS) Protocols is designed for EMT-Intermediates and Paramedics to familiarize them with the current Advanced Life Support protocols as approved by the Alabama Department of Public Health. This course includes review of ALS protocols as well as utilization of simulated case studies and situations to assist students in their performance in patient assessment and adherence to the protocols. Completion of student competencies are required for successful course completion.

Credits 2

Prerequisites

Program approval.

EMS 280 : BASIC LIFE SUPPORT INSTRUCTOR

This course provides students with concepts related to areas of basic life support instruction. Topics include history, concepts, and systems of emergency cardiac care; cardiopulmonary physiology, dysfunction, and actions for survival; introduction to the performance of CPR; foreign body airway obstruction management; pediatric basic life support; special techniques/resuscitation situations, pitfalls, and complications; teaching and learning in basic life support; teaching strategies; and basic provider course organizations. Student will also successfully participate in practice teaching of a cardiopulmonary resuscitation (CPR) class prior to course completion. Students successfully completing this course will receive appropriate documentation of course completion.

Credits 1

Prerequisites

Successful completion, with the past 12 months, of all areas of basic life support training (CPR).

EMS 281 : ADVANCED CV LIFE SUPPORT INSTRUCTOR

This course provides the student with theory and practice in the techniques of teaching advanced cardiovascular life support (ACLS). The course is taught in accordance with national standards. Students will also successfully participate in practice teaching of an ACLS provider course prior to course completion. Students successfully completing this course will receive appropriate documentation of course completion.

Credits 1

Prerequisites

EMS 266 and program approval.

EMS 282 : BASIC TRAUMA LIFE SUPPORT INSTRUCTOR

This course provides students with theory and practice in the techniques of teaching Basic Trauma Life Support (BTLS). The course is taught to provide instructor training in trauma care and management in accordance with national standards. Students will also successfully participate in practice teaching of a BTLS provider course prior to course completion. Students successfully completing this course will receive documentation of course completion.

Credits 1

Prerequisites

EMS 267 and program approval.

EMS 284 : PEDIATRIC MEDICAL LIFE SUPPORT INSTRUCTOR

This course provides students theory and practice in teaching pediatric medical life support. Topics include recognition of pediatric pre-arrest conditions; shock; basic life support; oxygenation and airway control; newborn resuscitation; essentials in pediatric resuscitation; dysrhythmia recognition and management; vascular access; pediatric trauma; and use of medications. This course is taught in accordance with national standards. Students will also successfully participate in practice teaching of a pediatric medical life support provider course prior to course completion. Students successfully completing this course will receive appropriate documentation of course completion.

Credits 1

Prerequisites

EMS 269 and program approval.

Engineering and Design

The Engineering and Design program prepares students to become drafters. Drafters prepare drawings based on sketches, specifications, and calculations made by engineers, architects, and designers. These final drawings contain detailed views of an object, specifications for materials, and other information required to fully carry out the job. Students in this program use industry-specific software to perform lab exercises such as AutoCAD®, Inventor®, Revit®, Solid Edge®, and ArcGIS®. Students also have the opportunity to prototype parts with large-format printers, laser cutters, and 3D printers. Students are required to participate in third-party credentialing activities such as NOCTI as part of this curriculum.

*This program has a series of short-term certificates focused on specific skill sets that an individual can earn as they progress toward an Associate degree or take to develop their skills in a particular area of demand.

DDT 104 : BASIC COMPUTER AIDED DRAFTING

This course provides an introduction to basic Computer Aided Drafting and Design (CADD) functions and techniques, using '93hands-on'94 applications. Topics include terminology, hardware, basic CADD and operating system functions, file manipulation, and basic CADD software applications in producing softcopy and hardcopy.
Credits 3
Lab Hours 4
Theory Hours 1

DDT 111 : FUNDAMENTALS OF DRAFTING AND DESIGN TECHNOLOGY

This course serves as an introduction to the field of drafting and design and provides a foundation for the entire curriculum. Topics include safety, lettering, tools and equipment, geometric constructions, and orthographic sketching and drawing.
Credits 3
Lab Hours 4
Theory Hours 1

DDT 116 : INTRODUCTION TO CATIA

Introduction to parametric, three-dimensional modeling using CATIA (v5 or 6). Focus on how to navigate within this software, how to create three-dimensional solid models using industry best practices, and then how to create and manipulate assemblies made from these parts. Learn the process of designing models with CATIA from conceptual sketching, through to solid modeling, assembly design, and drawing production. Upon completion of this course, you will have acquired the skills to confidently work with CATIA. Gain an understanding of the parametric design philosophy of CATIA in this extensive hands-on course.
Credits 3
Lab Hours 0
Theory Hours 3

DDT 124 : BASIC TECHNICAL DRAWING

This course covers sections, auxiliary views, and basic space geometry. Emphasis will be placed on the theory as well as the mechanics of applying sections, basic dimensioning, auxiliary views, and basic space geometry.
Credits 3
Lab Hours 4
Theory Hours 1

DDT 125 : SURFACE DEVELOPMENT

This course covers surface intersections and developments. Emphasis is placed on the basic types of intersections using simple geometric forms. Upon completion, students should be able to draw common types of surface intersections and handle them simply as applications of the concepts learned in this class.
Credits 3
Prerequisites
DDT 104, 111, DDT 124, DDT 128 or permission of instructor
Lab Hours 4
Theory Hours 1

DDT 127 : INTERMEDIATE COMPUTER AIDED DRAFTING AND DESIGN

This course covers intermediate-level concepts and application of CADD. Emphasis will be placed on intermediate-level features, commands, and applications of CADD software.
Credits 3
Prerequisites
DDT 104, DDT 111, DDT 124, DDT 128 or permission of instructor.
Lab Hours 4
Theory Hours 1

DDT 128 : INTERMEDIATE TECHNICAL DRAWING

This course is designed to develop a strong foundation in common drafting and design practices and procedures. Topics include multi-view drawings with advanced dimensioning, basic tolerancing and pictorial drawings.
Credits 3
Prerequisites
DDT 104, DDT 111, DDT 124 or permission of instructor.
Lab Hours 4
Theory Hours 1

DDT 132 : ARCHITECTURAL DRAFTING

This course in architectural design and drafting introduces basic terminology, concepts and principles of architectural design and drawing. Topics include design considerations, lettering, terminology; site plans, and construction drawings. Upon completion, students should be able to draw, dimension, and specify basic residential architectural construction drawings.
Credits 3
Prerequisites
DDT 104, DDT 111, DDT 124, DDT 128 or permission of instructor.
Lab Hours 4
Theory Hours 1

DDT 133 : Basic Surverying

Credits 3

DDT 150 : THEORY OF RESIDENTIAL DRAWING AND DESIGN

This course provides the theory of residential drawing and design. Topics include architectural styles, house design, site and space planning, drawing requirements, construction materials and process, terminology, and specific types of drawings required to complete a full set of construction documents. Introductory, intermediate, and advanced topics are covered. Emphasis is placed on an understanding of the various issues and requirements essential to the field of residential drawing and design.
Credits 3
Prerequisites
DDT 104, 111, 124, 128 or permission of instructor.
Lab Hours 0
Theory Hours 3

DDT 212 : INTERMEDIATE ARCHITECTURAL DRAFTING

This second course in architectural design and drafting continues with more advanced and detailed architectural plans. Topics include interior elevations, plot plans, and interior details. Upon completion, students should be able to draw and specify advanced level plans, including various architectural details.
Credits 3
Prerequisites
DDT 132 or permission of instructor.
Lab Hours 4
Theory Hours 1

DDT 213 : CIVIL DRAFTING, PLAT MAPS

This course introduces the drafting practices, symbols, conventions, and standards utilized in civil engineering contract documents. Topics include site planning, land surveying, topographic surveys, along with civil terminology. Upon completion, students should be able to draw accurate plat maps giving legal descriptions of land parcels, draw simple site plans, and identify and use proper symbols and conventions on civil engineering drawings.
Credits 3
Prerequisites
DDT 104, DDT 111, DDT 124, DDT 128 or permission of instructor.
Lab Hours 4
Theory Hours 1

DDT 220 : ADVANCED TECHNICAL DRAWING

This course covers the methods of providing size description and manufacturing information for production drawings. Emphasis will be placed on accepted dimensioning and tolerancing practices including Geometric Dimensioning and Tolerancing for both the Customary English System and ISO System. Upon competition, students should be able to apply dimensions, tolerances, and notes to drawing to acceptable standards, including Geometric Dimensioning and Tolerancing, and produce drawings using and specifying common threads and various fasteners, including welding methods.
Credits 3
Prerequisites
DDT 104, DDT 111, DDT 124, DDT 128 or permission of instructor.
Lab Hours 4
Theory Hours 1

DDT 222 : ADVANCED ARCHITECTURAL DRAFTING

This third course in architectural design and drafting continues with advanced architectural plans, including a slant toward light commercial construction. Topics include climate control plans, application of building codes, building materials and finish specifications, cost estimating, and bid specifications. Upon completion, students should be able to apply current techniques in producing advanced-level architectural plans, including residential and light commercial application.
Credits 3
Lab Hours 4
Theory Hours 1

DDT 225 : STRUCTURAL STEEL DRAFTING

This course covers the theory and practical applications necessary to understand the basic design and terminology of structural steel components used in light commercial buildings. Emphasis is placed on structural steel drafting techniques, bolted and welded connections, framing plans, sections, fabrication and connection details, and bills of materials. Upon completion, students should be able to produce engineering and shop drawings incorporating standard shapes, sizes, and details using the A.I.S.C. Manual and incorporating safety practices.
Credits 3
Prerequisites
DDT 104, DDT 111, DDT 124, DDT 128 or permission of instructor.
Lab Hours 4
Theory Hours 1

DDT 228 : GEOGRAPHIC INFORMATION SYSTEMS

This course is designed as an introduction to the world of G.I.S. and what it's about and builds on the skills attained in Civil Drafting I and II. Emphasis will be placed on utilizing G.I.S. software in conjunction with a CAD program to produce '93intelligent'94 maps tied to a database in solving complex projects and problems. Upon completion, students should be able to manipulate attributed objects drawn on CAD/GIS software and accurately produce basic G.I.S. drawings.

Credits 3
Lab Hours 4
Theory Hours 1

DDT 231 : ADVANCED CAD

This course allows the student to plan, execute, and present results of individual projects in Advanced CAD topics. Emphasis is placed on enhancing skill attainment in Advanced CAD skill sets. The student will be able to demonstrate and apply competencies identified and agreed upon between the student and instructor.

Credits 3
Prerequisites
DDT 104, DDT 111, DDT 124, DDT 128 or permission of instructor.
Lab Hours 4
Theory Hours 1

DDT 233 : INTERMEDIATE 3D MODELING

This course emphasizes the more advanced techniques in 3D solid modeling. It covers advanced features of part creation, part editing, and analysis. Some techniques that will be discussed are: lofting, sweeping, sheet metal part creation, interference checking and stress analysis. Upon completion of the course, students should be able to create advanced 3D models and perform stress analysis/ interference checking.

Credits 3
Prerequisites
DDT 104, DDT 111, DDT 124, DDT 128 or permission of instructor.
Lab Hours 4
Theory Hours 1

DDT 238 : SPECIAL TOPICS IN CAD

This course in special CAD and multimedia topics covers special capabilities possible with CAD software, especially in conjunction with other graphic software, such as virtual "walk-throughs" or multimedia presentations. Topics include but are not limited to combining CAD software, image editing software, and 3D software into one harmonious relationship to produce multimedia presentations. Upon completion, students should be aware of and understand how to utilize several software packages to produce multimedia presentations.

Credits 3
Prerequisites
As required by program.
Lab Hours 4
Theory Hours 1

DDT 260 : PORTFOLIO

This course includes the preparation of technical and/or architectural drawings for a portfolio presentation and a resume for portfolio presentation. Hard copy drawings as well as electronic will be discussed, finalized, and developed for presentation. Upon completion, students should be able to prepare and produce a portfolio for presentation. This course includes the preparation of artwork and resume for portfolio presentation. Topics include production of a resume and portfolio for presentation during the last semester of course work. Upon completion, students should be able to prepare and produce a resume and portfolio for presentation in both hard copy as well as electronic copy.

Credits 3
Lab Hours 4
Theory Hours 1

DDT 271 : DRAFTING INTERNSHIP

This course allows credit for substantial on-the-job experience within the field of Drafting and Design Technology.

Credits 3
Lab Hours 6
Theory Hours 0

DDT 291 : CO-OP

This course is part of a series wherein the student works on a part-time basis in a job related to drafting. In this course, the employer evaluates the student's productivity and the student submits a descriptive report of his/her work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.

Credits 3
Prerequisites
As required by program.
Lab Hours 4
Theory Hours 1

DDT 292 : CO-OP

This course is part of a series wherein the student works on a part-time basis in a job related to drafting. In this course, the employer evaluates the student's productivity and the student submits a descriptive report of his/her work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.
Credits 3
Prerequisites
As required by program.
Lab Hours 4
Theory Hours 1

EGR 100 : Engineering Orientation

Credits 0

EGR 101 : Engineering Foundations

Credits 1

ENT 214 : ADVANCED AUTOCAD CADD

In this course, students use advanced techniques of AutoCAD computer-aided drafting/design software to develop and render 3-D solids. Topics include 3-D drafting techniques, specialized software applications, development of views, rendering, and plotting. The student will be able to develop the views necessary to fabricate an object using the solid applications of AutoCAD.
Credits 3

ENT 217 : MACHINE DESIGN

This course covers the design concepts necessary to develop the technical drawings and features to manufacture or fabricate a part or assembly using computer-aided design/drafting software. The topics covered are the concepts and design constraints of gears, drive systems, bearings, belts, shafts, chains, fasteners, and springs. The student will be expected to apply the concepts and design constraints to properly design machine components and systems.
Credits 3
Lab Hours 2
Theory Hours 1

English

ENG 099 : INTRODUCTION TO COLLEGE WRITING

This course places emphasis on providing students with additional academic and noncognitive support with the goal of success in the students' paired ENG 101 class. The material covered or practiced in the ENG 099 course is complementary to and supportive of material taught in ENG 101 and the needs of the ENG 099 student.
Credits 1
Prerequisites
ENR 098 with a minimum grade of C or appropriate placement score.
Corequisites
ENG 101C

ENG 101 : ENGLISH COMPOSITION I

This course provides instruction and practice in the writing of at least four extended compositions and the development of rhetorical strategies, analytical and critical reading skills, and basic reference and documentation skills in the composition process. English Composition I may include instruction and practice in library usage and information literacy.
Credits 3
Prerequisites
Appropriate placement score.

ENG 101C : ENGLISH COMPOSITION I

This course provides instruction and practice in the writing of at least four extended compositions and the development of rhetorical strategies, analytical and critical reading skills, and basic reference and documentation skills in the composition process. English Composition I may include instruction and practice in library usage and information literacy.
Credits 3
Prerequisites
ENR 098 with a minimum grade of C or appropriate placement score.
Corequisites
ENG 099

ENG 102 : ENGLISH COMPOSITION II

English Composition II provides continued instruction and practice in the writing of at least four extended compositions or equivalent assignments of which at least one is a research project using outside sources and/or references effectively and legally. Additionally, English Composition II provides instruction in the development of analytical and critical reading skills in the composition process. English Composition II may include instruction and practice in library usage and information literacy.
Credits 3
Prerequisites
ENG 101 with a minimum grade of C or equivalent.

ENG 251 : AMERICAN LITERATURE I

This course is a survey of American literature from its beginnings to the mid-nineteenth century. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them.
Credits 3
Prerequisites
ENG 102 with a minimum grade of C.

ENG 252 : AMERICAN LITERATURE II

This course is a survey of American literature from the mid-nineteenth century to the present. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them.
Credits 3
Prerequisites
ENG 102 with a minimum grade of C.

ENG 261 : English Literature I

This course is a survey of English/British literature from its inception to the end of the eighteenth century. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them.
Credits 3
Prerequisites
ENG 102 with a minimum grade of C.

ENG 262 : English Literature II

This course is a survey of English/British literature from the late eighteenth century to the present. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them.
Credits 3
Prerequisites
ENG 102 with a minimum grade of C.

ENG 271 : WORLD LITERATURE I

This course is a survey of world literature from its inception to the mid-seventeenth century. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and are being reflected in them.
Credits 3
Prerequisites
ENG 102 with a minimum grade of C.

ENG 272 : WORLD LITERATURE II

This course is a survey of the world literature from the mid-seventeenth century to the present. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them.
Credits 3
Prerequisites
ENG 102 with a minimum grade of C.

ENR 098 : WRITING AND READING FOR COLLEGE

This course integrates reading and writing skills students need to comprehend and interact with college- level texts and to produce original college-level writing. Reading skills will center on processes for literal and critical comprehension, as well as the development of vocabulary skills. Writing skills will focus on using an effective writing process including generating ideas, drafting, organizing, revising, and editing to produce competent essays using standard written English. This course includes a lab component.
Credits 4
Prerequisites
Appropriate placement score.

Fire Science

FSC 100 : BASIC FIREMANSHIP

This course is an introduction to the basics of Fire Science, including fire chemistry salvage, hydraulics, laying hose, laddering, and overhaul work.
Credits 2

FSC 101 : INTRODUCTION TO THE FIRE SERVICE

This course is a survey of the philosophy and history of fire protection, loss of property and life by fire, review of municipal fire defenses, and the organization and function of federal, state, county, city, and private fire protection.
Credits 3

FSC 103 : HAZARDOUS MATERIALS I

This is a survey of fundamental facts and operations applicable to hazardous materials incidents. The emphasis is on storage, handling, standards, special equipment, toxicology, and monitoring.
Credits 3

FSC 104 : HAZARDOUS MATERIALS II

This course is a continuation of the study of hazardous materials and application to specialized hazardous materials response teams. Emphasis is placed on specialized skills and equipment required to mitigate a hazardous materials incident.
Credits 3

FSC 111 : FIRE HYDRAULICS

This course is a review of basic mathematics, hydraulic laws and formulae as applied to the fire service, water supply problems and underwriters' requirement for pumps.
Credits 3

FSC 200 : FIRE COMBAT TACTICS AND STRATEGY

This course is a review of fire chemistry, equipment and manpower, basic fire fighting tactics and strategy, methods of attack and pre-planning fire problems.
Credits 3

FSC 210 : BUILDING CONSTRUCTION FOR THE FIRE SERVICE

This course highlights and assesses the problems and hazards to fire personnel when a building is attacked by fire or is under stress from other factors dealing with collapse.
Credits 3

FSC 240 : FIRE CAUSE DETERMINATION

This course covers the burning characteristics of combustibles, interpretation of clues, burn patterns leading to points of origin, identification of incendiary indications, sources of ignition and ignited materials, and preservation of fire science evidence.
Credits 3

FSC 250 : FIRE PREVENTION INSPECTION

This is a study of the organization and function of the fire prevention team. Course content includes inspections, survey and mapping procedures, recognition of fire hazards, and public relations as affected by fire prevention.
Credits 3

FSC 270 : FIRE PROTECTION SYSTEMS

This is a study of portable fire extinguishing equipment, sprinkler systems, protection systems for special hazards, and fire alarms and detection systems.
Credits 3

FSC 292 : ELEMENTS OF SUPERVISION/FIRE SERVICE SUPERVISION

This course covers the responsibility of supervisors; organization, human relations, grievance training, rating, promotion, quality-quantity control and management-employee relations.
Credits 3

FSC 293 : FIRE SERVICE ADMINISTRATION

This is a study of the principles, practices and objectives of fire administration; of fire defenses and insurance rates; of personal management, and of records, reports, and evaluation.
Credits 3

French

FRN 101 : INTRODUCTORY FRENCH I

This course provides an introduction to French. Topics include the development of basic communication skills and the acquisition of basic knowledge of the cultures of French-speaking areas.
Credits 4
Prerequisites
Eligible for ENG 101.

FRN 102 : INTRODUCTORY FRENCH II

This continuation course includes the development of basic communication skills and the acquisition of basic knowledge of the cultures of French-speaking areas.
Credits 4
Prerequisites
FRN 101.

FRN 201 : INTERMEDIATE FRENCH I

This course includes a review and further development of communication skills. Topics include readings of literary, historical, and/or cultural texts.
Credits 4
Prerequisites
FRN 102.

Geography

GEO 100 : WORLD REGIONAL GEOGRAPHY

This course surveys various countries and major regions of the world with respect to location and landscape, world importance, political status, population, type of economy, and its external and internal organization problems and potentials.
Credits 3

Geology

GLY 101 : INTRODUCTORY GEOLOGY I

Introduction to Geology I is the first in a two part sequence dealing with the structure of the Earth including materials, internal and external processes, deformation, energy, and plate tectonics. Laboratory is required.
Credits 4
Prerequisites
Eligible for ENG 101 and MTH 100 or MTH 108.

GLY 102 : INTRODUCTORY GEOLOGY II

Introduction to Geology II is the second in a two part sequence dealing with a historical perspective of the earth. Topics include items such as Geologic time, Earth's origin, evolution of continents and ocean basins, minerals, energy resources, planetary geology, and mountain building. Laboratory is required.
Credits 4
Prerequisites
GLY 101 with a minimum grade of C.

German

GRN 101 : INTRODUCTORY GERMAN I

An introduction to German through the development of basic communication skills and the acquisition of basic knowledge of the cultures of German-speaking areas.
Credits 4
Prerequisites
Eligible for ENG 101.

GRN 102 : INTRODUCTORY GERMAN II

A continuation of GRN 101, an introduction to German through the development of basic communication skills and the acquisition of basic knowledge of the cultures of German-speaking areas.
Credits 4
Prerequisites
GRN 101.

Health Education

HED 221 : PERSONAL HEALTH

This course introduces principles and practices of personal and family health; it includes human reproduction, growth and development, psychological dimensions of health, human sexuality, nutrition and fitness, aging, death and dying.
Credits 3

HED 222 : COMMUNITY HEALTH

This course introduces principles and practices of community health; it includes drug use and abuse, communicable diseases, cardiovascular diseases, cancer, consumer health, health organization, and environmental concerns.
Credits 3

HED 226 : WELLNESS

This course provides health-related education to those individuals seeking advancement in the area of personal wellness. The course has 5 major components: (1) fitness and health assessment, (2) physical work capacity, (3) education, (4) reassessment and (5) retesting, which are all taught through the different dimensions of wellness.
Credits 3

HED 231 : FIRST AID

This course provides instruction to the immediate, temporary care which should be given to the victims of accidents and sudden illness. It also includes standard and advanced requirements of the American Red Cross and/or the American Heart Association. CPR training also is included.
Credits 3

HED 232 : CARE AND PREVENTION OF ATHLETIC INJURIES

This course provides a study of specific athletic injuries, their treatment, and preventive measures.
Credits 3

HED 266 : INTRODUCTION TO HEALTH OCCUPATIONS

This course is designed to give students a general introduction to health occupations. Major emphasis is on the specialization area of each student enrolled.
Credits 3

Health Sciences

HPS 101 : CARDIOPULMONARY RESUSCITATION I

This course includes theory and application in basic life support. Emphasis is placed on the areas of single rescuer cardiopulmonary resuscitation (CPR) of the adult, two-rescuer CPR, managing obstructed airways, and infant and child CPR. Upon completion of the course, the student should be able to recognize situations that require CPR and effectively implement CPR.
Credits 1

HPS 105 : MEDICAL TERMINOLOGY

This course is an application for the language of medicine. Emphasis is placed on terminology associated with health care, spelling, pronunciation, and meaning associated with prefixes, suffixes, and roots as they relate to anatomical body systems. Upon completion of this course, the student should be able to correctly abbreviate medical terms and appropriately use medical terminology in verbal and written communication.
Credits 3

HPS 113 : SPANISH FOR THE HEALTHCARE PROFESSIONAL

This course provides an introduction to Spanish with a focus on the basic communication skills and vocabulary needed by health professionals when a non-English speaking Hispanic enters a health care setting. Topics include soliciting identification information, history taking, performance of physical exam and giving instructions on general care and follow-up.
Credits 3

HPS 113 : SPANISH FOR HEALTHCARE PROFESSIONALS

This course provides an introduction to Spanish with a focus on the basic communication skills and vocabulary needed by health professionals when a non-English speaking Hispanic enters a health care setting. Topics include soliciting identification information, history taking, performance of physical exam and giving instructions on general care and follow-up.
Credits 3

HPS 114 : BASIC PHARMACOLOGY

This course is an introduction to basic pharmacology. Content includes classifications, indications, contraindications, desired effects, and side effects of medications used during diagnostic procedures and the prevention and treatment of common illnesses. Upon completion of the course, the student should be able to relate basic pharmacological concepts to the maintenance of health.
Credits 2

HPS 116 : OVERVIEW OF COMPLEMENTARY AND ALTERNATIVE THERAPIES

This course provides a comprehensive overview of the major systems of health care other than the traditional allopathic or western medical system. Included is a comparison of the various characteristics and philosophies behind complementary and alternative therapies. Upon completion, the student will be able to verbalize the difference between the traditional health care system and the major complementary and/or alternative therapies.
Credits 3

Heat & Air Conditioning

The Heating & Air Conditioning program is designed to prepare individuals for careers as heating, ventilation, air conditioning, and refrigeration technicians (HVACR). The program places a strong emphasis on safety, thermodynamic principles, basic electrical and refrigeration theory, and their applications to various types of HVACR equipment.

Students receive training in troubleshooting and servicing techniques necessary for the installation, maintenance, and repair of a wide range of equipment. The training covers specific equipment such as residential and light commercial air conditioning systems, heat pumps, gas heating, electric heating, commercial ice makers, and commercial refrigeration.

Additionally, students will learn about the laws and regulations governing proper refrigerant handling procedures as outlined by the Environmental Protection Agency (EPA). Upon completing the Heating & Air Conitioning program, students will be required to participate in credentialing activities, including EPA Section 608 Refrigerant Handling Certification, R-410A Refrigerant Safety Certification, the Industry Competency Exam (ICE), and NOCTI assessments.

ASC 111 : REFRIGERATION PRINCIPLES

This course emphasizes the fundamental principles for air conditioning and refrigeration. Instruction is provided in the theory and principles of refrigeration and heat transfer, HVAC/R system components, common and specialty tools for HVAC/R, and application of the concepts of basic compression refrigeration. Upon completion, students should identify system components and understand their functions, identify and use common and specialty HVAC/R tools, and maintain components of a basic compression refrigeration system.
Credits 3
Lab Hours 4
Theory Hours 1

ASC 112 : HVACR SERVICE PROCEDURES

This course covers system performance checks and refrigerant cycle diagnosis. Emphasis is placed on the use of refrigerant recovery/recycle units, industry codes, refrigerant coils and correct methods of charging and recovering refrigerants. Upon completion, students should be able to properly recover/recycle refrigerants and demonstrate safe, correct service procedures which comply with the no-venting laws.
Credits 3
Lab Hours 4
Theory Hours 1

ASC 113 : REFRIGERATION PIPING PRACTICES

This course introduces students to the proper installation procedures of refrigerant piping and tubing for the heating, ventilation, air conditioning and refrigeration industry. This course includes various methods of working with and joining tubing. Upon completion, students should comprehend related terminology and be able to fabricate pipe, tubing, and pipe fittings.
Credits 3
Lab Hours 4
Theory Hours 1

ASC 119 : FUNDAMENTALS OF GAS HEATING SYSTEMS

This course provides instruction on general service and installation for common gas furnace system components. Upon completion, students will be able to install and service gas furnaces in a wide range of applications.
Credits 3
Lab Hours 4
Theory Hours 1

ASC 120 : FUNDAMENTALS OF ELECTRIC HEATING SYSTEMS

This course covers the fundamentals of electric furnace systems. Emphasis is placed on components, general service procedures, and basic installation. Upon completion, students should be able to install and service electric furnaces, heat pumps, and solar and hydronics systems.
Credits 3
Lab Hours 4
Theory Hours 1

ASC 121 : PRINCIPLES OF ELECTRICITY FOR HVAC

This course is designed to provide the student with the basic knowledge of electrical theory and circuitry as it pertains to air conditioning and refrigeration. This course emphasizes safety, definitions, symbols, laws, circuits, and electrical test instruments. Upon completion, students should understand and be able to apply the basic principles of HVAC/R circuits and circuit components.
Credits 3
Lab Hours 4
Theory Hours 1

ASC 122 : HVACR ELECTRICAL CIRCUITS

This course introduces the student to electrical circuits and diagrams. Electrical symbols and basic wiring diagrams are constructed in this course. Upon completion, students should understand standard wiring diagrams and symbols and be able to construct various types of electrical circuits.
Credits 3
Lab Hours 4
Theory Hours 1

ASC 123 : HVACR ELECTRICAL COMPONENTS

This course introduces students to electrical components and controls. Emphasis is placed on the operations of motors, relays, contactors, starters, and other HVAC electrical components. Upon completion, students should be able to install electrical components and determine their proper operation.
Credits 3
Lab Hours 4
Theory Hours 1

ASC 128 : LOAD CALCULATIONS

This course focuses on heat flow into and out of building structures. Emphasis is placed on determining heat gain/heat loss of a given structure. Upon completion, students should be able to calculate heat load and determine HVAC equipment size requirements.
Credits 3
Lab Hours 0
Theory Hours 3

ASC 132 : RESIDENTIAL AIR CONDITIONING

This course introduces students to residential air conditioning systems. Emphasis is placed on the operation, service, and repair of residential air conditioning systems. Upon completion, students should be able to service and repair residential air conditioning systems.
Credits 3
Lab Hours 4
Theory Hours 1

ASC 134 : ICE MACHINES

This course introduces students to commercial ice machines. Emphasis is placed on components, electrical and mechanical operation sequences, control adjustments procedures, preventive maintenance, repairs, and installation procedures. Upon completion, students should be able to install, service and repair commercial ice machines.
Credits 3
Lab Hours 4
Theory Hours 1

ASC 147 : REFRIGERATION TRANSITION AND RECOVERY

This course is EPA-approved and covers material relating to the requirements necessary for type I, II, III and universal certification. Upon completion, students should be prepared to take the EPA 608 certification examination.
Credits 3
Prerequisites
Permission of instructor.
Lab Hours 0
Theory Hours 3

ASC 148 : HEAT PUMP SYSTEMS

Instruction received in this course centers around the basic theory and application of heat pump systems and components. Upon completion students will be able to install and service heat pumps in a wide variety of applications.
Credits 3
Lab Hours 4
Theory Hours 1

ASC 192 : HVACR APPRENTICESHIP/INTERNSHIP

This course is designed to provide basic hands-on experiences in the work place. The student is provided with a training plan developed by the employer and instructor working together to guide the learning experience. Upon course completion, students should be able to work independently and apply related skills and knowledge. This course involves a minimum of 15 work hours per week.
Credits 3
Prerequisites
Permission of instructor.
Lab Hours 6
Theory Hours 0

ASC 203 : COMMERCIAL REFRIGERATION

This course focuses on commercial refrigeration systems. Emphasis is placed on evaporators, condensers, compressors, expansion devices, special refrigeration components and application of refrigeration systems. Upon completion students should be able to service and repair commercial refrigeration systems.
Credits 3
Lab Hours 4
Theory Hours 1

ASC 210 : TROUBLESHOOTING HVAC/R SYSTEMS

This course provides instruction in the use of various meters and gauges used in the HVAC/R industry. Emphasis is placed on general service procedures, system diagnosis, and corrective measure, methods of leak detection, and system evacuation, charging and performance checks. Upon completion, students should be able to perform basic troubleshooting of HVAC/R.
Credits 3
Lab Hours 4
Theory Hours 1

History

HIS 101 : HISTORY OF WESTERN CIVILIZATION I

This survey course examines the social, intellectual, economic, cultural, and political developments which have shaped the modern western world. It covers the history of the West from its earliest beginnings to the early modern era.
Credits 3

HIS 102 : HISTORY OF WESTERN CIVILIZATION II

This survey course examines the social, intellectual, economic, cultural, and political developments which have shaped the modern Western world. It covers the history of the West from its early modern era to the present.
Credits 3

HIS 121 : WORLD HISTORY 1

This course surveys social, intellectual, cultural, economic, and political developments which have molded the modern world. Focus is on both non-western and western civilizations from the prehistoric to the early modern era.
Credits 3

HIS 122 : WORLD HISTORY 2

This course surveys social, intellectual, cultural, economic, and political developments which have molded the modern world. It covers world history, both western and non-western, from the early modern era through the post-modern era.
Credits 3

HIS 201 : UNITED STATES HISTORY I

This course surveys United States history from the pre-Columbian period to the Civil War era.
Credits 3

HIS 202 : UNITED STATES HISTORY II

This course surveys United States history from the Civil War era to the Modern era.
Credits 3

Home Economics

HEC 140 : PRINCIPLES OF NUTRITION

This course introduces students to the principles of nutrition and the role and functions of nutrients in man's food. Basic information concerning food selection and nutrition as a factor in health, ecology, and economy is included. Implications of nutrition for children may be stressed.
Credits 3

Humanities

HUM 100 : HUMANITIES FORUM

In this course, credit is given for participation in lectures, concerts, and other events which have relevance to the study of the humanities.
Credits 1

HUM 101 : INTRODUCTION TO HUMANITIES

This course offers the student an introduction to the humanities through independent visits to art, music, literature, history, and drama presentations and subsequent assignments.
Credits 3

HUM 299 : PTK HONORS I, II, III

This course provides an opportunity for the student to study selected topics in the area of the humanities under the supervision of a qualified instructor. The topics selected will be broad in scope and content rather than specific, and will reference important cultural works from a variety of areas, which may include literature, religious studies, speech, foreign languages, art, music, theatre, and dance. The course may be repeated for credit.
Credits 1
Prerequisites
Permission of instructor.

Industrial Electricity

The Industrial Electricity Program is designed to equip students with the skills necessary to become industrial electricians or entry-level electricians/electrician's helpers. Students will learn the theories and principles involved in the operation and installation of electrical equipment and machines. They will study the installation of motors, transformers, industrial controls, programmable logic controllers, and variable speed drives. An in-depth examination of the National Electrical Code will also be part of the curriculum, along with preparation for credentialing tests. Students are required to participate in third-party credentialing, such as the Certified Electrician Technician (CET), and complete third-party assessments, such as the National Occupational Competency Testing Institute (NOCTI), before finishing the program.

This program is designed to complement the apprenticeship training programs of local electrical contractors. It offers a sequence of short-term certificates focused on specific skill sets that individuals can earn as they work towards an Associate degree or to enhance their skills in specific areas of demand.

ELT 110 : WIRING METHODS

This course is a study of various tasks, wiring methods, materials, and associated NEC requirements that students will be required to work with in residential and commercial wiring courses.
Credits 3
Lab Hours 2
Theory Hours 1

ELT 117 : AC/DC MACHINES

This course covers the theory and operation of DC motors single and three phase AC motors and the labs will reinforce this knowledge. Emphasis is placed on the various types of single and three phase motors, wiring diagrams, starting devices, and practical application in the lab.
Credits 3
Lab Hours 2
Theory Hours 1

ELT 122 : Advanced AC/DC Machines

Credits 3

ELT 131 : WIRING 1 COMMERCIAL AND INDUSTRIAL

This course teaches students the principles and applications of commercial and industrial wiring methods. Emphasis is placed on blueprint symbols, calculations and NEC code requirements as it applies to commercial and industrial wiring. Upon completion, students will be able to read electrical plans, know most electrical symbols, load calculations for commercial industrial applications, and interpret the NEC code requirements.
Credits 3
Lab Hours 1
Theory Hours 2

ELT 132 : COMMERCIAL AND INDUSTRIAL WIRING II

This course is a continuation of ELT 131 and is all inclusive. Including the study of branch circuits, installation requirements for services, feeders and special equipment considerations including the NEC code requirements. Emphasis is placed on load calculations, conductors, service sizing, installation requirements, NEC code requirements, transformers, lighting, HVAC and special equipment considerations. Upon completion, students should be able to know how to size complete electrical commercial/industrial systems and know the NEC requirements for each system.
Credits 3
Lab Hours 1
Theory Hours 2

ELT 206 : OSHA SAFETY STANDARDS

This course provides the student with the knowledge of OSHA safety standards as required by this organization, and as it related to the job site. Emphasis is placed on overall safety practices, construction site safety practices and safety procedures required by Federal/State laws. Upon completion, students should be able to understand the requirements of OSHA as it relates to general and specific construction sites.
Credits 3
Lab Hours 0
Theory Hours 3

IET 299A : Occupational Safety Ergonomics

Credits 3

IET 299B : Methods Engineering and Work Measurement

Credits 3

ILT 104 : INDUSTRIAL INSTRUMENTATION

This course provides a study of instrumentation circuits/ systems. Topics include the use of transducers, detectors, actuators, and/or other devices and equipment in industrial applications. Upon completion, the student should be able to apply principles of instrumentation circuits and systems.
Credits 3
Lab Hours 0
Theory Hours 3

ILT 105 : INDUSTRIAL INSTRUMENTION LAB

This lab includes the use of transducers, detectors, actuators, and/or other devices and equipment in industrial applications. Upon completion, the student should be able to apply principles of instrumentation circuits and systems.
Credits 2
Lab Hours 4
Theory Hours 0

ILT 109 : ELECTRICAL BLUEPRINT READING I

This course will enable the student to obtain a working knowledge of the elements of blueprint reading; the ability to interpret electrical, mechanical, and architectural drawing; and the ability to visualize the entire building structure in relationship to the electrical system.
Credits 3
Lab Hours 0
Theory Hours 3

ILT 114 : INSTRUMENTATION OPERATION AND CALIBRATION

The hardware used to measure and control process variables is presented. The student learns the principles of operation, servicing, maintenance, calibration, and troubleshooting procedures used on mechanical, pneumatic, electronic and digital based industrial transmitters, recorders, controllers, valves, and other control devices. The course is broken down into theory and laboratory work on actual process measuring and control equipment.
Credits 3
Lab Hours 3
Theory Hours 2

ILT 115 : INDUSTRIAL CONTROLS

This course emphasizes the fundamentals and applications of solid state motor starters. Topics include DC drivers, AC variable frequency drives, thyristors, sequence circuits and closed loop control including PID process control. Upon completion, students should be able to apply principles of solid state motor starters.
Credits 3
Lab Hours 0
Theory Hours 3

ILT 118 : CONSTRUCTION WIRING NEC

This course provides a study of the codes that is required to safely perform electrical wiring installations. Emphasis will be placed upon the codes that apply to residential, commercial, and industrial locations. Upon completion, students should be able to apply the codes in the electrical wiring of residential, commercial and industrial applications.
Credits 3
Lab Hours 4
Theory Hours 1

ILT 139 : INTRODUCTION TO ROBOTIC PROGRAMMING

This course provides an introduction to robotic programming. Emphasis is placed on but not limited to the following: Safety, motion programming, creating and editing programs, I/O instructions, macros, program and file storage. Upon completion the student will be able to safely perform basic functions in the work cell as well as program a robot to perform simple functions.
Credits 3
Lab Hours 5
Theory Hours 1

ILT 148 : AUTOMATIC CONTROLS SYSTEMS

This course emphasizes automated control systems and sub-systems. Topics include robotics, programmable hydraulic, pneumatic, microprocessor, variable-speed drives, transducers, and related control circuitry with emphasis on troubleshooting the total system. Upon completion, students should be able to apply principles of automated control systems.

Credits 3
Prerequisites
Instructor approval.
Lab Hours 0
Theory Hours 3

ILT 160 : DC FUNDAMENTALS

This course is designed to provide students with a working knowledge of basic direct current (DC) electrical principles. Topics include safety, basic atomic structure and theory, magnetism, conductors, insulators, use of Ohm's law to solve for voltage, current, and resistance, electrical sources, power, inductors, and capacitors. Students will perform lockout/tagout procedures, troubleshoot circuits and analyze series, parallel, and combination DC circuits using the electrical laws and basic testing equipment to determine unknown electrical quantities.

Credits 3
Lab Hours 2
Theory Hours 1

ILT 161 : AC FUNDAMENTALS

This course is designed to provide students with a working knowledge of basic alternating current (AC) electrical principles. Topics include basic concepts of electricity, electrical components, basic circuits, measurement instruments, the laws of alternating current, and electrical safety with lockout procedures. Hands on laboratory exercises are provided to analyze various series, parallel, and combination alternating current circuit configurations containing resistors, inductors, and capacitors. Upon course completion, students will be able to describe and explain alternating current circuit fundamentals such as RLC circuits, impedance, phase relationships, and power factors. They should also be able to perform fundamental tasks associated with troubleshooting, repairing, and maintaining industrial AC systems.

Credits 3
Lab Hours 2
Theory Hours 1

ILT 162 : SOLID STATE FUNDAMENTALS

This course provides instruction in basic solid state theory beginning with atomic structure and including devices such as diodes, bipolar transistors, field effect transistors, amplifiers, thyristors, operational amplifiers, oscillator and power supply circuits. Emphasis is placed on the practical application of solid-state devices, proper biasing and amplifier circuit analysis and the use of test equipment to diagnose, troubleshoot and repair typical solid-state device circuits. This course also provides the opportunity for students to apply the solid-state principles and theories learned in class in the laboratory setting. Emphasis is placed on the practical application of solid-state devices, proper biasing and amplifier circuit analysis and the use of test equipment to diagnose, troubleshoot and repair typical solid-state device circuits.

Credits 3
Lab Hours 4
Theory Hours 1

ILT 163 : DIGITAL FUNDAMENTALS

This course provides instruction on basic logic gates, flip-flops, registers, counters, microprocessor/ computer fundamentals, analog to digital conversion, and digital analog conversion. Emphasis is placed on number systems, Boolean algebra, combination logic circuits, sequential logic circuits, and typical microprocessor data manipulation and storage. This course has an embedded lab with exercises designed to develop skills required by industry. Upon completion, students should be able to analyze digital circuits, draw timing diagrams, determine output of combinational and sequential logic circuits and diagnose and troubleshoot electronic components as well as demonstrate knowledge of microprocessor and computer circuits.

Credits 3
Lab Hours 4
Theory Hours 1

ILT 164 : CIRCUIT FABRICATION

This course provides instruction in fabrication of functional circuits and is an introduction to device construction and fabrication. Utilizing discrete components, students will fabricate functional circuits. Topics include soldering, cable construction, coaxial cable connection and termination, component mounting cases, and chassis, printed circuit board design, layout, fabrication, and repair, as well as soldering techniques, care of tools, wire splicing, wire wrapping, connector maintenance, and related shop safety. Upon completion of this course, students should be able to perform basic circuit and project construction.

Credits 1
Lab Hours 2
Theory Hours 0

ILT 165 : INDUSTRIAL ELECTRONIC CONTROLS I

This course provides a study of industrial electronics controls. Topics include photoelectric, temperature, gas and humidity, pressure and strain measurements for industrial instrumentation controls and applications. The lab enables students to test, troubleshoot and repair electronic control circuits. Upon completion, students should be able to apply principles of industrial electronics control circuits.
Credits 3
Lab Hours 2
Theory Hours 2

ILT 166 : MOTORS AND TRANSFORMERS I

This course covers motor operation, motor types, motor components, motor feeder and branch circuits. Topics include motor protection and motor control circuits. Upon lab completion, students should be able to test motors, transformer types, and test for input and output voltage.
Credits 3
Lab Hours 2
Theory Hours 2

ILT 167 : AC/DC MACHINERY AND CONTROLS I

This course provides the student with knowledge in AC/DC machinery and controls. Topics include characteristics and operating principles of the different types of AC/DC generators and motors, manual and automatic starters and controllers. The lab enables students to be tested, troubleshoot and repair AC/DC machinery and controls. Upon completion, the student will be able to apply practical skills in AC/DC machinery.
Credits 3
Lab Hours 2
Theory Hours 2

ILT 169 : HYDRAULICS/ PNEUMATICS

This course provides an introduction to hydraulics/ pneumatics. Topics include hydraulic pumps, pneumatic compressors work and system components such as valves, filters, regulators, actuators, accumulators, and lubricators. The lab enables students to test, troubleshoot and repair hydraulic pumps, pneumatic compressors work and system components such as valves, filters, regulators, actuators, accumulators, and lubricators. Upon completion, students will be able to apply principles of hydraulics/ pneumatics.
Credits 3
Lab Hours 2
Theory Hours 2

ILT 192 : CO-OP IN ILT

These courses provide students with relevant work experience in business/industry. Emphasis is placed on production in a work setting. Upon completion, students should be able to identify job responsibilities and to demonstrate skills necessary for entry level employment.
Credits 3
Prerequisites
Permission of instructor.
Lab Hours 6
Theory Hours 0

ILT 194 : INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLERS

This course provides an introduction to programmable logic controllers. Emphasis is placed on, but not limited to, the following: PLC hardware and software, numbering systems, installation, and programming. Upon completion, students must demonstrate their ability by developing, loading, debugging, and optimizing PLC programs.
Credits 3
Lab Hours 3
Theory Hours 2

ILT 196 : ADVANCED PROGRAMMABLE LOGIC CONTROLLERS

This course includes the advanced principles of PLC's including hardware, programming, and troubleshooting. Emphasis is placed on developing advanced working programs, and troubleshooting hardware and software communication problems. Upon completion, students should be able to demonstrate their ability in developing programs and troubleshooting the system.
Credits 3
Prerequisites
As required by program.
Lab Hours 3
Theory Hours 2

ILT 198 : ELECTRONIC CIRCUITS I

This course covers the commonly utilized circuits found in all areas of electronics. These include the various rectifier, filter, voltage regulating circuits, and linear solid-state amplifier circuits. The entire course emphasizes the typical circuits, their principles of operation, and troubleshooting defective circuits. This course has an embedded lab with laboratory exercises designed to develop the skills listed in the industry competencies.
Credits 3
Lab Hours 4
Theory Hours 1

ILT 209 : MOTOR CONTROLS I

This course is a study of the construction, operating characteristics, and installation of different motor control circuits and devices. Emphasis is placed on the control of three phase AC motors. This course covers the use of motor control symbols, magnetic motor starters, running overload protection, pushbutton stations, multiple control stations, two wire control, three wire control, jogging control, and ladder diagrams of motor control circuits. Upon completion, students should be able to understand the operation of motor starters, overload protection, interpret ladder diagrams using pushbutton stations and understand complex motor control diagrams.
Credits 3
Lab Hours 4
Theory Hours 1

ILT 210 : MECHATRONICS

This course covers the components that make up a mechatronics system. Students will learn the functions of the electrical components, electrical drives and mechanical components and the roles that they play in the system. The student is also introduced to basic PLC networking with Ethernet-type devices. Students will also be introduced to other types of networking protocols and network security. Students gain knowledge in the selection of PLC equipment used to control mechatronics systems. By understanding the complete system, students will learn and apply troubleshooting strategies to identify, localize and (where possible) to correct malfunctions.
Credits 3
Lab Hours 2
Theory Hours 1

ILT 211 : TROUBLESHOOTING TECHNIQUES

This course focuses on the systematic approach to solving problems. Emphasis is placed on instrument failures and their interaction with process down-time. Upon completion, students should be able to solve problems on a process simulator or in an actual setting.
Credits 3
Lab Hours 5
Theory Hours 1

ILT 216 : INDUSTRIAL ROBOTICS

This course covers principles of electro-mechanical devices. Topics include the principles, concepts, and techniques involved in interfacing microcomputers to various electro-mechanical devices to produce geographical movement. Upon completion, students should be able to apply the principles of electro-mechanical devices.
Credits 3
Lab Hours 0
Theory Hours 3

ILT 217 : INDUSTRIAL ROBOTICS LAB

This lab covers the principles, concepts and techniques involved in interfacing microcomputers to various electro-mechanical devices to produce geographical movement. Upon completion, students should be able to apply the principles of electro-mechanical devices.
Credits 2
Lab Hours 5
Theory Hours 0

ILT 218 : INDUSTRIAL ROBOTICS CONCEPTS

This course provides instruction in concepts and theories for the operation of robotic servo motors and power systems used with industrial robotic equipment. Emphasis is on the application of the computer to control power systems to perform work. Student competencies include understanding of the functions of hydraulic, pneumatic, and electrical power system components, ability to ready and interpret circuitry for proper troubleshooting, and ability to perform preventative maintenance.
Credits 3
Lab Hours 3
Theory Hours 2

ILT 231 : National Electric Code

This course introduces students to the National Electric Code. Emphasis is placed on locating and interpreting needed information within the NEC code manual. Upon completion of this course, the student should be able to locate code requirements for a specific electrical installation.
Credits 3
Lab Hours 0
Theory Hours 3

ILT 240 : SENSORS TECHNOLOGY AND APPLICATIONS

This course provides a study of industrial electronic sensors. Topics include, but are not limited to, photo-electric, temperature, gas and humidity, pressure and strain sensors. The lab enables students to test and troubleshoot electronic sensors and sensor circuits. Upon completion, students should be able to select, install, test and troubleshoot industrial electronic sensors.
Credits 3
Lab Hours 3
Theory Hours 2

ILT 263 : CERTIFICATION PREP LAB

This course prepares students to sit for industry certification examinations and is to be taken in the final semester of the program. The course may be repeated to prepare students for different certification examinations as determined by the college.
Credits 1
Lab Hours 2
Theory Hours 0

Information Systems

CIS 113 : SPREADSHEET SOFTWARE APPLICATIONS

This course provides students with hands-on experience using spreadsheets software. Students will develop skills common to most spreadsheet software by developing a wide variety of spreadsheets. Emphasis is on planning, developing, and editing functions associated with spreadsheets.
Credits 3

CIS 117 : DATABASE MANAGEMENT SOFTWARE APPLICATIONS

This course provides students with hands-on experience using database management software. Students will develop skills common to most database management software by developing a wide variety of databases. Emphasis is on planning, developing, and editing functions associated with database management.
Credits 3

CIS 130 : INTRODUCTION TO INFORMATION SYSTEMS

This course is an introduction to computers that reviews computer hardware and software concepts such as equipment, operations, communications, programming and their past, present and future impact on society. Topics include computer hardware, various types of computer software, communication technologies and program development using computers to execute software packages and/or to write simple programs. Upon completion, students should be able to describe and use the major components of selected computer software and hardware.
Credits 3

CIS 146 : MICROCOMPUTER APPLICATIONS

This course is an introduction to computer science applications, including word processing, spreadsheets, database management, and presentation software. This course will help prepare students for professional certifications.
Credits 3
Prerequisites
Eligible for ENG 101.

CIS 151 : GRAPHICS FOR THE WORLD WIDE WEB

This course provides an overview to the theory, tools, and techniques necessary for creating high-quality graphics using various design software tools. At the completion of this course students will be able to apply various software packages to create graphics for Web applications in raster or vector format.
Credits 3

CIS 157 : INTRODUCTION TO APP DEVELOPMENT WITH SWIFT

This introductory one-semester course is designed to help students build a solid foundation in programming fundamentals using Swift as the language. Students get practical experience with tools, techniques, and concepts needed to build a basic iOS system.
Credits 3

CIS 171 : LINUX I (Fall Only)

This course represents fundamental applications in Linux. Included in this course are skills development for OS installation and setup, recompile techniques, system configuration settings, file/folder structures and types, run levels, basic network applications, and scripting. Additionally, the course presents security features from an administrative and user consideration.
Credits 3

CIS 199 : NETWORK COMMUNICATIONS

This course is designed to introduce students to the basic concepts of computer networks. Emphasis is placed on gaining an understanding of the terminology and technology involved in implementing networked systems. The course will cover the OSI and TCP/IP network models, communications protocols, transmission media, networking hardware and software, LANs and WANs, Client/Server technology, the Internet, Intranets and network troubleshooting. Upon completion of the course, students will be able to design and implement a computer network. Students will create network shares, user accounts, and install print devices while ensuring basic network security. The class will help prepare students for the CCNA and Network+ certifications sponsored by CompTIA.
Credits 3

CIS 202 : Python Programming

This course is an introduction to the Python programming language. Topics include input and output, decision structures, repetition structures, functions, working with files, strings, object-oriented programming and inheritance. Upon completion, students will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.
Credits 3
Prerequisites
Eligible for ENG 101.

CIS 207 : INTRODUCTION TO WEB DEVELOPMENT

At the conclusion of this course, students will be able to use specified markup languages to develop basic Web pages.
Credits 3

CIS 220 : APP DEVELOPMENT WITH SWIFT

This is the first of two courses designed to teach specific skills related to app development using Swift.
Credits 3
Prerequisites
CIS 157 with a minimum grade of C.

CIS 222 : DATABASE MANAGEMENT

This course will discuss database system architectures, concentrating on Structured Query Language (SQL). It will teach students how to design, normalize and use databases with SQL, and to link those to the Web.
Credits 3

CIS 227 : APP DEVELOPMENT WITH SWIFT II

This course focuses on building specific features for iOS apps. Students apply their knowledge and skills to developing new apps.
Credits 3
Prerequisites
CIS 220 with a minimum grade of C.

CIS 237 : VIRTUAL INFRASTUCTURE: INSTALLATION AND CONFIGURATION (SPRING ONLY)

Students explore concepts and capabilities of virtual architecture with a focus on the installation, configuration, and management of a virtual infrastructure, an ESX Server and the Virtual Center. Covers fundamentals of virtual network design and implementation, fundamentals of storage area networks, virtual switching, virtual system management and engineering for high availabillity.
Credits 3
Prerequisites
CIS 199 and CIS 238

CIS 238 : CLOUD COMPUTING - INFRASTRUCTURE AND SERVICES (FALL ONLY)

This course focuses on cloud infrastructure, deployment, security models, and the key considerations in migrating to cloud computing. Coverage includes the technologies and processes required to build traditional, vitualized, and cloud data center environments, including computation, storage, networking, desktop and application virtualization, business continuity, security and management.
Credits 3
Prerequisites
CIS 130

CIS 246 : ETHICAL HACKING

This course emphasizes scanning, testing, and securing computer systems. The lab-intensive environment provides opportunities to understand how perimeter defenses work and how hackers are able to compromise information systems. With awareness of hacking strategies, students learn to counteract those attempts in an ethical manner.
Credits 3
Prerequisites
CIS 199 with a minimum grade of C or permission of instructor.

CIS 251 : C + + PROGRAMMING

This course is an introduction to the C programming language. Included in this course are topics in an algorithmic approach to problem solving, structured programming techniques and constructs, using functions and macro, simple data structures, and using files for input and output. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.
Credits 3

CIS 255 : JAVA PROGRAMMING

This course is an introduction to the Java programming language. Topics in this course include object-oriented programming constructs, Web page applet development, class definitions, threads, events and exceptions. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.
Credits 3

CIS 256 : ADVANCED JAVA

This course is a second course of a sequence using the Java programming language. Topics include: Sun's Swing GUI components, JDBC, JavaBeans, RMI, servlets, and Java media framework. Upon completion, the student will be able to demonstrate knowledge of the topics through programming projects and appropriate exams.
Credits 3

CIS 268 : SOFTWARE SUPPORT

This course provides students with hands-on practical experience in installing computer software, operating systems, and trouble-shooting. The class will help to prepare participants for the A+ Certification sponsored by CompTIA.
Credits 3
Prerequisites
CIS 130 with a minimum grade of C.
Lab Hours 1
Corequisites
CIS 269
Theory Hours 2

CIS 269 : HARDWARE SUPPORT

This course provides students with hands-on practical experience in installing and troubleshooting computer hardware. The class will help to prepare participants for the A+ Certification sponsored by CompTIA.
Credits 3
Prerequisites
CIS 130 with a minimum grade of C.
Lab Hours 1
Co-Requisite Courses CIS 268
Theory Hours 2

CIS 277 : NETWORK SERVICES ADMINISTRATION

This course provides an introduction to the administration of fundamental networking services and protocols. Topics included in this course are implementing, managing, and maintaining essential network operating system services such as those for client address management, name resolution, security, routing, and remote access. Students gain hands-on experience performing common network infrastructure administrative tasks.
Credits 3
Prerequisites
CIS 199 with a minimum grade of C.

CIS 284 : CIS INTERNSHIP

This course is designed to provide the student with an opportunity to work in a degree/program related environment. Emphasis is placed on the student's '93real world'94 work experience as it integrates academics with practical applications that relate meaningfully to careers in the computer discipline. Significance is also placed on the efficient and accurate performance of job tasks as provided by the '93real world'94 work experience. Grades for this course will be based on a combination of the employer's evaluation of the student, and the contents of a report submitted by the student. Upon completion of this course, the student should be able to demonstrate the ability to apply knowledge and skills gained in the classroom to a '93real world'94 work experience.
Credits 3
Prerequisites
Permission of instructor.

CIS 293 : SPECIAL TOPICS

This course allows study of currently relevant computer science topics, with the course being able to be repeated for credit for each different topic covered. Course content will be determined by the instructor and will vary according to the topic being covered. Upon completion, the student will be able to demonstrate specified skills.
Credits 1
Lab Hours 1
Theory Hours 0

CIS 294A : Special Topics: Introduction to Computing for Engineers & Scientists - MATLAB

Credits 2

Interdisciplinary Studies

IDS 102 : ETHICS

This interdisciplinary course will introduce the basic concepts, types, and schools of moral theory, and illustrate how these may be applied to contemporary moral problems and ethical questions in academic, professional, and social endeavors.
Credits 3

IDS 200A-200D : COLLEGE SCHOLARS BOWL WORKSHOP

This course offers the student preparation, practice, and participation in the College Scholars Bowl program and competition. IDS 200 may be repeated for credit.
Credits 1
Prerequisites
Permission of instructor.

IDS 299 : INTRODUCTION TO COMMUNITY AND CIVIC ENGAGEMENT

This course provides training and experience in leadership techniques and practice. Students are required to serve in leadership positions on campus or in the community. IDS 299 may be repeated for credit.
Credits 1
Prerequisites
Permission of instructor.

Mass Communication

MCM 102 : WRITING FOR THE MASS MEDIA

Introduction to the technique, form, style, and content of writing for the mass media, with attention to the various formats used in journalism, telecommunications, advertising, public relations and Internet communications.
Credits 3
Prerequisites
Permission of instructor.

MCM 113 : STUDENT PUBLICATIONS

Credits 1

MCM 114 : STUDENT PUBLICATIONS

Credits 1

MCM 115 : STUDENT PUBLICATIONS

Credits 1

MCM 213 : STUDENT PUBLICATIONS

These courses offer practical experience in journalism skills through working on the staff of student publications.
Credits 1

MCM 214 : STUDENT PUBLICATIONS

These courses offer practical experience in journalism skills through working on the staff of student publications.
Credits 1

MCM 215 : STUDENT PUBLICATIONS

These courses offer practical experience in journalism skills through working on the staff of student publications.
Credits 1

Mathematics

MTH 098 : ELEMENTARY ALGEBRA

This course provides a study of the fundamentals of algebra. Topics include the real number system, linear equations and inequalities, graphing linear equations and inequalities in two variables and systems of equations. This is a hybrid course. This course produces institutional, non-transferable credit only and will not satisfy the requirements for degrees and certificates.
Credits 4

MTH 099 : SUPPORT FOR INTERMEDIATE COLLEGE ALGEBRA

This Learning Support course provides co-requisite support in mathematics for students enrolled in MTH 100. The material covered in this course is parallel to and supportive of the material taught in MTH 100. Emphasis is placed on providing students with additional academic and noncognitive support with the goal of success in the students' paired MTH 100 class. This course produces institutional, non-transferable credit only and will not satisfy the requirements for degrees and certificates.
Credits 1
Prerequisites
MTH 098 with a minimum grade of C or appropriate placement score. (Note that MTH 099 is required for students completing MTH 098 Elementary Algebra.)
Corequisites
MTH 100C

MTH 100 : INTERMEDIATE COLLEGE ALGEBRA

This course provides a study of algebraic concepts such as laws of exponents, polynomial operations, factoring polynomials, radical and rational expressions and equations and quadratic equations. Functions and relations are introduced and graphed. This course produces institutional, non-transferable credit only and will not satisfy the requirements for Associate in Science degrees.
Credits 3
Prerequisites
Appropriate placement score.

MTH 100C : INTERMEDIATE COLLEGE ALGEBRA

This course provides a study of algebraic concepts such as laws of exponents, polynomial operations, factoring polynomials, radical and rational expressions and equations and quadratic equations. Functions and relations are introduced and graphed. This course produces institutional, non-transferable credit only and will not satisfy the requirements for Associate in Science degrees.

Credits 3

Prerequisites

MTH 098 with a minimum grade of C or appropriate placement score.

Corequisites

MTH 099. (MTH 099 is required for students who completed MTH 098).

MTH 108 : QUANTITATIVE REASONING

This course is intended for students who are not majoring in science, engineering, commerce, or mathematics (i.e., students who are not required to take calculus). It provides a foundation in thinking quantitatively. An emphasis is placed on real-world applications. Topics include mathematical reasoning, data interpretation, problem-solving strategies, equation solving, number sense, probability, counting principles, geometric applications, and measurement.

Credits 3

MTH 109 : SUPPORT FOR FINITE MATHEMATICS

This Learning Support course provides co-requisite support in mathematics for students enrolled in MTH 110. The material covered in this course is parallel to and supportive of the material taught in MTH 110. Emphasis is placed on providing students with additional academic and noncognitive support with the goal of success in the students' paired MTH 110 class. This course produces institutional, non-transferable credit only and will not satisfy the requirements for degrees and certificates. **This course is intended for students who are not majoring in science, engineering, commerce, or mathematics (i.e., students who are not required to take calculus).**

Credits 1

Prerequisites

MTH 098 with a minimum grade of C or appropriate placement score. (Note that MTH 109 is required for students moving directly from MTH 098 to MTH 110.)

Corequisites

MTH 110C

MTH 110 : FINITE MATHEMATICS

This course provides an overview of topics in finite mathematics together with their applications and **is intended for students who are not majoring in science, engineering, commerce, or mathematics (i.e., students who are not required to take calculus).** This course introduces logic, set theory, counting techniques, basic probability, statistics, and personal finance.

Credits 3

Prerequisites

MTH 108 with a minimum grade of C or appropriate placement score.

MTH 110C : FINITE MATHEMATICS

This course provides an overview of topics in finite mathematics together with their applications and **is intended for students who are not majoring in science, engineering, commerce, or mathematics (i.e., students who are not required to take calculus).** This course introduces logic, set theory, counting techniques, basic probability, statistics, and personal finance.

Credits 3

Prerequisites

MTH 098 with a minimum grade of C or appropriate placement score.

Corequisites

MTH 109. (MTH 109 is required for students who completed MTH 098).

MTH 111 : SUPPORT FOR PRECALCULUS ALGEBRA

This Learning Support course provides co-requisite support in mathematics for students enrolled in MTH 112. The material covered in this course is parallel to and supportive of the material taught in MTH 112. Emphasis is placed on providing students with additional academic and noncognitive support with the goal of success in the students' paired MTH 112 class. This course produces institutional, non-transferable credit only and will not satisfy the requirements for degrees and certificates.

Credits 1

Prerequisites

MTH 100 with a minimum grade of C or appropriate placement score.

Corequisites

MTH 112C

MTH 112 : PRECALCULUS ALGEBRA

This course emphasizes the algebra of functions - including polynomial, rational, exponential, and logarithmic functions. In addition, the course covers non-linear inequalities as well as systems of linear and non-linear equations and inequalities.

Credits 3

Prerequisites

MTH 100 with a minimum grade of C or higher or appropriate placement score.

MTH 112C : PRECALCULUS ALGEBRA

This course emphasizes the algebra of functions - including polynomial, rational, exponential, and logarithmic functions. In addition, the course covers non-linear inequalities as well as systems of linear and non-linear equations and inequalities.

Credits 3

Prerequisites

MTH 100 with a minimum grade of C or appropriate placement score.

Corequisites

MTH 111.

MTH 113 : PRECALCULUS TRIGONOMETRY

This course includes the study of trigonometric (circular) functions and inverse trigonometric functions as well as extensive work with trigonometric identities, equations, and formulas. The course also covers vectors, complex numbers, DeMoivre's Theorem, and polar graphs. Additional topics may include conic sections and product-sum formulas.

Credits 3

Prerequisites

MTH 112 with a minimum grade of C or appropriate placement score.

MTH 115 : PRECALCULUS ALGEBRA & TRIGONOMETRY

This course is a one-semester accelerated combination of Precalculus Algebra (MTH 112) and Precalculus Trigonometry (MTH 113). This course is intended for students with a strong background in college preparatory mathematics. The course includes the algebra of functions (including polynomial, rational, exponential, and logarithmic functions) as well as the study of trigonometric functions and inverse trigonometric functions. This course also includes extensive work with trigonometric identities, equations, and formulas; vectors; complex numbers; and polar graphs.

Credits 4

Prerequisites

MTH 100 with a minimum grade of C or appropriate placement score.

MTH 116 : MATHEMATICAL APPLICATIONS

This course provides practical applications of mathematics and includes selected topics from consumer math, algebra, and geometry. This course covers integers, percent, interest, ratio, and proportion, measurement systems, linear equations and problem solving. **This course is required for the Associate in Occupational Technologies (AOT) degree only, and produces institutional, non-transferable credit that will not satisfy the requirements for Associate in Science degrees.**

Credits 3

MTH 120 : CALCULUS AND ITS APPLICATIONS

This course is intended to give a broad overview of calculus. It includes limits, differentiation and integration of algebraic, exponential, logarithmic, and multi-variable functions with applications to business, economics and other disciplines. The course may also include Lagrange Multipliers, extrema of functions of two variables, method of least squares, linear approximation, and linear programming.

Credits 3

Prerequisites

MTH 112 with a minimum grade of C or appropriate placement score.

MTH 125 : CALCULUS I

This is the first of three courses in the basic calculus sequence taken primarily by students in science, engineering, and mathematics. Topics include the limit of a function; the derivative of algebraic, trigonometric, exponential, and logarithmic functions; and the definite integral and its basic applications to area problems. Applications of the derivative are covered in detail, including approximations of error using differentials, maximum and minimum problems, and curve sketching using calculus.

Credits 4

Prerequisites

MTH 113 or MTH 115 with a minimum grade of C or appropriate placement score.

MTH 126 : CALCULUS II

This is the second of three courses in the basic calculus sequence. Topics include applications of integration, techniques of integration, infinite series, polar coordinates and parametric equations, lines and planes in space, and vectors in the plane and in space.

Credits 4

Prerequisites

MTH 125 with a minimum grade of C.

MTH 227 : CALCULUS III

This is the third of three courses in the basic calculus sequence. Topics include vector functions, functions of two or more variables, partial derivatives (including applications), quadric surfaces, multiple integration, and vector calculus (including Green's Theorem, curl and divergence, surface integrals, and Stokes' Theorem).
Credits 4
Prerequisites
MTH 126 with a minimum grade of C.

MTH 237 : LINEAR ALGEBRA

This course introduces the basic theory and application of the following topics: systems of linear equations and matrices, (finite-dimensional) vector spaces, linear transformations and matrices, determinants, eigenvalues and eigenvectors, inner product and orthogonality, Gram-Schmidt, least squares and the diagonalization of symmetric matrices.
Credits 3
Prerequisites
MTH 126 with a minimum grade of C.

MTH 238 : APPLIED DIFFERENTIAL EQUATIONS I

This course is an introduction to techniques for solving differential equations with applications. Topics include solving first order differential equations, applications to various models (e.g. populations, motion, chemical mixtures, etc.), solving higher order linear differential equations with constant coefficients (general theory, undetermined coefficients, reduction of order and the method of variation of parameters, and Laplace transform). Series solutions and solutions to systems are also covered.
Credits 3
Co-Requisite Courses MTH 227

MTH 265 : ELEMENTARY STATISTICS

This course provides an introduction to methods of statistics and includes the following topics: sampling, frequency distributions, measures of central tendency and variation, probability, discrete and continuous distributions, graphic representation, hypothesis testing, confidence intervals, regression, and applications.
Credits 3
Prerequisites
MTH 100 or MTH 108 with a minimum grade of C or appropriate placement score.

Mechatronics

INT 101 : DC FUNDAMENTALS

This course provides an in-depth study of direct current (DC) electronic theory. Topics include atomic theory, magnetism, properties of conductors and insulators, and characteristics of series, parallel, and series-parallel circuits. Inductors and capacitors are introduced and their effects on DC circuits are examined. Students are prepared to analyze complex DC circuits, solve for unknown circuit variables and to use basic electronic test equipment. This course also provides hands on laboratory exercises to analyze, construct, test, and troubleshoot DC circuits. Emphasis is placed on the use of scientific calculator and the operation of common test equipment used to analyze and troubleshoot DC and to prove the theories taught during classroom instruction.
Credits 3
Lab Hours 1
Theory Hours 2

INT 103 : AC FUNDAMENTALS

This course provides an in-depth study of alternating current (AC) electronic theory. Students are prepared to analyze complex AC circuit configurations with resistors, capacitors, and inductors in series and parallel combinations. Topics include electrical safety and lockout procedures, specific AC theory functions such as RLC, impedance, phase relationships, and power factor. Students will be able to define terms, identify waveforms, solve complex mathematical problems, construct circuits, explain circuit characteristics, identify components, and make accurate circuit measurements using appropriate measurement instruments. They should also be able to perform fundamental tasks associated with troubleshooting, repairing, and maintaining industrial AC systems.
Credits 3
Lab Hours 1
Theory Hours 2

INT 112 : INDUSTRIAL MAINTENANCE SAFETY PROCEDURES

This course is an in-depth study of the health and safety practices required for maintenance of industrial production equipment. Topics include traffic, ladder, electrical, and fire safety, safe work in confined spaces, electrical and mechanical lock-out procedures, emergency procedures, OSHA regulations, MSDS Right-to-Know law, hazardous materials safety, and safety equipment use and care. Upon course completion, student will be able to implement health and safety practices in an industrial production setting.

Credits 3
Lab Hours 0
Theory Hours 3

INT 113 : INDUSTRIAL MOTOR CONTROLS I

This course is a study of the construction, operating characteristics, and installation of different motor control circuits and devices. Emphasis is placed on the control of three phase AC motors. This course covers the use of motor control symbols, magnetic motor starters, running overload protection, pushbutton stations, multiple control stations, two wire control, three wire control, jogging control, sequence control, and ladder diagrams of motor control circuits. Upon completion, students should be able to understand the operation of motor starters, overload protection, interpret ladder diagrams using pushbutton stations and understand complex motor control diagrams.

Credits 3
Lab Hours 4
Theory Hours 1

INT 117 : PRINCIPLES OF INDUSTRIAL MECHANICS

This course provides instruction in basic physics concepts applicable to mechanics of industrial production equipment. Topics include the basic application of mechanical principles with emphasis on power transmission, specific mechanical components, alignment, and tension. Upon completion, students will be able to perform basic troubleshooting, repair and maintenance functions on industrial production equipment.

Credits 3
Lab Hours 3
Theory Hours 2

INT 118 : FUNDAMENTALS OF INDUSTRIAL HYDRAULICS AND PNEUMATICS

This course includes the fundamental concepts and theories for the safe operation of hydraulic and pneumatic systems used with industrial production equipment. Topics include the physical concepts, theories, laws, air flow characteristics, actuators, valves, accumulators, symbols, circuitry, filters, servicing safety, and preventative maintenance and the application of these concepts to perform work. Upon completion, students should be able to service and perform preventative maintenance functions on hydraulic and pneumatic systems.

Credits 3
Lab Hours 2
Theory Hours 2

INT 119 : PRINCIPLES OF MECHANICAL MEASUREMENT AND TECHNICAL DRAWING

This course provides instruction in the use of precision measuring tools and the interpretation of technical drawings. Topics include the use of calipers, micrometers, steel rules, dial indicators, identifying types of lines and symbols of technical drawings, recognition and interpretation of various types of views, tolerances, and dimensions. Upon course completion, students will be able to use precision measuring tools and interpret technical drawings.

Credits 3
Lab Hours 2
Theory Hours 1

INT 120 : CONCEPTS OF DIRECT CURRENT

This course provides an advanced study of direct current (DC) concepts and application principles. Specific topics include safety, terms and symbols, electrical theory, Ohm's law, power law, electrical measurement, DC electrical conponents, series, parallel, and series-parallel circuit construction. Students gain hands on experience through various laboratory problems. Emphasis is placed on the use of scientific calculators, reading schematics, and the operation of common test equipment used to analyze and troubleshoot DC circuits and to prove the theories taught during classroom instruction.

Credits 5
Lab Hours 4
Theory Hours 3

INT 122 : CONCEPTS OF ALTERNATING CURRENT

This course provides and advanced study of alternating current (AC) concepts and application principles. Specific topics include safety, terms and symbols, AC electrical theory, components, circuits, electrical measurement instruments, laws of AC, and methods for constructing and measuring various types of AC circuits. Students gain hands on experience through laboratory exercises designed to analyze complex circuits, power requirements, faults, phase relationships, and power factors. Emphasis is placed on the use of scientific calculators and the operation of various types of test equipment used to analyze and troubleshoot the AC circuits.

Credits 5
Lab Hours 4
Theory Hours 3

INT 128 : PRINCIPLES OF INDUSTRIAL ENVIRONMENTAL CONTROLS

This course focuses on basic knowledge and skills to service perform routine troubleshooting, maintenance, and adjustments of HVACR systems in an industrial environment. After completion, students will be able to perform routine, low-level maintenance on institutional environmental systems. Additionally, students receive instruction to complete the EPA 608 certification examination.

Credits 3
Lab Hours 3
Theory Hours 2

INT 129 : INDUSTRIAL SAFETY AND MAINTENANCE TECHNIQUES

This course provides instruction in basic maintenance techniques and safety. Topics include drawing, sketching, basic hand tools, portable power tools, stationary power tools, measurement, screw threads, mechanical fasteners, machinery and equipment installation, rigging, and their proper safe operations.

Credits 3
Lab Hours 6
Theory Hours 1

INT 132 : PREVENTIVE AND PREDICTIVE MAINTENANCE

This course focuses on the concepts and applications of preventative and predictive maintenance. Topics include the introduction to optic alignment equipment, vibration testing and analysis, data collection, job safety, tool safety, systems analysis, preventative maintenance procedures and tasks, and predictive maintenance concepts. Upon completion, students will demonstrate the ability to apply the planning process for proper preventive and predictive maintenance.

Credits 3
Lab Hours 3
Theory Hours 2

INT 139 : INTRODUCTION TO ROBOTIC PROGRAMMING

This course provides an introduction robotic programming. Emphasis is placed on but not limited to the following: Safety, motion programming, creating and editing programs, I/O instructions, macros, program and file storage. Upon completion the student will be able to safely perform basic functions in the work cell as well as program a robot to perform simple functions.

Credits 3
Lab Hours 2
Theory Hours 1

INT 153 : PRECISION MACHINING FUNDAMENTALS I

This course focuses on metal cutting machines used to make parts and tools. Topics include lathes, mills, drills, and presses. Upon completion, students will have the ability to use precision measurement instruments and to read mechanical drawings.

Credits 3
Lab Hours 3
Theory Hours 2

INT 158 : INDUSTRIAL WIRING I

This course focuses on principles and applications of commercial and industrial wiring. Topics include electrical safety practices, an overview of National Electric Code requirements as applied to commercial and industrial wiring, conduit bending, circuit design, pulling cables, transformers, switch gear, and generation principles.

Credits 3
Lab Hours 5
Theory Hours 1

INT 161 : BLUEPRINT READING FOR INDUSTRIAL TECHNICIANS

This course is designed to provide the student with a comprehensive understanding of blueprint reading. Topics include identifying types of lines and symbols used in mechanical drawings; recognition and interpretation of various types of views, tolerance, and dimensions.
Credits 3
Lab Hours 0
Theory Hours 3

INT 184 : INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLERS

This course provides an introduction to programmable logic controllers. Emphasis is placed on, but not limited to, the following: PLC hardware and software, numbering systems, installation, and programming. Upon completion, students must demonstrate their ability by developing, loading, debugging, and optimizing PLC programs.
Credits 3
Lab Hours 3
Theory Hours 2

INT 192 : INDUSTRIAL MAINTENANCE TECHNOLOGY CO-OP

In this series of courses, students work on a part-time basis in a job directly related to Industrial Maintenance Technology. The employer evaluates the student's performance and the student submits a descriptive report of his or her work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.
Credits 3
Prerequisites
Permission of instructor.
Lab Hours 6
Theory Hours 0

INT 206 : INDUSTRIAL MOTORS I

This course focuses on basic information regarding industrial electrical motors. Upon completion students will be able to troubleshoot, remove, replace, and perform routine maintenance on various types of motors.
Credits 3
Lab Hours 6
Theory Hours 1

INT 207 : INDUSTRIAL AUTOMATIC CONTROLS

This course focuses on the function of automatic controllers in different modes: on-off, proportional, reset, derivative, ratio, and cascade. Topics include operation of pneumatic, electronic, and computer process control equipment; service of basic process equipment and instrumentation; correct operation and maintenance of valves and pumps; recognizing patterns from data; developing and interpreting control charts; determining control limits; and performing root cause analysis. Upon completion, students should be able to write start-up and shut-down procedures, operate, monitor, and control continuous and batch model plants.
Credits 3
Theory Hours 3

INT 211 : INDUSTRIAL MOTORS II

This course focuses on advanced information regarding industrial electrical motors. Upon completion, students will be able to troubleshoot, remove, replace, and perform advanced maintenance on various types of motors.
Credits 3
Lab Hours 6
Theory Hours 1

INT 215 : TROUBLESHOOTING TECHNIQUES

This course is designated to allow students an opportunity to study directly-related topics of particular interest which require the application of technical knowledge and technical skills. Emphasis is placed on the application of skills and knowledge with practical experiences. Upon completion, students should be able to solve job related problems using technical skills and knowledge.
Credits 3
Lab Hours 5
Theory Hours 1

INT 284 : ADVANCED PROGRAMMABLE LOGIC CONTROLLERS

This course includes the advanced principals of PLC's including hardware, programming, and troubleshooting. Emphasis is placed on developing advanced working programs, and troubleshooting hardware and software communication problems. Upon completion, students should be able to demonstrate their ability in developing programs and troubleshooting the system.
Credits 3
Lab Hours 1
Theory Hours 2

Medical Assistant Technology

Note: Subject to change due to statewide standardization of medical assistant programs.

General Admission Requirements

In addition to the general admission requirements for the College, admission to any nursing program requires:

1. Unconditional admission to the College.
2. 2.0 grade point average (GPA) or previous Southern Union students must have a minimum 2.0 GPA or higher at SUSCC.
3. Transfer students must enter SUSCC on clear academic status (cumulative 2.0 GPA).
4. Official transcripts received by Records Office (Wadley Campus) from ALL post-secondary institutions attended (or official transcripts from high school/ GED scores for those who have never attended college).
5. Meeting eligibility requirements for English 101 and Math 100 and satisfaction of the College reading requirement.
6. Submission of application for Medical Assistant Technology Program by deadline.

Admission to the Medical Assistant Technology Program is competitive, and the number of students admitted is limited by the number of clinical facilities available, after meeting minimal application requirements. *Meeting minimal requirements does not guarantee acceptance.*

Medical Assistant Progression Policies Progression Requirements

In order to continue in the program, the student must:

1. Achieve a grade of C or better in all required general education and program courses.
2. Be accepted by all clinical agencies for clinical experiences.
3. Maintain program health requirements.
4. Maintain ability to meet essential functions for program with or without reasonable accommodations.

Definitions:

Reinstatement: Students who have a withdrawal or failure in a program course and are eligible to return to that course will be considered for reinstatement to the program.
Readmission: Students not eligible for program reinstatement may apply for program admission as a new student and must submit all application criteria. If accepted as a new student, the student must take or retake all program courses.

Reinstatement Policy

In order to progress in the program, the following policy should be followed:

1. A total of two unsuccessful attempts in two separate semesters (D, F, or W) in the program will result in dismissal from the program.
2. A student may be reinstated to the program only one time. The reinstatement is not guaranteed due to limitations in clinical spaces. All Medical Assistant Technology program admission standards must be met.
3. A student must have a 2.0 cumulative GPA at the current institution for reinstatement.
4. If a student has a documented extenuating circumstance that should be considered related to a withdrawal or failure, then this student may request a hearing before the Admission Committee or other appropriate college committee for a decision on repeating a course or readmission to the program.

MAT 111 : CLINICAL PROCEDURES I FOR THE MEDICAL ASSISTANT

This course includes instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with examination, and patient education.
Credits 3
Lab Hours 1
Theory Hours 2
Contact Hours 5

MAT 125 : LABORATORY PROCEDURES I FOR THE MEDICAL ASSISTANT

This course includes instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective diagnostic tests, such as a CBC, screening and follow-up of test results and OSHA/CLIA regulations.
Credits 3
Lab Hours 1
Theory Hours 2
Contact Hours 5

MAT 205 : CLINICAL SPECIALITIES FOR THE MEDICAL ASSISTANT

This course will build upon previous knowledge and skills in the clinical practice setting with advanced topics, which include (but are not limited to) assisting with specialty examinations, vital signs, client teaching and components of the medical records (to include formats, types and documentation). This course also includes management and response to medical office emergencies. Upon completion, students should be able to recognize and manage specific emergencies in the office setting and assist with specialty procedures.
Credits 4
Lab Hours 1
Theory Hours 3
Contact Hours 6

MAT 215 : LABORATORY PROCEDURES II FOR THE MEDICAL ASSISTANT

This course includes the student in the fundamental theory and lab application for the medical office. Microbiology, urinalysis, serology, blood chemistry, and venipuncture theory as well as venipuncture collection procedures are discussed and performed.
Credits 3
Lab Hours 1
Theory Hours 2
Contact Hours 5

MAT 216 : PHARMACOLOGY FOR THE MEDICAL OFFICE

This course teaches the commonly administered drugs used in the medical field including their classifications, actions, indications, contradictions, and side effects on the body. Correct demonstration of drug calculation, preparation, administration, and documentation are also taught.
Credits 4
Lab Hours 1
Theory Hours 3
Contact Hours 5

MAT 218 : EKG TECHNICIAN

This course provides students with an overview of cardiovascular electrophysiology and its role in health care delivery. Topics include cardiovascular anatomy, physiology and electrophysiology, interpretation of rhythm strips and diagnostic electrocardiography.
Credits 3
Lab Hours 1
Theory Hours 2
Contact Hours 5

MAT 228 : MEDICAL ASSISTANT REVIEW COURSE

This course includes a general review of administrative and clinical functions performed in a medical office. The course will assist the student or graduate in preparing for national credentialing examination.
Credits 1
Lab Hours 0
Theory Hours 1
Contact Hours 1

MAT 229 : MEDICAL ASSISTANT PRACTICUM

This course is designed to provide the opportunity to apply clinical, laboratory, and administrative skills in a physician's office, clinical or outpatient facility. The student will gain experience in applying knowledge learned in the classroom in enhancing competence, in strengthening professional communications and interactions.
Credits 3
Theory Hours 0
Contact Hours 9
Clinical 3

MAT 230 : Medical Assisting Practicum

This course is a medical assisting capstone course. The student is expected to apply administrative, clinical and laboratory knowledge, while under the supervision of a designated preceptor. The student performs administrative, clinical and laboratory skills, while displaying positive affective behaviors expected of a medical assistant in the medical setting. The total number of contact hours must be a minimum of 160 hours. The content of the course is aligned with standards and guidelines from the Medical Assisting Education Review Board (MAERB) in collaboration with CAAHEP.
Credits 2
Contact Hours 10
Clinical 2

MAT 239 : PHLEBOTOMY PRECEPTORSHIP

This course is designed to provide the opportunity to apply phlebotomy techniques in the physician's clinic and hospital setting. Emphasis is placed on training individuals to properly collect and handle blood specimens for the laboratory testing and to interact with health care personnel, patients, and the general public.
Credits 3
Theory Hours 0
Contact Hours 9
Clinical 3

Music

MUL 101 : CLASS PIANO I

Group instruction is available in voice, piano, and fretted instruments for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals.
Credits 1
Prerequisites
As required by program.

MUL 102 : CLASS PIANO II

Group instruction is available in voice, piano, and fretted instruments for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals.
Credits 1
Prerequisites
As required by program.

MUL 111 : CLASS VOICE I

Group instruction is available in voice, piano, and fretted instruments for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals.
Credits 1
Prerequisites
As required by program.

MUL 112 : CLASS VOICE II

Group instruction is available in voice, piano, and fretted instruments for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals.
Credits 1
Prerequisites
As required by program.

MUL 161 : CLASS FRETTED INSTRUMENTS I

Group instruction is available in voice, piano, and fretted instruments for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals.
Credits 1
Prerequisites
As required by program.

MUL 162 : CLASS FRETTED INSTRUMENTS II

Group instruction is available in voice, piano, and fretted instruments for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals.
Credits 1
Prerequisites
As required by program.

MUL 170 : MUSIC WORKSHOP I

This course is a seminal clinic in advanced rehearsal/ performance techniques. Emphasis is placed on intensive rehearsal techniques required for advanced or specialized performance groups. Upon completion, students should be able to effectively participate in performances presented by this type of ensemble.
Credits 1
-2
Prerequisites
As required by program.

MUL 171 : MUSIC WORKSHOP II

This course is a seminal clinic in advanced rehearsal/ performance techniques. Emphasis is placed on intensive rehearsal techniques required for advanced or specialized performance groups. Upon completion, students should be able to effectively participate in performances presented by this type of ensemble.
Credits 1
-2
Prerequisites
As required by program.

MUL 172 : MUSICAL THEATRE WORKSHOP I

This course includes the study of musical theatre history, styles, performance and technical production. Emphasis is placed on the supervised study, preparation, production and performances of scenes or complete works of musical theatre. Upon completion, students should be able to effectively participate in a public presentation of the prepared scenes or work in an assigned performance or technical role.

Credits 1
-2

Prerequisites
As required by program.

MUL 173 : MUSICAL THEATRE WORKSHOP II

This course includes the study of musical theatre history, styles, performance and technical production. Emphasis is placed on the supervised study, preparation, production and performances of scenes or complete works of musical theatre. Upon completion, students should be able to effectively participate in a public presentation of the prepared scenes or work in an assigned performance or technical role.

Credits 1
-2

Prerequisites
As required by program.

MUL 180 : CHORUS I. (The Southern Union Chorus)

Chorus I-II should be taken by freshmen students.

Credits 1
-2

Prerequisites
Permission of instructor.

MUL 181 : CHORUS II. (The Southern Union Chorus)

Chorus I-II should be taken by freshmen students.

Credits 1
-2

Prerequisites
Permission of instructor.

MUL 182 : Vocal Ensemble I. (The Southern Union Gospel Choir)

Credits 1
-2

Prerequisites
Permission of instructor.

MUL 183 : Vocal Ensemble II. (The Southern Union Gospel Choir)

Credits 1
-2

Prerequisites
Permission of instructor.

MUL 184 : SHOW CHOIR I. (The Southern Union Singers Show Choir)

These courses provide an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble.

Credits 1
-2

Prerequisites
Permission of instructor.

MUL 185 : SHOW CHOIR II. (The Southern Union Singers Show Choir)

These courses provide an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble.

Credits 1
-2

Prerequisites
Permission of instructor.

MUL 201 : CLASS PIANO III

Group instruction is available in voice, piano, and fretted instruments for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals.

Credits 1

Prerequisites
As required by program.

MUL 202 : CLASS PIANO IV

Group instruction is available in voice, piano, and fretted instruments for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals.

Credits 1

Prerequisites
As required by program.

MUL 211 : CLASS VOICE III

Group instruction is available in voice, piano, and fretted instruments for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals.
Credits 1
Prerequisites
As required by program.

MUL 212 : CLASS VOICE IV

Group instruction is available in voice, piano, and fretted instruments for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals.
Credits 1
Prerequisites
As required by program.

MUL 261 : CLASS FRETTED INSTRUMENTS III

Group instruction is available in voice, piano, and fretted instruments for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals.
Credits 1
Prerequisites
As required by program.

MUL 262 : CLASS FRETTED INSTRUMENTS IV

Group instruction is available in voice, piano, and fretted instruments for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals.
Credits 1
Prerequisites
As required by program.

MUL 270 : MUSIC WORKSHOP III

This course is a seminal clinic in advanced rehearsal/ performance techniques. Emphasis is placed on intensive rehearsal techniques required for advanced or specialized performance groups. Upon completion, students should be able to effectively participate in performances presented by this type of ensemble.
Credits 1
-2
Prerequisites
As required by program.

MUL 271 : MUSIC WORKSHOP IV

This course is a seminal clinic in advanced rehearsal/ performance techniques. Emphasis is placed on intensive rehearsal techniques required for advanced or specialized performance groups. Upon completion, students should be able to effectively participate in performances presented by this type of ensemble.
Credits 1
-2
Prerequisites
As required by program.

MUL 272 : MUSICAL THEATRE WORKSHOP III

This course includes the study of musical theatre history, styles, performance and technical production. Emphasis is placed on the supervised study, preparation, production and performances of scenes or complete works of musical theatre. Upon completion, students should be able to effectively participate in a public presentation of the prepared scenes or work in an assigned performance or technical role.
Credits 1
-2
Prerequisites
As required by program.

MUL 273 : MUSICAL THEATRE WORKSHOP IV

This course includes the study of musical theatre history, styles, performance and technical production. Emphasis is placed on the supervised study, preparation, production and performances of scenes or complete works of musical theatre. Upon completion, students should be able to effectively participate in a public presentation of the prepared scenes or work in an assigned performance or technical role.
Credits 1
-2
Prerequisites
As required by program.

MUL 280 : CHORUS III. (The Southern Union Chorus)

Chorus III-IV should be taken by sophomore students.

Credits 1

-2

Prerequisites

Permission of instructor.

MUL 281 : CHORUS IV. (The Southern Union Chorus)

Chorus III-IV should be taken by sophomore students.

Credits 1

-2

Prerequisites

Permission of instructor.

MUL 282 : Vocal Ensemble III. (The Southern Union Gospel Choir)

Credits 1

-2

Prerequisites

Permission of instructor.

MUL 283 : Vocal Ensemble IV. (The Southern Union Gospel Choir)

Credits 1

-2

Prerequisites

Permission of instructor.

MUL 284 : SHOW CHOIR III. (The Southern Union Singers Show Choir)

These courses provide an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble.

Credits 1

-2

Prerequisites

Permission of instructor.

MUL 285 : SHOW CHOIR IV. (The Southern Union Singers Show Choir)

These courses provide an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble.

Credits 1

-2

Prerequisites

Permission of instructor.

MUP 101 : PRIVATE PIANO I

Individual performance instruction is available in piano and voice. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

Credits 1

-2

Prerequisites

As required by program with permission of instructor.

MUP 102 : PRIVATE PIANO II

Individual performance instruction is available in piano and voice. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

Credits 1

-2

Prerequisites

As required by program with permission of instructor.

MUP 111 : PRIVATE VOICE I

Individual performance instruction is available in piano and voice. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

Credits 1

-2

Prerequisites

As required by program with permission of instructor.

MUP 112 : PRIVATE VOICE II

Individual performance instruction is available in piano and voice. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

Credits 1

-2

Prerequisites

As required by program with permission of instructor.

MUP 201 : PRIVATE PIANO III

Individual performance instruction is available in piano and voice. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.
Credits 1
-2
Prerequisites
As required by program with permission of instructor.

MUP 202 : PRIVATE PIANO IV

Individual performance instruction is available in piano and voice. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.
Credits 1
-2
Prerequisites
As required by program with permission of instructor.

MUP 211 : PRIVATE VOICE III

Individual performance instruction is available in piano and voice. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.
Credits 1
-2
Prerequisites
As required by program with permission of instructor.

MUP 212 : PRIVATE VOICE IV

Individual performance instruction is available in piano and voice. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.
Credits 1
-2
Prerequisites
As required by program with permission of instructor.

MUS 101 : MUSIC APPRECIATION

This is a survey course that requires no previous musical skills. The course covers a minimum of three stylistic periods of music, provides a multicultural perspective, and includes both vocal and instrumental genres. It includes the aesthetic/stylistic characteristics of historical periods and aural perception of the elements of music.
Credits 3

MUS 111 : MUSIC THEORY I

This course introduces the student to the diatonic harmonic practices in the Common Practice Period. Topics include fundamental musical materials (rhythm, pitch, scales, intervals, diatonic harmonies) and an introduction to the principles of voice leading and harmonic progression. Upon completion, students should be able to demonstrate a basic competency using diatonic harmony through analysis, writing, sight singing, dictation and keyboard skills.
Credits 4
Prerequisites
As required by program.

MUS 112 : MUSIC THEORY II

This course completes the study of diatonic harmonic practices in the Common Practice Period and introduces simple musical forms. Topics include principles of voice leading used in three- and fourpart triadic harmony and diatonic seventh chords, non-chord tones, cadences, phrases and periods. Upon completion, students should be able to demonstrate competence using diatonic harmony through analysis, writing, sight singing, dictation and keyboard skills.
Credits 4
Prerequisite Courses MUS 111

MUS 203 : MUSIC HISTORY I

This course provides a study of the development of music from ancient times through the Baroque Period. Emphasis is placed on period style characteristics, representative composers and their works, and socio-cultural influences. Upon completion, students should be able to demonstrate knowledge, understanding and an aural perception of period style characteristics, forms, composers, and representative works.
Credits 3

MUS 204 : MUSIC HISTORY II

This course provides a study of the development of music from the Classical Period to the present. Emphasis is placed on period style characteristics, representative composers and their works, and socio-cultural influences. Upon completion, students should be able to demonstrate knowledge, understanding, and an aural perception of period style characteristics, forms, composers, and representative works.
Credits 3

MUS 211 : MUSIC THEORY III

This course introduces the student to the chromatic harmonic practices in the Common Practice Period. Topics include secondary functions, modulatory techniques, and binary and ternary forms. Upon completion, students should be able to demonstrate competence using chromatic harmony through analysis, writing, sight singing, dictation and keyboard skills.
Credits 4
Prerequisite Courses MUS 112

MUS 212 : MUSIC THEORY IV

This course completes the study of chromatic harmonic practices in the Common Practice Period and introduces the student to twentieth-century practices. Topics include the Neapolitan and augmented sixth chords, sonata form, late nineteenth-century tonal harmony and twentieth-century practices and forms. Upon completion, students should be able to demonstrate competence using chromatic harmony and basic twentieth century techniques through analysis, writing, sight singing, dictation and keyboard skills.
Credits 4
Prerequisite Courses MUS 211

Nursing

NUR 112 : FUNDAMENTAL CONCEPTS OF NURSING

This course teaches foundational knowledge of nursing concepts and clinical decision making to provide evidence-based nursing care. Content includes but is not limited to: healthcare delivery systems, professionalism, health promotion, psychosocial well-being, functional ability, gas exchange, safety, pharmacology, and coordinator/manager of care.
Credits 7
Prerequisites
Admission to program
Lab Hours 2
Theory Hours 4
Contact Hours 13
Clinical 1

NUR 113 : NURSING CONCEPTS I

This course teaches foundational knowledge of nursing concepts and clinical decision making to provide evidence-based nursing care. Content includes but is not limited to: coordinator/manager of care, perfusion, oxygenation, infection, inflammation, tissue integrity, nutrition, elimination, mobility/ immobility, cellular regulation, acid/ base balance, and fluid/electrolyte balance.
Credits 8
Prerequisites
NUR 112, BIO 201, MTH 100 or higher
Lab Hours 1
Theory Hours 4
Contact Hours 16
Clinical 3

NUR 114 : NURSING CONCEPTS II

This course teaches foundational knowledge of nursing concepts and clinical decision making to provide evidence-based nursing care. Content includes but is not limited to: coordinator/manager of care, sexuality, reproduction and childbearing, infection, inflammation, sensory perception, perfusion, cellular regulation, mood disorders and affect, renal fluid/electrolyte balance, and medical emergencies.
Credits 8
Prerequisites
NUR 113, ENG 101, BIO 202, PSY 210
Co-Requisite Courses NUR 115
Theory Hours 5
Contact Hours 14
Clinical 3

NUR 115 : EVIDENCE BASED CLINICAL REASONING

This course provides students with opportunities to collaborate with various members of the health care team in a family and community context. Students utilize clinical reasoning to assimilate concepts within the individual, health, and nursing domains.
Credits 2
Prerequisites
NUR113, PSY 210, ENG 101, BIO 202
Co-Requisite Courses NUR 114
Theory Hours 1
Contact Hours 4
Clinical 1

NUR 209 : CONCEPTS FOR HEALTHCARE TRANSITION STUDENTS

This course focuses on application of nursing concepts to assist health care professionals to transition into the role of the registered nurse. Emphasis in this course is placed on evidenced based clinical decision making and nursing concepts provided in a family and community context for a variety of health alterations across the lifespan.
Credits 10
Prerequisites
Admission to nursing program.
Lab Hours 1
Theory Hours 6
Contact Hours 18
Clinical 3

NUR 211 : ADVANCED NURSING CONCEPTS

This course provides opportunities for students to integrate advanced nursing care concepts within a family and community context. Content includes but is not limited to: manager of care for advanced concepts in safety, fluid/electrolyte balance, cellular regulation, gas exchange, psychosocial well-being, growth and development, perfusion, and medical emergencies.
Credits 7
Prerequisites
SPH 106 or 107, NUR 114 & NUR 115 or NUR 209
Theory Hours 4
Contact Hours 13
Clinical 3

NUR 221 : ADVANCED EVIDENCE BASED CLINICAL REASONING

This course provides students with opportunities to demonstrate graduate competencies through didactic and preceptorship experiences necessary to transition to the profession of nursing. Content in nursing and health care domains includes management of care, professionalism, and healthcare delivery systems.
Credits 7
Prerequisite Courses BIO 220, NUR 211
Theory Hours 3
Contact Hours 15
Clinical 4

Nursing Assistant

The Nursing Assisting course (NAS 100) / NNAS 9120 is offered as credit or non credit and is designed to prepare men and women as nursing assistants who work under the supervision of physicians, registered nurses, and licensed practical nurses. Preparation to provide basic, personal care for patients/residents in long term care and acute health care settings and physicians' offices is included. Content necessary for a student to become eligible to write the Nursing Assistant Certificate Examination (NACEP) is included and complies with federally mandated OBRA87 guidelines. The Nursing Assisting course is approved by the Alabama Department of Public Health, Division of Healthcare Facilities.

The Medication Assistant course (NNAS 9102) is a noncredit designed to prepare men and women as a medication aide who works under the supervision of registered nurses and licensed practical nurses. Preparation to administer basic medications to patients/residents in long term care settings is included. With successful completion of NAS 100/NNAS 9120 and NNAS 9102, students are eligible to write the Medication Aide Certification Exam (MACE) to obtain certification as a Medication Aide. The Medication Aide course is approved by the Alabama Community College System (ACCS).

Both NAS 100/ NNAS9120 and NNAS 9102 contain classroom, laboratory and clinical instruction.

Students who wish to obtain college credit for their coursework must meet all SUSCC admission requirements. Non credit students are not required to meet College admission requirements. Both courses are offered at various times during the year on the Valley, Opelika, or Wadley campus.

NAS Course Enrollment Requirements

1. Application for the Nursing Assisting / Medication Aide
2. Negative drug screen
3. Negative T.B. skin test within 1 year
4. Ability to meet essential functions
5. Clear criminal background check
6. Current CPR certification at the American Heart Association Healthcare Provider level
7. Flu shot

Students currently enrolled in high school may enroll in NAS courses but the student must be aware that some employing agencies require employees to be age 18 years or older and have a high school diploma or GED prior to employment.

Admission Requirements

In addition to the general admission requirement of the College, admission to the Nurse Assistant (NAS) program requires:

1. unconditional admission to the College.

2. 2.0 cumulative grade point average (GPA) calculated on previous coursework and clear academic status at Southern Union.
3. official transcripts from all postsecondary institutions attended.
4. eligibility for English 101 and Math 100 and satisfaction of the College reading requirement.
5. application for the Nurse Assistant Program.
6. ability to meet and comply with standards and policies in the current College Catalog and Student Handbook.
7. ability to meet all health/ clinical requirements.

NAS 100 : LONG TERM CARE NURSING ASSISTANT

This course fulfills the seventy-five (75) hour Omnibus Budget Reconciliation Act (OBRA) requirements for training of long-term care nursing assistants in preparation for certification through competency evaluation. Emphasis is placed on the development of the knowledge, attitudes, and skills required of the long-term care nursing assistant. Upon completion of this course, the student should demonstrate satisfactory performance on written examinations and clinical skills.
Credits 4
Prerequisites
Determined by instructor.
Theory Hours 3
Contact Hours 6
Clinical 1

NNAS 9102 : MEDICATION ASSISTANT

This course is for non credit only.

This course fulfills the National Council of State Boards of Nursing (NCSBN) one hundred (100) hour Medication Assistant Certified (MA-C) Curriculum requirements for training of nursing assistants in preparation for medication assistant certification (MA-C) through competency evaluation. Emphasis is placed on the development of the knowledge, attitudes, and skills required of the medication assistant. Upon completion of this course, the student should demonstrate satisfactory performance on written examinations, practical lab, and clinical skills. Completion of this course is satisfactory for candidacy for the Medication Assistant Certification Exam (MACE) through NCSBN.
Credits 6
Prerequisites
Completion of a nursing assistant course.

NNAS 9120 : NURSING ASSISTANT

This course is for non credit only.

This course fulfills the seventy-five (75) hour Omnibus Budget Reconciliation Act (OBRA) requirements for training of long-term care nursing assistants in preparation for certification through competency evaluation. Emphasis is placed on the development of the knowledge, attitudes, and skills required of the long-term care nursing assistant. Upon completion of this course, the student should demonstrate satisfactory performance on written examinations and clinical skills.
Credits 4

Office Administration

OAD 101 : BEGINNING KEYBOARDING

This course is designed to enable the student to use the touch method of keyboarding through classroom instruction and outside lab. Emphasis is on speed and accuracy in keying alphabetic, symbol, and numeric information using the typewriter or microcomputer keyboard. Upon completion, the student should be able to demonstrate proper technique and an acceptable rate of speed and accuracy, as defined by the course syllabus, in production of basic business documents such as memos, letters, reports, and tables.
Credits 3

OAD 103 : INTERMEDIATE KEYBOARDING

This course is designed to assist the student in increasing speed and accuracy using the touch method of keyboarding through classroom instruction and outside lab. Emphasis is on the production of business documents such as memoranda, letters, reports, tables, and outlines. Upon completion, the student should be able to demonstrate proficiency and an acceptable rate of speed and accuracy, as defined by the course syllabus, in production of business documents.
Credits 3
Prerequisites
OAD 101 with minimum grade of C or permission of instructor.

OAD 125 : WORD PROCESSING

This course is designed to provide the student with basic word processing skills through classroom instruction and outside lab. Emphasis is on utilization of software features to create, edit and print common office documents. Upon completion, the student should be able to demonstrate the ability to use industry-standard software to generate appropriately formatted, accurate, and attractive business documents such as memos, letters and reports.
Credits 3
Prerequisites
OAD 103 with minimum grade of C or permission of instructor.

OAD 131 : BUSINESS ENGLISH

This course is designed to develop the student's ability to use proper English. Emphasis is on grammar, spelling, vocabulary, punctuation, word usage, word division, and proofreading. Upon completion, the student should be able to communicate effectively.
Credits 3

OAD 138 : RECORDS/INFORMATION MANAGEMENT

This course is designed to give the student knowledge about managing office records and information. Emphasis is on basic filing procedures, methods, systems, supplies, equipment, and modern technology used in the creation, protection, and disposition of records stored in a variety of forms. Upon completion, the student should be able to perform basic filing procedures.
Credits 3

OAD 200 : MACHINE TRANSCRIPTION

This course is designed to develop marketable skills in transcribing various forms of dictated material through classroom instruction and outside lab. Emphasis is on the use of microcomputers and a commercial word processing package. Upon completion, the student should be able to accurately transcribe documents from dictated recordings.
Credits 3
Prerequisites
OAD 103 with minimum grade of C or permission of instructor.

OAD 201 : LEGAL TERMINOLOGY

This course is designed to familiarize the student with legal terminology. Emphasis is on the spelling, definition, pronunciation, and usage of legal terms. Upon completion, the student should be able to communicate effectively using legal terminology.
Credits 3

OAD 211 : MEDICAL TERMINOLOGY

This course is designed to familiarize the student with medical terminology. Emphasis is on the spelling, definition, pronunciation, and usage of medical terms. Upon completion, the student should be able to communicate effectively using medical terminology.
Credits 3

OAD 212 : MEDICAL TRANSCRIPTION

This course is designed to orient students to standard medical reports, correspondence, and related documents transcribed in a medical environment through classroom instruction. Emphasis is on transcribing medical records from dictated recordings. Students will learn/maintain standards of ethical/ professional conduct. Upon completion, the student should be able to accurately transcribe medical documents from dictated recordings.
Credits 3
Prerequisites
OAD 103 and 211 with minimum grade of C or permission of instructor.

OAD 214 : MEDICAL OFFICE PROCEDURES

This course is designed to provide an awareness of the responsibilities and opportunities of professional support personnel in a medical environment through classroom instruction and lab exercises. Emphasis is on medical terminology, the production of appropriate forms and reports, and the importance of office procedures and practices. Upon completion, the student should be able to perform office support tasks required for employment in a medical environment.
Credits 3
Prerequisites
OAD 215 with a minimum grade of C.

OAD 215 : HEALTH INFORMATION MANAGEMENT

This course is designed to promote an understanding of the structure, analysis, and management of medical records. Emphasis is on managing medical and insurance records, coding of diseases, operations and procedures, and the legal aspects of medical records. Upon completion, the student should be able to maintain medical records efficiently.
Credits 3

OAD 216 : ADVANCED HEALTH INFORMATION MANAGEMENT

This course is designed as a continuation of OAD 215 Health Information Management. It is designed to promote an advanced understanding of the structure, analysis, and management of medical and insurance records.
Credits 3
Prerequisites
OAD 215 with a minimum grade of C.

OAD 218 : OFFICE PROCEDURES

This course is designed to develop an awareness of the responsibilities and opportunities of the office professional through classroom instruction. Emphasis is on current operating functions, practices and procedures, work habits, attitudes, oral and written communication and professionalism. Upon completion, the student should be able to demonstrate the ability to effectively function in an office support role.
Credits 3

OAD 233 : TRENDS IN OFFICE TECHNOLOGY

This course is designed to address current trends in office technology. Emphasis is on technology relevant to the office environment such as electronic mail, multimedia interaction, presentation hardware and software, and Internet use. Upon completion, the student should be able to demonstrate an awareness of current technological applications for the modern office.
Credits 3

OAD 242 : OFFICE INTERNSHIP

This course is designed to provide the students with an opportunity to work in an office environment. Emphasis is on the efficient and accurate performance of job tasks. Upon completion, the student should be able to demonstrate successful performance of skills required in an office support position.
Credits 3
Prerequisites
Permission of instructor.

Orientation

ORI 101 : ORIENTATION TO COLLEGE

This course is a two-credit hour graded course that introduced students to Southern Union State Community College. Whether students choose to take in-person courses, online courses, virtual, or a combination, students will gain knowledge to help them be successful in all courses at the institution. Topics include academic advising, academic records, campus information, career exploration, financial aid, institutional resources, online learning, and personal growth.
Credits 2

ORI 105 : ORIENTATION AND STUDENT SUCCESS

This course is designed to orient students to the college experience by providing them with tools needed for academic and personal success. Topics include: developing an internal focus of control, time management and organizational skills, critical and creative thinking strategies, personal and professional maturity, and effective study skills for college and beyond.
Credits 3

ORI 106 : TRANSITION TO COLLEGE AND CAREER

This course is designed to promote student readiness for college and careers through a focus on career pathways. Students will have the opportunity to research, analyze, and explore their career and educational plans while they develop and enhance their technology skills. As a significant part of the course, students will design a personalized career research photo essay, a cover letter, and a resume.
Credits 1

ORI 111 : ONLINE LEARNING BASICS

This course is designed to prepare the student to use a learning management system (LMS). The course covers information concerning the skills required to be successful in an online class. Topics include test-taking requirements, communication with faculty and classmates, submitting assignments, time management for online classes, using a mobile application, and viewing grades. NOTE: Activity classes listed for one hour will meet at least two hours per week. Classes listed for two hours will meet at least three hours per week.
Credits 1

Physical Education

PED 100 : FUNDAMENTALS OF FITNESS

This lecture course includes the basic principles of physical education and physical fitness. It explores psychological and physiological effects of exercise and physical fitness, including effects on the human skeleton, muscle development, respiration, and coordination. It is viewed as an introduction to such laboratory courses as slimnastics, weight training, and conditioning. The course may also include fitness evaluation, development of individual fitness programs, and participation in fitness activities.
Credits 3

PED 101 : SLIMNASTICS (Beginning)

This course provides an individualized approach to physical fitness, wellness, and other health-related factors. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness programs. Upon completion, students should be able to set up and implement an individualized physical fitness program.
Credits 1

PED 102 : SLIMNASTICS (Intermediate)

This course is an intermediate-level slimnastics class. Topics include specific exercises contributing to fitness and the role exercise plays in developing body systems, nutrition, and weight control. Upon completion, students should be able to implement and evaluate an individualized physical fitness program.
Credits 1
Prerequisite Courses PED 101

PED 103 : WEIGHT TRAINING (Beginning)

This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight training program.
Credits 1

PED 104 : WEIGHT TRAINING (Intermediate)

This course covers advanced levels of weight training. Emphasis is placed on meeting individual training goals and addressing weight training needs and interests. Upon completion, students should be able to establish and implement an individualized advanced weight training program.
Credits 1
Prerequisite Courses PED 103

PED 105 : PERSONAL FITNESS

This course is designed to provide students with information to participate in a personally developed fitness program. Topics include cardiovascular, strength, muscular endurance, flexibility and body composition.
Credits 1

PED 106 : AEROBICS

This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, and flexibility and on safety precautions. Upon completion, students should be able to select and implement a rhythmic aerobic exercise program.
Credits 1

PED 107 : AEROBICS DANCE (Beginning)

This course introduces the fundamentals of step and dance aerobics. Emphasis is placed on basic stepping up, basic choreographed dance patterns, and cardiovascular fitness; and upper body, floor, and abdominal exercises. Upon completion, students should be able to participate in basic dance aerobics.
Credits 1

PED 108 : AEROBIC DANCE (Intermediate)

This course provides a continuation of step aerobics. Emphasis is placed on a wide variety of choreographed step and dance patterns; cardiovascular fitness; and upper body, abdominal, and floor exercises. Upon completion, students should be able to participate in and design an aerobics routine.
Credits 1
Prerequisite Courses PED 107

PED 109 : JOGGING

This course covers the basic concepts involved in safely and effectively improving cardiovascular fitness. Emphasis is placed on walking, jogging, or running as a means of achieving fitness. Upon completion, students should be able to understand and appreciate the benefits derived from these activities.
Credits 1

PED 113 : TUMBLING AND GYMNASTICS (Beginning)

This course introduces basic tumbling and gymnastic techniques. Topics include the safe use of gymnastic apparatus such as uneven bars, parallel bars, pommel horse, and balance beam. Upon completion, students should be able to demonstrate skills on selected pieces of apparatus.
Credits 1

PED 114 : TUMBLING AND GYMNASTICS (Intermediate)

This course is a continuation of PED 113 in tumbling and gymnastics techniques. Topics include the safe use of gymnastic apparatus such as uneven bars, parallel bars, pommel horse, and balance beam. Upon completion, students should be able to demonstrate skills on selected pieces of apparatus and participate in selected events.
Credits 1
Prerequisite Courses PED 113

PED 118 : GENERAL CONDITIONING (Beginning)

This course provides an individualized approach to general conditioning utilizing the five major components. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness and conditioning programs. Upon completion, students should be able to set up and implement an individualized physical fitness and conditioning program.
Credits 1

PED 119 : GENERAL CONDITIONING (Intermediate)

This course is an intermediate-level fitness and conditioning program class. Topics include specific exercises contributing to fitness and the role exercise plays in developing body systems. Upon completion, students should be able to implement and evaluate an individualized physical fitness and conditioning program.
Credits 1
Prerequisite Courses PED 118

PED 121 : BOWLING (Beginning)

This course introduces the fundamentals of bowling. Emphasis is placed on ball selection, grips, stance, and delivery along with rules and etiquette. Upon completion, students should be able to participate in recreational bowling.
Credits 1

PED 122 : BOWLING (Intermediate)

This course covers more advanced bowling techniques. Emphasis is placed on refining basic skills and performing advanced shots, spins, pace, and strategy. Upon completion, students should be able to participate in competitive bowling.
Credits 1
Prerequisite Courses PED 121

PED 123 : GOLF (Beginning)

This course emphasizes the fundamentals of golf. Topics include the proper grips, stance, alignment, swings for the short and long game, putting, and the rules and etiquette of golf. Upon completion, students should be able to perform the basic golf shots and demonstrate a knowledge of the rules and etiquette of golf.
Credits 1

PED 124 : GOLF (Intermediate)

This course covers the more advanced phases of golf. Emphasis is placed on refining the fundamental skills and learning more advanced phases to the game such as club selection, trouble shots, and course management. Upon completion, students should be able to demonstrate the knowledge and ability to play a recreational round of golf.
Credits 1
Prerequisite Courses PED 123

PED 126 : RECREATIONAL GAMES

This course is designed to give an overview of a variety of recreational games and activities. Emphasis is placed on the skills and rules necessary to participate in a variety of lifetime recreational games. Upon completion, students should be able to demonstrate an awareness of the importance of participating in lifetime recreational activities.
Credits 1

PED 131 : BADMINTON (Beginning)

This course covers the fundamentals of badminton. Emphasis is placed on the basics of serving, clears, drops, drives, smashes, and the rules and strategies of singles and doubles. Upon completion, students should be able to apply these skills in playing situations.
Credits 1

PED 132 : BADMINTON (Intermediate)

This course provides the student to participate in intermediate level competition in badminton. Emphasis is placed on advanced skills and strategies in badminton.
Credits 1
Prerequisite Courses PED 131

PED 133 : TENNIS (Beginning)

This course emphasizes the fundamentals of tennis. Topics include basic strokes, rules, etiquette, and court play. Upon completion, students should be able to play recreational tennis.
Credits 1

PED 134 : TENNIS (Intermediate)

This course emphasizes the refinement of playing skills. Topics include continuing the development of fundamentals, learning advanced serves, and strokes and pace and strategies in singles and doubles play. Upon completion, students should be able to play competitive tennis.
Credits 1
Prerequisite Courses PED 133

PED 140 : SWIMMING (Beginning)

This course is designed for non-swimmers and beginners. Emphasis is placed on developing confidence in the water, learning water safety, acquiring skills in floating, and learning elementary strokes. Upon completion, students should be able to demonstrate safety skills and be able to tread water, back float, and use the crawl stroke for 20 yards.
Credits 1

PED 141 : SWIMMING (Intermediate)

This course is designed for those who have mastered basic swimming skills. Emphasis is placed on refining basic skills and learning new swim strokes. Upon completion, students should be able to demonstrate the four basic strokes, the scissor kick, the underwater swim, and other related skills.
Credits 1
Prerequisite Courses PED 140

PED 153 : KARATE (Beginning.)

This course is designed to introduce the martial arts and teach the basic skill of Isshinryu karate. Topics include basic punches, kicks, conditioning exercises, proper terminology, historical foundations, kata, and etiquette relating to karate. Upon completion, students should be able to perform line drill techniques and Kata.
Credits 1

PED 154 : KARATE (Intermediate)

This course is a continuation of beginning Karate. Topics include basic punches, kicks, conditioning exercises, proper terminology, historical foundations, kata, and etiquette relating to karate. Isshinryu karate teaches discipline, self-defense and confidence. Upon completion, students should be able to perform line drill techniques and Kata according to their rank.
Credits 1
Prerequisite Courses PED 153

PED 155 : SELF DEFENSE

This course is designed to aid students in developing rudimentary skills in self-defense. Emphasis is placed on stances, blocks, punches, and kicks as well as non-physical means of self-defense. Upon completion, students should be able to demonstrate basic self-defense techniques of a physical and non-physical nature.
Credits 1

PED 171 : BASKETBALL (Beginning)

This course covers the fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational basketball.
Credits 1

PED 172 : BASKETBALL

This course covers more advanced basketball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play basketball at a competitive level.
Credits 1
Prerequisite Courses PED 171

PED 176 : VOLLEYBALL (Beginning)

This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking, blocking, and the rules and etiquette of volleyball. Upon completion, students should be able to participate in recreational volleyball.
Credits 1

PED 177 : VOLLEYBALL (Intermediate)

This course covers more advanced volleyball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to participate in competitive volleyball.
Credits 1
Prerequisite Courses PED 176

PED 178 : SOCCER (Beginning)

This course introduces the basics of soccer. Emphasis is placed on rules, strategies, and fundamental skills. Upon completion, students should be able to participate in recreational soccer.
Credits 1

PED 179 : SOCCER (Intermediate)

This course introduces the basics of soccer. Emphasis is placed on rules, strategies, and advanced techniques, skills, and strategies. Upon completion, students should be able to participate in introductory competitive soccer.
Credits 1
Prerequisite Courses PED 178

PED 180 : FLAG FOOTBALL

This course introduces the fundamentals and rules of flag football. Emphasis is placed on proper techniques and strategies for playing in game situations. Upon completion, students should be able to participate in recreational flag football.
Credits 1

PED 181 : BASEBALL (Beginning)

This course covers the fundamentals of baseball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational baseball.
Credits 1

PED 182 : BASEBALL (Intermediate)

This course covers more advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play baseball at a competitive level.
Credits 1
Prerequisite Courses PED 181

PED 186 : SOFTBALL (Beginning)

This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to participate in recreational softball.
Credits 1

PED 187 : SOFTBALL (Intermediate)

This course presents advanced skills and competitive practice in softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to participate in competitive softball.
Credits 1
Prerequisite Courses PED 186

PED 188 : YOGA

This course introduces basic instruction in yoga for beginners. Emphasis is placed on instruction in gentle stretching, breathing practices, progressive deep relaxation, and posture. Upon completion, students should be able to participate in and appreciate the benefits of the activity.
Credits 1

PED 191 : TEAM SPORTS

This covers the basic concepts involved in team sport competition. Emphasis will be placed on refining basic skills, rules and regulations, officiating and team play. Upon completion, students should be able to participate and implement an intramural program.
Credits 1

PED 200 : FOUNDATIONS OF PHYSICAL EDUCATION

In this course, the history, philosophy, and objectives of health, physical education and recreation are studied with emphasis on the physiological, sociological, and psychological values of physical education. It is required of all physical education majors.
Credits 3

PED 205 : INTRODUCTION TO SPORT MANAGEMENT

This course is designed to introduce the student to the dynamic profession of sport management. Theories, concepts, philosophies and different sectors of sport management will be covered.
Credits 3

PED 206 : CURRENT ISSUES IN SPORT

This course will cover the progressive issues and trends in the sport such as: social media and marketing. NIL, and sport ethics.
Credits 3

PED 216 : SPORTS OFFICIATING

This course surveys the basic rules and mechanics of officiating a variety of sports, including both team and individual sports. In addition to class work, students will receive at least 3 hours of practical experience in officiating.
Credits 3

PED 223 : METHODS OF INSTRUCTION

This course provides instruction for the student on specialized teaching techniques in becoming a wellness instructor. The student will learn the basis on instruction in the area of aerobic types of exercises and weight training. This course will enable the student to instruct as well as supervise these types of programs. The student will learn basic anatomy and exercise physiology as it applies to the movement of the body during exercise. This course will address and explain safety and teaching methods for the exercise instructor in the development of a comprehensive fitness program.
Credits 3

PED 224 : PRINCIPLES OF NUTRITION

This course introduces students to the principles of nutrition and the role and functions of nutrients in man's food. Basic information concerning food selection and nutrition as a factor in health, ecology, and economy is included. Implications of nutrition for children may be stressed. NOTE: This course is a suitable substitute for HEC 140.
Credits 3

PED 227 : ANGLING

This course introduces the sport of angling. Emphasis is placed on fishing with the use of artificial lures. Upon completion, students should be able to cast and retrieve using baitcaster and spinning reels and identify the various types of artificial lures.
Credits 1

PED 228 : FIREARM SAFETY AND UTILIZATION

This course provides a general knowledge and usage of handguns. Opportunities are provided for target practice, emphasizing safety and accuracy.
Credits 1

PED 238 : SAILING

This course provides instruction in the basic fundamentals of small boat sailing. Topics include sailing terminology, knot tying, rigging, and various skills necessary to maneuver the boat. Upon completion, students should be able to demonstrate safe handling of a small boat.
Credits 1

PED 240 : SPORT AND RECREATIONAL SCUBA DIVING

This course provides basic instruction in fundamental skills and safety procedures for scuba diving. Emphasis is placed on the history, theory, and principles of diving; development of diving skills; safet and maintenance of equipment. Upon completion, students should be able to demonstrate skills, knowledge, and techniques of scuba diving in preparation for diver certification.
Credits 1

PED 251 : VARSITY BASKETBALL

This course covers advanced fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in competitive basketball.
Credits 1
Prerequisites
Permission of instructor.

PED 252 : VARSITY BASEBALL

This course covers advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play baseball at a competitive level.
Credits 1
Prerequisites
Permission of instructor.

PED 254 : VARSITY SOFTBALL

This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to play competitive softball.
Credits 1
Prerequisites
Permission of instructor.

PED 257 : VARSITY CHEERLEADING

This course provides a specific knowledge and experience of cheerleading skills, with emphasis on tumbling skills, sharpness, stunts, and enthusiasm at the collegiate level.
Credits 1

PED 258 : VARSITY VOLLEYBALL

This course covers more advanced volleyball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to participate in competitive volleyball.
Credits 1
Prerequisites
Permission of instructor.

PED 259 : VARSITY CROSS COUNTRY

This course covers more advanced cross country techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to participate in competitive cross country.
Credits 1

PED 296 : PRACTICUM IN ATHLETIC TRAINING

This course will allow students to achieve real world, hands-on experience while assigned to a healthcare professional at local orthopedic clinics and/or athletic facilities. Students will observe, report, and assist in the treatment of athletic injuries.
Credits 3
Prerequisite Courses BIO 201,
BIO 202,
HED 231,
HED 232

PED 297 : PRACTICUM IN ATHLETIC TRAINING

This course builds upon previous instruction and provides additional opportunities to develop competencies necessary to assess and intervene with athletic injuries while assigned to a healthcare professional at local orthopedic clinics and/or athletic facilities.
Credits 3
Prerequisite Courses PED 296

PED 299 : SPECIAL TOPICS IN ATHLETIC TRAINING

This course introduces students to the foundation of scientific inquiry and experimental principles through readings, research, analysis, and writing. Topics covered will vary and this course may be repeated for credit.
Credits 1
-3
Prerequisites
As required by program.

Physical Science

PHS 111 : PHYSICAL SCIENCE I

This course provides an introduction to the basic principles of geology, oceanography,

meteorology, and astronomy. Laboratory is required.
Credits 4
Prerequisites
Eligible for ENG 101 and MTH 100 or MTH 108.

PHS 112 : PHYSICAL SCIENCE II
This course provides an introduction to the basic principles of chemistry and physics.

Laboratory is required.
Credits 4
Prerequisites
Eligible for ENG 101 and MTH 100 or MTH 108.

Physical Therapist Assistant

This program is designed to prepare individuals to work as a physical therapist assistant (PTA). PTA classes are designed for the full-time student and taught in the daytime hours at our Valley Campus; however, evening or weekend hours may be required for general and clinical education courses.

"Physical Therapist Assistants, under the direction and supervision of the physical therapist, play a role in providing the public with access to physical therapy services. The PTA's work includes implementing selected components of patient/client interventions; obtaining outcomes data related to the interventions provided; modifying interventions either to progress the patient/client as directed by the physical therapist or to ensure patient/client safety and comfort; educating and interacting with other health care providers, students, aides/technicians, volunteers, and patients/clients and their families and caregivers; and responding so patient/client and environmental emergency situations." (American Physical Therapy Association, 2011)

PTAs work in a variety of settings including acute and long-term care hospitals, skilled nursing facilities, home health, inpatient rehabilitation facilities, private practice offices, outpatient clinics, schools, and more. "APTA policy identifies the PTA as the only individual other than a physical therapist who provides physical therapy services. PTAs are a vital part of the physical therapy services available to the public in all clinical settings. Opportunities for career development are limited by the level of education, nature of the work, and supervision requirements." (APTA, 2011)

Source: *American Physical Therapy Association (January 2011). Today's Physical Therapist: A Comprehensive Review of a 21st-Century Health Care Profession. Available at http://www.apta.org.*

PTAs are required to uphold high standards of ethical practice and professional standards of conduct while performing quality patient care. To prepare students for this profession, these standards will be emphasized and developed throughout the curriculum

Accreditation

Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Avenue, Suite 100, Alexandria, VA 22305-3085; phone: 703-106-3245; email: accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states.

The Physical Therapist Assistant Program at Southern Union State Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; telephone: 703-706-3245; email: accreditation@apta.org; website: http://www.capteonline.org. If needing to contact the program/institution directly, please call Jeff Leatherman, DPT, MS, PT, Program Director at 334-756-4121 x 5254 or email jleatherman@suscc.edu.

Graduation from this program does not guarantee licensure as a PTA, and it is the student's responsibility to be aware of the licensure requirements in each state. Complete information on proactive acts and regulations can be obtained from the individual state licensing boards or through The Federation of State Boards of Physical Therapy (www.fsbpt.org). Specific information regarding application for licensure will be available to the student during the last term of study.

Minimum Admission Requirements

1. Unconditional admission to the college.
2. Meet the essential functions required for the PTA program.
3. Minimum of 10 hours of PT Observation experience with signed documentation from licensed PT/PTA.
4. Completion of prerequisite academic core courses with a minimum grade of "C" or higher meeting a 2.5 core GPA.
5. Minimum 2.0 GPA at Southern Union is previously enrolled. Transfer students must enter the College on clear status.
6. Official transcripts in Records Office from all postsecondary institution attended, along with high school transcript.
7. Official score on ACT National or ACT Residual with a minimum composite score of 18. (No time limit on

when the test was taken.) Test scores must be on file with the Records Office and a copy must be attached to the program application.
8. Submission of completed application for Physical Therapist Assistant Program by published deadline

Admission to the PTA program is competitive and the number of students is limited by the number of faculty and clinical facilities available. After meeting minimal requirements, applicants are rank ordered for acceptance using a point system based on score on ACT/ACT Residual and quality points from selected college courses. Students may be eligible to earn additional points. Meeting minimal requirements does not guarantee acceptance.

PTA Program Progressions Standards

Enrolled PTA students are required to satisfactorily complete all technical phase course and clinical education requirements in order to remain in good standing and to be eligible for graduation. Students and program faculty must comply with published programmatic policies, syllabi, course goals and objectives, as well as published college requirements to ensure satisfactory student progress through the technical phase.

The Health Sciences Admission Progressions Committee (PC) and PTA Program Director (PD) are responsible for monitoring the technical phase progressions and reinstatement policies, which include academic, clinical, and professional domains related to the PTA Program. The PD and PC review the progress of each student no less than once per semester and more frequently as indicated. The PC will recommend an appropriate action for each student based on his/her academic, clinical, and professional performance. These actions may include progression to the next semester, graduation, probation, continued probation, removal from probation, suspension, or dismissal. The PC may recommend other actions including, but not limited to, remediation or repetition of coursework and participation in academic tutoring.

The policies described below either clarify, operationalize, or augment the SUSCC Satisfactory Academic Progress Policies.

Good Standing Status

Students must meet all of the following criteria while in the technical phase of the program:

1. Maintain the minimum cumulative grade point average of 2.50 for all technical PTA designated courses during each semester of the technical phase.
2. Successfully complete academic coursework by achieving a minimum grade of “C” (75%) in all PTA designated courses. If a course has a lab element, the evaluation requirements are divided into lecture and laboratory components. In order for a final grade to be calculated, student must achieve a minimum average of 75% in EACH individual component. Averages below 75% in either the lecture or laboratory component will result in a “D” or “F” grade. If BOTH components meet the minimum 75%, they will be averaged together to assign the final course grade.
    a. Students who do not achieve a minimum grade of “C” in any PTA course are unable to continue in the curriculum and will be immediately dismissed. Please refer to the Dismissal Process below.
    b. Remediation While in Good Standing:
        i. Remediation is mandatory if a student scores less than 75% on a written exam or if the student fails to demonstrate all designated critical safety elements in a practical examination. Failure to remediate via the format prescribed by the instructor (or PC) will result in an incomplete grade. Refer to the College catalog for the requirements for resolution of an incomplete grade.
        ii. A written remediation plan (e.g., Student Counseling Report, Student Learning Contract, etc.) is initiated when a student’s average is nearing or below a failing grade for the course. Failure to comply with a remediation plan is likely to result in a failing grade.
3. Successfully complete clinical coursework with a grade of pass (P). To receive a passing grade (P), students must meet minimal competency standards and successfully complete all course requirements as published in clinical course syllabi.
    a. If the student fails to receive a passing grade in any clinical course or if they are removed or withdraw from a clinical affiliation, they will proceed to Level Two: Suspension
4. Student Code of Conduct/Professional Behavior
    a. Students will abide by the Code of Conduct (see Student Handbook in College Catalog) and PTA Professional Conduct Code below.

PTA Professional Conduct Code

The PTA faculty consider professional behavior as one of the most important components in the education of PTA students. Students enrolled in the PTA Program are expected to abide by all of the following: 1.) the SUSCC Code of Conduct, 2.) the American Physical Therapy

Association's (APTA) Guide for Conduct of the PTA, 3.) the APTA's Standards of Ethical Conduct for the PTA, and 4.) additional programmatic and instructor policies (e.g., attendance policies, lab rules, etc.) as published in the PTA Program Handbook and course syllabi.

Code of Conduct violations will be referred to the Dean of Students and addressed according to the disciplinary procedures published in the College Student Handbook. All other violations will be referred to the Program Director and may result in a written remediation plan, referral to the PC, and/or referral to the Dean of Students.

PTA Dismissal and Withdrawal Process

1. Level One: "Warning"
    a. Failure to maintain the minimum cumlative GPA of 2.5 will result in the student being placed on warning. The student will be permitted to remain on warning for a maximum of one semester. If this requirement is not met, the student will be removed from the program (see Level Three: Immediate Dismissal).
2. Level Two: "Suspension"
    a. Withdrawal or removal from a clinical course or receipt of a failing grade in a clinical course will result in suspension while the PC investigates the situation. The PC will choose one of the following actions within 14 calendar days of the occurrence:
        i. If the committee determines that the student has a high probability of entering the profession as a safe, proficient practitioner, the student may be permitted to repeat the clinical course. The PC will outline requirements for completion of the course in conjunction with the PD and Clinical Education Coordinator (CEC). The option to repeat a clinical course will be offered only once for any student while in the technical phase of the program.
        ii. If the committee deems the withdrawal/ removal or failing grade a substantial indicator that the student will not succeed in the profession, the student will proceed to Level Three: Immediate Dismissal.
3. Level Three: "Immediate Dismissal"
    a. Students are immediately dismissed when any of the following occur:
        i. Failure to achieve a cumulative GPA of 2.5 within one semester of being placed on warning status.
        ii. Failure to achieve a cumulative GPA of 2.5 prior to the first full-time externship. 160 Southern Union State Community College
        iii. Receipt of one or more "D" or "F" grades in academic coursework.
        iv. The PC recommends dismissal in the case of an incomplete clinical course or failed clinical course.
        v. The PC recommends dismissal in the case of a significant policy, Code of Conduct, or PTA Professional Conduct Code violation.

The Program Director will notify students in writing if they are dismissed from the program. PTA students wishing to appeal their dismissal must follow the procedures highlighted in the Student Handbook and Catalog.

Students who have been dismissed from the program may be considered for reinstatement by following the PTA Reinstatement Procedure. Note: If the student is dismissed a second time while in the technical phase, the student will be permanently removed from the program and will not be eligible for readmission. Students should be aware that withdrawing from any course within the PTA curriculum schedule automatically withdraws the student from the PTA program.

PTA Reinstatement Policy

Students who wish to be considered for reinstatement should reapply using the following procedure. The reinstatement process will only be offered once. There is no guarantee of reinstatement for any student.

To begin the reinstatement process, the student must apply in writing to the Progressions Committee (via the Program Director) requesting reinstatement in the program. The letter must include the date the student wishes to return and a rationale describing how the student plans to complete the program successfully. The letter must be received by the Program Director no later than 60 days prior to the first day of the academic semester into which the student wishes to reenroll. The Progressions Committee (PC) will meet within 3 weeks of receipt of the letter to consider the reinstatement request and complete a plan of action to address the reasons for withdraw/ dismissal. The student may be required to attend this meeting.

The PC will formally notify the student of their decision and plan of action within 5 business days of the meeting. If remediation or other action is warranted, it must be successfully completed no less than 7 calendar days prior to the start of the semester in which the student wishes to reenroll. If this does not occur, the student must reinitiate the reinstatement process. The final decision for acceptance into the next cohort will be based upon available slots in the cohort, successful completion of any

actions required by the PC, and a reasonable expectation that the student in question has potential to succeed in the program.

Reinstatement Procedure

1. If the student withdrew or was dismissed during the first semester of the program, the PC may elect to have the student enter the ranking process to gain admission to the next cohort. The student will be required to follow the same application process as all other applicants. If the student gains admission to the technical phase, he/she will repeat all previously attempted PTA coursework.
2. If the student withdrew or was dismissed after completing one or more semesters of the program, the PC will determine what coursework, if any, must be repeated upon reinstatement. The student must repeat any course in which he/she did not achieve a minimum grade of "C" (75%), however the PC may also require a student to repeat coursework that was completed successfully if it is deemed to be critical to the success of the student (see financial aid for costs associated with retaking coursework). The PC may also require actions including, but not limited to, remediation, competency checks, and/or written or didactic exams to determine if the student is suitable to return to the program and to help ensure student success. When a student repeats a course he/she must achieve a minimum grade of B (80%) to continue in the curriculum. If the student fails to achieve a minimum grade of B in repeated coursework, he/she will be dismissed from the program and is not eligible for reinstatement.
3. Students who are eligible for reinstatement and who have been out of the program for longer than one year must reapply for admission to the college and meet the current admissions requirements of the technical phase of the PTA program.
4. The reinstated student will be required to comply with the curriculum and requirements in force at the time of reinstatement, including any changes made to the curriculum or prerequisites during his/her absence from the program.
5. If a student is dismissed a second time while in the technical phase, the dismissal is permanent.

PTA 100 : INTRODUCTION TO PHYSICAL THERAPY

This course is an introduction to the field of physical therapy as a career choice. Emphasis is on the role of the PT and PTA, educational requirements, scope of practice and subspecialty areas such as pediatrics, geriatrics, and sports. Upon completion of the course, the student should have a general understanding of the role of physical therapy in the health care environment.
Credits 2
Prerequisites
None
Theory Hours 2
Contact Hours 2

PTA 120 : INTRODUCTION TO KINESIOLOGY

This course is an introduction to the clinically oriented study of functional anatomy. Emphasis is placed on a beginning level of understanding of the musculoskeletal system and nervous system as they relate to human movement. Upon completion of the course, the student should be able to identify basic anatomical structures involved in human movements.
Credits 3
Prerequisites
Note: You do not have to be in the PTA Program to take this course. A grade of 'B' or higher in this optional course may earn bonus points to a prospective student's PTA application.
Lab Hours 1
Theory Hours 2
Contact Hours 3

PTA 200 : PT ISSUES AND TRENDS

This is a lecture discussion course consisting of presentations designed to acquaint the student with the latest practice techniques and venues used in the care of patients requiring physical therapy intervention. Presentations will be made by local clinicians as well as by students, based on an independent study conducted during the full time clinical rotation, PTA 263.
Credits 2
Prerequisites
PTA 202, PTA 220, PTA 231, PTA 250, PTA 240, PTA 222, PTA 241, PTA 251, PTA 230, PTA 232, PTA 260
Corequisites
PTA 201. PTA 263, PTA 268
Theory Hours 2
Contact Hours 2

PTA 201 : PTA SEMINAR

This course allows the students to self-teach and to learn skills associated with utilization of learning, community, and other resources in the gathering of new knowledge. The ability to communicate effectively in writing and orally, to professional and community groups, is stressed. Presentation Techniques and Teaching Strategies; Guest lectures and community activities are designed to augment the students' clinical experiences. Presentations and experiences will be scheduled at least partially based on student feedback from clinical education.

Credits 2

Prerequisites

PTA 202, PTA 220, PTA 231, PTA 250, PTA 240, PTA 222, PTA 241, PTA 251, PTA 230, PTA 232, PTA 260

Corequisites

PTA 200, PTA 263, PTA 268

Theory Hours 2

Contact Hours 2

PTA 202 : COMMUNICATION SKILLS

This course is the study of verbal and nonverbal communication and documentation in health care. Emphasis will be placed on terminology, format, computer usage, reimbursement, interpersonal communication, and legal issues. Upon completion, student should be able to discuss and demonstrate communication methods for achieving effective interaction with patients, families, the public and other health care providers.

Credits 2

Prerequisites

Admission to the PTA Program

Corequisites

PTA 220, PTA 222, PTA 250, PTA 240

Theory Hours 2

Contact Hours 2

PTA 220 : FUNCTIONAL ANATOMY & KINESIOLOGY

This course provides an in-depth, clinically oriented study of functional anatomy. Emphasis is placed on the musculoskeletal system, nervous system, and study of human movement. Upon completion of the course, the student should be able to identify specific anatomical structures and analyze human movements. This is a 3-hour class that will use Canvas. A variety of instructional methods including palpation, Power Point presentations, lecture handouts, and kinesthetic learning will be used to facilitate students' achievement of the objectives.

Credits 3

Prerequisites

Admission to PTA Program

Corequisites

PTA 202, PTA 222, PTA 250, PTA 240

Theory Hours 3

Contact Hours 3

PTA 222 : FUNCTIONAL ANATOMY & KINESIOLOGY LAB

This laboratory course allows for hands-on appreciation of anatomical structures and kinesiological concepts as they relate to therapeutic exercise. Emphasis may include muscle and joint function, testing applications and therapeutic exercise. Upon completion, the student should be able to integrate content areas into an understanding of normal human movement.

Credits 2

Prerequisites

Admission to the PTA Program.

Lab Hours 2

Corequisites

PTA 202, PTA 220, PTA 250, PTA 240

Contact Hours 6

PTA 230 : NEUROSCIENCE

This course provides students with an overview of the neuroanatomy of the CNS and PNS, as it relates to treatment necessary for patients with dysfunctions of these systems. Emphasis includes the structure and function of the nervous system, neurophysiological concepts, human growth and development, neurologic dysfunctions. Upon completion of this course, the student should be able to identify and discuss specific anatomical structures, functions of the nervous system, basic concepts of human growth and development and identify neurologic pathologies.

Credits 2

Prerequisites

PTA 202, PTA 220, PTA 222, PTA 250, PTA 240

Corequisites

PTA 231, PTA 232, PTA 241, PTA 251, PTA 260

Theory Hours 2

Contact Hours 2

PTA 231 : REHAB TECHNIQUES

This laboratory course allows for hands-on appreciation of advanced rehabilitation techniques. Emphasis is on orthopedic, neurological, and pulmonary treatment techniques, procedures, analysis, and treatment of pathologic gait. Upon completion, the student should be able to demonstrate an understanding of advanced rehabilitation techniques appropriate to orthopedic, neurologic, and pulmonary dysfunctions.

Credits 2

Prerequisites

PTA 202, PTA 220, PTA 222, PTA 250, PTA 240

Lab Hours 2

Corequisites

PTA 230, PTA 232, PTA 241, PTA 251, PTA 260

Contact Hours 6

PTA 232 : ORTHOPEDICS FOR THE PTA

This course provides the student with an overview of orthopedic conditions seen in physical therapy. Emphasis is on the study of orthopedic conditions and appropriate physical therapy intervention and review of related anatomical structures. Upon completion of the course, the student should be able to discuss PT interventions for common orthopedic conditions.

Credits 2
Prerequisites
PTA 202, PTA 220, PTA 222, PTA 250, PTA 240
Corequisites
PTA 230, PTA 231, PTA 241, PTA 251, PTA 260
Theory Hours 2
Contact Hours 2

PTA 240 : PHYSICAL DISABILITIES I

This course presents the student with a body systems approach to the etiology, pathology, signs/ symptoms and treatment of conditions seen in physical therapy. Emphasis may include conditions most commonly treated in physical therapy. Upon completion, the student should be able to discuss basic pathological processes, treatment options, and prognoses of conditions studied.

Credits 2
Prerequisites
Admission to the PTA Program
Corequisites
PTA 202, PTA 222, PTA 250, PTA 220
Theory Hours 2
Contact Hours 2

PTA 241 : PHYSICAL DISABILITIES II

This course continues a body systems approach to the study of common PT pathologies. Emphasis includes various neurological pathologies with additional focus on the needs of special populations. Upon completion, the student should be able to discuss PT interventions appropriate to a variety of diagnoses.

Credits 2
Prerequisites
PTA 202, PTA 220, PTA 222, PTA 250, PTA 240
Corequisites
PTA 231, PTA 232, PTA 230, PTA 251, PTA 260
Theory Hours 2
Contact Hours 2

PTA 250 : THERAPEUTIC PROCEDURES I

This laboratory course provides a hands-on introduction to the principles and procedures of therapeutic physical therapy intervention. Emphasis is on basic patient care skills and procedures including modalities and assessments utilized in physical therapy. Upon completion, the student should be able to demonstrate safe and effective delivery of those procedures with an in-depth understanding of the rationale for each treatment.

Credits 4
Prerequisites
Admission to the PTA Program
Lab Hours 2
Co-Requisite Courses PTA 202,
PTA 222,
PTA 240,
PTA 220,
PTA 202,
PTA 222,
PTA 240,
PTA 220
Theory Hours 2
Contact Hours 8

PTA 251 : THERAPEUTIC PROCEDURES II

This laboratory course is a continuation of PTA 250 which provides a hands-on introduction to the principles and procedures of therapeutic physical therapy intervention. Emphasis is on basic patient care skills and procedures utilized in physical therapy. Upon completion, the student should be able to demonstrate safe and effective delivery of those procedures with an in-depth understanding of the rationale for each treatment.

Credits 4
Lab Hours 2
Prerequisite Courses PTA 202,
PTA 220,
PTA 222,
PTA 250,
PTA 240,
PTA 202,
PTA 220,
PTA 222,
PTA 250,
PTA 240
Corequisites
PTA 231, PTA 232, PTA 230, PTA 241, PTA 260
Theory Hours 2
Contact Hours 8

PTA 260 : CLINICAL EDUCATION I

Under the direct supervision of a physical therapist or physical therapist assistant, the student will have the opportunity to integrate didactic and laboratory learning by demonstrating selected clinical competencies. Specifically, those competencies related to basic organization, professional interaction, and practice of clinical skills learned in the preceding two academic terms. This is a 60 hour unpaid clinical externship.

Credits 1

Prerequisite Courses PTA 202,
PTA 220,
PTA 222,
PTA 250,
PTA 240,
PTA 202,
PTA 220,
PTA 222,
PTA 250,
PTA 240

Co-Requisite Courses PTA 231,
PTA 232,
PTA 230,
PTA 241,
PTA 251,
PTA 231,
PTA 232,
PTA 230,
PTA 241,
PTA 251

Contact Hours 4

Clinical 1

PTA 263 : CLINICAL AFFILIATION I,

This is a minimum 180-hour unpaid clinical externship through which students perform and validate their professional competencies under the direct supervision of a licensed physical therapist or physical therapist assistant.

Credits 3

Prerequisite Courses PTA 202,
PTA 220,
PTA 231,
PTA 250,
PTA 240,
PTA 222,
PTA 241,
PTA 251,
PTA 230,
PTA 232,
PTA 260,
PTA 202,
PTA 220,
PTA 231,
PTA 250,
PTA 240,
PTA 222,
PTA 241,
PTA 251,
PTA 230,
PTA 232,
PTA 260

Corequisites

PTA 200, PTA 201, PTA 268

Contact Hours 12

Clinical 3

PTA 268 : CLINICAL PRACTICUM

This continuation of PT 263 is an additional 300 hours (maximum of 320 hours and minimum of 300 hours) of unpaid clinical externship through which students perform and validate their professional competencies under the direct supervision of a licensed physical therapist or physical therapist assistant.

Credits 5

Prerequisite Courses PTA 202, PTA 220, PTA 231, PTA 250, PTA 240, PTA 222, PTA 241, PTA 251, PTA 230, PTA 232, PTA 260, PTA 202, PTA 220, PTA 231, PTA 250, PTA 240, PTA 222, PTA 241, PTA 251, PTA 230, PTA 232, PTA 260

Co-Requisite Courses PTA 200, PTA 201, PTA 263, PTA 200, PTA 201, PTA 263

Contact Hours 20

Clinical 5

Physics

PHY 201 : GENERAL PHYSICS I - TRIGONOMETRY BASED

This course is designed to cover general physics using college algebra and basic trigonometry. Specific topics include kinematics, Newton's laws of motion, conservation of momentum and energy, fluid mechanics, and the laws of thermodynamics. The contributions of physics to modern technology and society are considered. Laboratory is required.

Credits 4

Prerequisites

MTH 113 with a minimum grade of C and eligible for ENG 101.

PHY 202 : GENERAL PHYSICS II - TRIGONOMETRY BASED

This continuation course is designed to cover general physics using college algebra and basic trigonometry. Specific topics include wave mechanics, electromagnetism, light, optics, and special relativity. The contributions of physics to modern technology and society are considered. Laboratory is required.

Credits 4

Prerequisites

PHY 201 with minimum grade of C.

PHY 213 : GENERAL PHYSICS I WITH CALCULUS

This course is the first course in a two-part sequence of the calculus-based study of classical physics. Topics include kinematics, Newtonian Mechanics, the conservation of momentum and energy, and thermodynamics. Laboratory is required.

Credits 4

Prerequisites

MTH 125 with a minimum grade of C and eligible for ENG 101.

PHY 214 : GENERAL PHYSICS II WITH CALCULUS

This course is the second course in a two-part sequence of the calculus-based study of classical physics. Topics include electromagnetism, light, and optics. Laboratory is required.

Credits 4

Prerequisites

PHY 213 with a minimum grade of C.

Plastics Engineering Technology

AUT 114 : INTRODUCTION TO PROGRAMMABLE CONTROLLERS

This course provides an introduction to programmable logic controllers. Emphasis is placed on, but not limited to, the following: PLC hardware and software, numbering systems, installation, and programming. Upon completion, students must demonstrate their ability by developing, loading, debugging, and optimizing PLC programs.

Credits 3

Lab Hours 3

Theory Hours 2

AUT 130 : FUNDAMENTALS OF INDUSTRIAL HYDRAULICS & PNEUMATICS

This course provides an introduction to hydraulics/ pneumatics. Topics include hydraulic pumps, pneumatic compressors work and system components such as valves, filters, regulators, actuators, accumulators, and lubricators. The lab enables students to test, troubleshoot and repair hydraulic pumps, pneumatic compressors and components such as valves, filters, regulators, actuators, accumulators, and lubricators. Upon completion, students will be able to apply principles of hydraulic/pneumatics.
Credits 3
Lab Hours 2
Theory Hours 2

AUT 145 : INTRODUCTION TO MOLDING

Students learn the fundamentals of molding operations, including molding terminology, machine part identification, operating safety, machine controls and machine startup and shutdown. Students are taught to identify common part defects such as short shots, flash, warp, surface defects, color changes and shrinkage. Students learn the properties of commonly used molding materials.
Credits 3
Lab Hours 0
Theory Hours 3

AUT 146 : INTRODUCTION TO MOLDING LAB

Students learn to safely operate a molding machine. Students learn to properly startup, set machine controls and shutdown a molding machine.
Credits 3
Lab Hours 6
Theory Hours 0

AUT 173 : MOLD SETTER SKILLS

This course is designed to teach students basic mold setter skills. They will learn the fundamentals of molding operations, including molding terminology, machine part identification, operating safety, machine controls and machine startup and shutdown. Students are taught to identify common part defects such as non-fill, burn marks, warpage, discoloration, weld lines, and flash. At the end of this course students should be able to safely work as a mold setter.
Credits 3
Lab Hours 4
Theory Hours 1

AUT 175 : MOLD SETTER SKILLS LAB

This course is designed to teach students the basic mold setter skills in a laboratory environment. The students will learn the practical application of molding operations, including molding terminology, machine part identification, operating safety, machine controls, and machine startup and shutdown. Students are taught to identify and correct common part defects such as non-fill, burn marks, warpage, discoloration, weld lines, and flash. At the end of this course students should be able to work safely as a mold setter.
Credits 3
Lab Hours 6
Theory Hours 0

AUT 197 : Special Topics Machining

Credits 2

AUT 200 : TOTAL PRODUCTIVE MAINTENANCE

This course will provide students with the knowledge to do preventive maintenance on automation systems. Also assess tooling, inspect and perform preventive maintenance on various tools. This course provides both classroom and performance based hands on training to inform personnel on preventive maintenance.
Credits 2
Lab Hours 2
Theory Hours 1

AUT 212 : ROBOT OPERATION AND PROGRAMMING

This training course is designed to provide the basic skills needed to operate and program the robot cell. The course provides both classroom and performance based hands on training in the use of controls, operations, and part programming.
Credits 3
Lab Hours 2
Theory Hours 2

AUT 232 : Sensors Technology and Application

Credits 3

AUT 273 : MOLD PROCESSING

This course is designed to teach students basic mold processor skills. Topics will include safety, molding materials, machine controls, fill rates, temperature control, pressure control, and timing. Students will learn how various factors affect the mold process and how to compensate for those factors by setting and adjusting machine controls.
Credits 3
Lab Hours 4
Theory Hours 1

AUT 275 : MOLD PROCESSING LAB

This course is designed to teach students basic mold processor skills in a laboratory environment. The students will learn the practical application of mold processes including safety, molding materials, machine controls, fill rates, temperature control, pressure control and timing. Students will learn how various factors affect the mold process and how to compensate for those factors by setting and adjusting machine controls.
Credits 3
Lab Hours 6
Theory Hours 0

Political Science

POL 103 : CURRENT AFFAIRS

This course sequence is designed to acquaint students with major issues and problems of contemporary society through examination of current events. Emphasis is placed on topics which contribute to student awareness of historical development and political significance of selected contemporary issues. Upon completion, students should be able to identify and explain factors in the historical development of, explain political significance of, and express informed judgments about selected contemporary social and political issues.
Credits 2

POL 104 : CURRENT AFFAIRS

This course sequence is designed to acquaint students with major issues and problems of contemporary society through examination of current events. Emphasis is placed on topics which contribute to student awareness of historical development and political significance of selected contemporary issues. Upon completion, students should be able to identify and explain factors in the historical development of, explain political significance of, and express informed judgments about selected contemporary social and political issues.
Credits 2

POL 105 : CURRENT AFFAIRS

This course sequence is designed to acquaint students with major issues and problems of contemporary society through examination of current events. Emphasis is placed on topics which contribute to student awareness of historical development and political significance of selected contemporary issues. Upon completion, students should be able to identify and explain factors in the historical development of, explain political significance of, and express informed judgments about selected contemporary social and political issues.
Credits 2

POL 211 : AMERICAN NATIONAL GOVERNMENT

This course surveys the background, constitutional principles, organization, and operation of the American political system. Topics include the U.S. Constitution, federalism, civil liberties, civil rights, political parties, interest groups, political campaigns, voting behavior, elections, the presidency, bureaucracy, Congress, and the justice system. Upon completion, students should be able to identify and explain relationships among the basic elements of American government and function as more informed participants of the American political system.
Credits 3

Psychology

PSY 106 : CAREER EXPLORATION

This course is designed for students to explore potential career fields. The course includes an assessment, through testing of strengths and weaknesses, general information about careers and job skills, value and decision making techniques, and a career research.
Credits 1

PSY 200 : GENERAL PSYCHOLOGY

This course is a survey of the scientific study of psychological, biological, and sociocultural factors that influence behavior and mental processes.
Credits 3

PSY 210 : HUMAN GROWTH AND DEVELOPMENT

This course is a study of the physical, cognitive, social, and emotional factors that affect human growth and development from conception to death.
Credits 3

Radiologic Technology

Upon successful completion of the Radiologic Technology Program, the student is awarded the Associate in Applied Science Degree. Following graduation from the College, the student is eligible to take the National Certification Examination in Radiologic Technology administered by The American Registry of Radiologic Technologists (ARRT). A candidate for certification by the ARRT must meet the ethics, education and examination requirements as described in The American Registry of Radiologic Technologists Rules and Regulations and ARRT Standards of Ethics.* Upon successful completion of the examination, the graduate will be eligible to practice as a Registered Technologist - Radiography, RT (R).

* In order to take the ARRT Certification examination, individuals must be of good moral character. Generally, the

conviction of a felony or any other offense or misdemeanor, or a felony involving moral depravity, indicates a lack of good moral character for ARRT purposes. For further information, interested applicants may contact the ARRT at (651) 687-0048 or online at www.arrt.org.

The Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182, (312) 704-5300, www.jrcert.org.

RAD 111 : INTRODUCTION TO RADIOGRAPHY

This course provides students with an overview of radiography and its role in the health care delivery system. Topics include the history of medical imaging, professional organizations, legal and ethical issues, health care delivery systems, radiation protection, and medical terminology. Upon completion, students will demonstrate foundational knowledge of the radiologic science profession.
Credits 2
Prerequisites
Admission into the program.
Theory Hours 2
Contact Hours 2

RAD 112 : RADIOGRAPHY PROCEDURES I

This course provides the student with instruction in anatomy and positioning of the chest and thorax, upper and lower extremities, and abdomen. Theory and laboratory exercises will cover radiographic positions and procedures. Upon completion of the course the student will demonstrate knowledge of anatomy and positioning skills, oral communication and critical thinking in both the didactic and laboratory settings.
Credits 4
Prerequisites
Admission into the program.
Lab Hours 1
Theory Hours 3
Contact Hours 5

RAD 113 : PATIENT CARE

This course provides the student with concepts of patient care and pharmacology and cultural diversity. Emphasis in theory and lab is placed on assessment and considerations of physical and psychological conditions, routine and emergency. Upon completion, students will demonstrate/explain patient care procedures appropriate to routine and emergency situations.
Credits 2
Prerequisites
As required by program.
Lab Hours 1
Theory Hours 1
Contact Hours 3

RAD 114 : CLINICAL EDUCATION I

This course provides the student with the opportunity to correlate instruction with applications in the clinical setting. The student will be under the direct supervision of a qualified practitioner. Emphasis is on clinical orientation, equipment, procedures, and department policies. Upon completion of the course, the student will demonstrate practical applications of specific radiographic procedures identified in RAD 112.
Credits 2
Prerequisites
Successful completion of all required previous semester courses.
Contact Hours 6
Clinical 2

RAD 122 : RADIOGRAPHIC PROCEDURES II

This course provides the student with instruction in anatomy and positioning of spine, cranium, body systems and special procedures. Theory and laboratory exercises will cover radiographic positions and procedures with applicable contrast media administration. Upon completion of the course, the student will demonstrate knowledge of anatomy and positioning skills, oral communication and critical thinking in both the didactic and laboratory settings.
Credits 4
Prerequisites
As required by program.
Lab Hours 1
Theory Hours 3
Contact Hours 6

RAD 124 : CLINICAL EDUCATION II

This course provides the student with the opportunity to correlate previous instruction with applications in the clinical setting. Students will be under the direct supervision of a qualified practitioner. Practical experience in a clinical setting enables students to apply theory presented thus far and to practice radiographic equipment manipulation, radiographic exposure, routine radiographic positioning, identification, and patient care techniques. Upon completion of the course, students will demonstrate practical applications of radiographic procedures presented in current and previous courses.
Credits 5
Prerequisites
Successful completion of all required previous semester courses.
Contact Hours 5
Clinical 15

RAD 125 : IMAGING EQUIPMENT

This course provides the student with knowledge of basic physics and fundamentals of imaging equipment. Topics include information on x-ray production, beam characteristics, units of measurement, and imaging equipment components. Upon completion, students will be able to identify imaging equipment as well as provide a basic explanation of the principles associated with image production.

Credits 3

Prerequisites

Successful completion of all required previous semester courses.

Theory Hours 3

Contact Hours 3

RAD 134 : CLINICAL EDUCATION III

This course provides the student with the opportunity to correlate instruction with applications in the clinical setting. Students will be under the direct supervision of a qualified practitioner. Practical experience in a clinical setting enables students to apply theory presented thus far and to practice radiographic equipment manipulation, radiographic exposure, routine radiographic positioning, identification, and patient care techniques. Upon completion of the course, students will demonstrate practical applications of radiographic procedures presented in current and previous courses.

Credits 5

Prerequisites

Successful completion of all required previous semester courses.

Contact Hours 5

Clinical 15

RAD 135 : EXPOSURE PRINCIPLES

This course provides students with the theory of factors that govern and influence the production of consistent, quality radiographic images. Topics include exposure factors, image acquisition, image acquisition errors, exposure factor formulation, computer preprocessing, and image display and archiving. Quality control procedures will be explored.

Credits 3

Prerequisites

Successful completion of all required previous semester courses.

Lab Hours 1

Theory Hours 2

Contact Hours 4

RAD 136 : RADIATION PROTECTION AND BIOLOGY

This course provides the student with principles of radiation protection and biology. Topics include radiation protection responsibility of the radiographer to patients, personnel and the public, principles of cellular radiation interaction and factors affecting cell response. Upon completion, the student will demonstrate knowledge of radiation protection practices and fundamentals of radiation biology.

Credits 2

Prerequisites

As required by program.

Theory Hours 2

Contact Hours 2

RAD 212 : IMAGE EVALUATION AND PATHOLOGY

This course provides a basic understanding of the concepts of disease and provides the knowledge to evaluate image quality. Topics include evaluation criteria, anatomy demonstration and image quality with emphasis placed on a body system approach to pathology. Upon completion students will identify radiographic manifestations of disease and the disease process. Students will evaluate images in the classroom, laboratory and clinical settings.

Credits 2

Prerequisites

As required by program.

Lab Hours 1

Theory Hours 1

Contact Hours 3

RAD 214 : CLINICAL EDUCATION IV

This course provides students with the opportunity to correlate previous instruction with applications in the clinical setting. Students will be under the direct supervision of a qualified practitioner. Practical experience in a clinical setting enables students to apply theory presented thus far and to practice radiographic equipment manipulation, radiographic exposure, routine radiographic positioning, identification, and patient care techniques. Principles of computed tomography and cross-sectional anatomy will be presented. Upon completion of the course, students will demonstrate practical applications of radiographic procedures presented in current and previous courses.

Credits 8

Prerequisites

Successful completion of all required previous semester courses.

Contact Hours 8

Clinical 24

RAD 224 : CLINICAL EDUCATION V

This course provides students with the opportunity to correlate previous instruction with applications in the clinical setting. Students will be under the direct supervision of a qualified practitioner. Practical experience in a clinical setting enables students to apply theory presented thus far and to practice radiographic equipment manipulation, radiographic exposure, routine radiographic positioning, identification, and patient care techniques. Principles other imaging modalities will be presented. Upon completion of the course, students will demonstrate practical applications of radiographic procedures in current and previous courses.
Credits 8
Prerequisites
Successful completion of all required previous semester courses.
Contact Hours 24
Clinical 24

RAD 227 : REVIEW SEMINAR

This course provides a consolidated and intensive review of the basic areas of expertise needed by the entry level technologist. Topics include basic review of all content areas, test taking techniques and job seeking skills. Upon completion the student will be able to pass comprehensive tests of topics covered in the Radiologic Technology Program.
Credits 2
Prerequisites
Successful completion of all required previous semester courses.
Theory Hours 2
Contact Hours 2

Religion

REL 151 : SURVEY OF THE OLD TESTAMENT

This course is an introduction to the content of the Old Testament with emphasis on the historical context and contemporary theological and cultural significance of the Old Testament. The student should have an understanding of the significance of the Old Testament writings upon completion of this course.
Credits 3

REL 152 : SURVEY OF THE NEW TESTAMENT

This course is a survey of the books of the New Testament with special attention focused on the historical and geographical setting. The student should have an understanding of the books of the New Testament and the cultural and historical events associated with these writings.
Credits 3

Sociology

SOC 200 : INTRODUCTION TO SOCIOLOGY

This course is an introduction to the vocabulary, concepts, and theory of sociological perspectives of human behavior.
Credits 3

Spanish

SPA 101 : INTRODUCTORY SPANISH I

This course provides an introduction to Spanish. Topics include the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas.
Credits 4
Prerequisites
Eligible for ENG 101.

SPA 102 : INTRODUCTORY SPANISH II

This continuation course includes the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas.
Credits 4
Prerequisites
SPA 101.

Speech

SPH 106 : FUNDAMENTALS OF ORAL COMMUNICATION

This is a performance course that includes the principles of human communication: intrapersonal, interpersonal, and public. The course surveys current communication theory and provides practical application for workforce readiness.
Credits 3
Prerequisites
As required by program.

SPH 107 : FUNDAMENTALS OF PUBLIC SPEAKING

This course explores principles of audience and environment analysis as well as the actual planning, rehearsing, and presenting of formal speeches to specific audiences. Historical foundations, communication theories and student performances are emphasized.
Credits 3
Prerequisites
As required by program.

Surgical Technology

The Surgical Technology program prepares graduates for entry-level employment in the surgical environment. This program prepares individuals, under the supervision of physicians and surgical staff, to maintain, monitor, and enforce the sterile field and adherence to aseptic technique by preoperative, intraoperative surgical team, and postoperative personnel. Includes instruction in instrument and equipment sterilization and handling; surgical supplies management; wound exposure and closure; surgical computer and robot operation and monitoring; maintenance of hemostasis; and patient and team scrubbing. The Surgical Technologist assists the physician during surgical procedures by ensuring that necessary equipment is properly maintained and immediately available, passing instruments to the surgeon, handling surgical specimens, and maintaining a sterile atmosphere in the operating room.

The Associate in Applied Science Degree requires 3 semesters of surgical technology courses and 18 credit hours of prerequisites. Program graduates are required to take the National Certification Exam from the National Board of Surgical Technology and Surgical Assisting (NBSTSA) upon completion of program requirements for graduation. Graduating students must meet the requirement of 120 clinical cases achieved, based on criteria of the Surgical Technology Core Curriculum.

The Surgical Technology program has continuing accreditation by the Commission on Accreditation of Allied Health Programs (CAAHEP), 9355 -113th St N, #7709, Seminole, Florida, 33775, Phone: 727-210-2350; Fax 727-210-2354; www.caahep.org

The student considering Surgical Technology must be conscientious, orderly, and meticulous with details. In addition, Surgical Technologists must have the emotional stability to work in a fast-paced environment and the ability to handle the demands of surgeons.

The student shall not be paid by the clinical affiliation site during the clinical component of the program, nor shall the student be substituted for paid personnel during the clinical component of the program.

Admission Requirements

In addition to the general admission requirements for the College, admission to the Surgical Technology program requires:

1. Unconditional admission to the College.
2. Completion of prerequisite academic core courses with a minimum grade of “C” or higher meeting a 2.5 core GPA.
3. minimum 2.0 GPA at Southern Union.
4. Transfer students must enter SUSCC on clear academic status (minimum 2.0 cumulative grade point average).
5. Official transcripts received in Records Office (Wadley Campus) from all postsecondary institutions attended and high school or GED transcripts for those who have never attended Southern Union.
6. Student meet eligibility requirements for English 101 and Math 100 and satisfaction of the College reading requirement.
7. Application for the Surgical Technology Program.
8. Ability to meet and comply with standards and policies in the current College Catalog and Student Handbook.
9. Ability to meet all health/ clinical requirements as stated in the current Surgical Technology Student Handbook.

Admission to the Surgical Technology Program is competitive, and the number of students admitted is limited by the number of faculty and clinical facilities available. Applicants are rank-ordered for acceptance using a points system based on grades earned in ENG 101, BIO 201, BIO 103, (SUR 108 or HPS 114), (SPH 106 or SPH 107), HPS 105, (PSY 200 or PSY 210) and(MTH 100 or MTH 108 or MTH 110 or higher). Meeting minimal requirements does not guarantee acceptance. Students are admitted once each year, fall term only.

Progression Requirements

Progression through the Surgical Technology program requires:

1. Cumulative GPA of 2.0.
2. Minimum grade of “C” in all required courses.
3. Satisfactory level of mental and physical health, including current immunizations, Hepatitis B vaccinations (or signed waiver), annual TB testing, and ability to meet the Essential Functions and annual physical exam requirements.
4. Current health insurance.
5. Current CPR certification at the American Heart Association, Health Care Provider level.
6. Clear drug screen.
7. Clear background check.

Students who do not meet progression requirements must withdraw from the Surgical Technology program and apply for readmission.

Readmission Requirements

Students who interrupt progression through the professional phase of the surgical technology program of study must apply for readmission to the program. Readmission is based on academic eligibility and space availability. Readmission requires:

1. Successful completion of a surgical technology course with a lab or clinical component within the past 12 months.
2. Proof of competency in any previous coursework as required by the program.
3. Cumulative GPA of 2.0 at SUSCC.
4. Application for readmission to program.
5. Applicant meets all progression requirements.

NOTE: Students who have previously completed the certification option are not required to request readmission in order to earn the Associate in Applied Science option.

Graduation Requirements

Surgical Rotation Case Requirements:

I. The surgical technology program is required to verify through the surgical rotation

documentation the students' progression in the scrub role in surgical procedures of

increased complexity as he/she moves towards entry-level graduate competency.

First Scrub Role (FS):

1. To document a case in the FS role, the student shall perform the following duties during any given surgical procedure with proficiency:

a) Verify supplies and equipment

b) Set up the sterile field

1) Instruments

2) Medication

3) Supplies

c) Perform required operative counts

1) AST guidelines (AST Guidelines for Best Practice can be found on the AST website. www.ast.org

2) Facility policy

d) Pass instruments and supplies

1) Anticipate needs

e) Maintain sterile technique

1) Recognize sterility breaks

2) Correct sterility breaks

3) Document as needed

Second Scrub Role (SS): defined as the student who is at the sterile field who has not met the criteria for the first scrub role, but actively participates in the surgical procedure by completing any of the following:

a) Assistance with diagnostic endoscopy

b) Assistance with vaginal delivery

c) Cutting suture

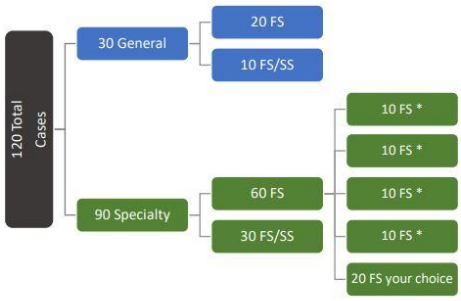
d) Providing camera assistance

e) Retracting

f) Sponging

g) Suctioning

Observation Role (O): the student who is in the OR performing roles that do not meet the criteria for First or Second scrub role. These observations must be documented, but are not included in the 120 required cases.



II. Students must complete a minimum of 120 cases as delineated below.

A. General Surgery cases

1. Students must complete a minimum of 30 cases in General Surgery;

a. 20 which must be performed in the First Scrub Role (FS).

b. The remaining 10 cases may be performed in either the First or Second Scrub Role (SS).

B. Specialty cases

1. Students must complete a minimum of 90 cases in various surgical specialties, excluding General Surgery;

a. A minimum of 60 which must be performed in the First Scrub Role (FS) and evenly distributed between a minimum of four surgical specialties.

1. A minimum of ten cases in four different specialties must be completed in the FS role (40 cases total).

2. The additional 20 cases in the FS role may be distributed amongst one surgical specialty or multiple surgical specialties.

b. The remaining 30 cases may be performed in any surgical specialty in either the FS or SS role

2. Surgical specialties (excluding General Surgery)

a. Cardiothoracic
b. Genitourinary
c. Neurologic
d. Obstetric and Gynecologic
e. Orthopedic
f. Otorhinolaryngologic
g. Ophthalmologic
h. Oral Maxillofacial
i. Peripheral vascular
j. Plastic and reconstructive
k. Procurement and transplant

III. Counting cases

1. One pathology is counted as one procedure.

- A patient requires a breast biopsy followed by mastectomy. It is one pathology, breast cancer, and the specialty is general surgery, therefore, it is counted and documented as one procedure and one case.

2. Counting more than one case on the same patient

- Trauma patient require a splenectomy and repair of a LeFort I fracture. Two cases can be counted and documented since the splenectomy is a general surgery specialty and repair of LeFort I is oral-maxillofacial surgical specialty.
- A procedure that requires different set-ups and includes different specialties may be counted as separate procedures. A mastectomy procedure (general surgery) followed with immediate reconstruction or augmentation (plastics and reconstruction) are counted as separate cases.

3. Diagnostic vs operative endoscopy cases.

a. An endoscopy classified as a semi-critical procedure is considered a diagnostic case.

b. An endoscopy classified as a critical procedure is considered an operative case.

c. Diagnostic and operative cases will be counted according to specialty.

d. Diagnostic cases are counted in the SS role up to a total of ten of the required 120 cases.

- A cystoscopy is a diagnostic procedure. If an adjunct procedure is performed, it is considered operative; therefore, a cystoscopy with ureteral stent placement is an operative procedure.
- Vaginal delivery cases are counted in the SS role of the OB/GYN specialty up to a total of five of the required 120.

IV. Documentation

A. Case performed
B. Role performed
C. Performance evaluations
D. Verification by program director

- The surgical technology program is required to verify through the surgical rotation documentation the students' progression in the scrub role in surgical procedures of increased complexity as he/she moves towards entry-level graduate competency.

SUR 100 : PRINCIPLES OF SURGICAL TECHNOLOGY

This course is an introduction to the field of surgical technology as a career. Emphasis is on the role of the surgical technologist, principles of asepsis and principles of patient care, surgical procedures, operative techniques, blood-borne pathogens, safety, and pharmacology. Additionally the principles of microbiology, and professional, ethical, and legal responsibilities of the surgical team will be covered. Upon completion of this course students should be able to describe methods to maintain a sterile environment, and recognize members of the operating room team according to their roles.

Credits 5

Prerequisites

Admission to the program and/or as required by the Department.

Theory Hours 3

Contact Hours 9

Clinical 2

SUR 101 : INTRODUCTION TO SURGICAL TECHNOLOGY

This course is an introduction to the field of surgical technology as a career. Emphasis is on the role of the surgical technologist, principles of asepsis and principles of patient care, surgical procedures, operative techniques, blood-borne pathogens, safety, and pharmacology. Emphasis is placed on the microbiology, and professional, ethical, and legal responsibilities of the surgical team. Upon completion of this course students should be able to describe methods to maintain a sterile environment, and recognize members of the operating room team according to their roles.

Credits 3

Prerequisites

Admission to the program and/or as required by the Department.

Theory Hours 3

Contact Hours 3

SUR 102 : APPLIED SURGICAL TECHNIQUES

This course is the application of principles of asepsis and the role of the surgical technologists. Emphasis is placed on creating and maintaining a sterile environment, identification of surgical instruments, equipment and supplies, proper patient positioning for surgical procedures, and applying skills of intraoperative procedures. Upon completion of this course, the student should be able to name and select basic surgical instruments, supplies and equipment, and participate in mock surgical procedures.

Credits 4

Prerequisites

Admission to the program and/or as required by the Department.

Lab Hours 2

Theory Hours 2

Contact Hours 8

SUR 103 : SURGICAL PROCEDURES

This course is a study of surgical procedures as they relate to anatomy, pathology, specialty equipment, and team responsibility. Patient safety is emphasized and medications used in surgery are discussed. Upon completion of the course, the student should be able to participate in surgical procedures in the operating room.

Credits 3

Prerequisites

Admission to the program and/or as required by the Department.

Lab Hours 2

Theory Hours 3

Contact Hours 9

SUR 105 : SURGICAL PRACTICUM II

This course experience allows the student to practice in the health care environment using entry level skills attained in previous classroom laboratory and clinical instruction. In addition to clinical skills, emphasis is placed on specialty surgical procedures, the study of trends, professional and interpersonal skills in the health care setting, and case review. Upon completion of this course, the student should be able to apply concepts of surgical technology to student levels.

Credits 5

Prerequisites

Admission to the program and/or as required by the Department.

Theory Hours 1

Contact Hours 21

Clinical 4

SUR 106 : ROLE TRANSITION IN SURGICAL TECHNOLOGY

This course is designed to provide specialized instruction for the student preparing to transition into the field of Surgical Technology. Emphasis is on review of content specific to the practice of surgical technology and preparation for the NBSTSA certification examination. Upon completion of this course, the student will be able to demonstrate readiness to take the certification examination.

Credits 1

Prerequisites

Admission to the program and/or as required by the Department.

Theory Hours 1

Contact Hours 1

SUR 107 : SURGICAL ANATOMY AND PATHOPHYSIOLOGY

This course is an overview of surgical anatomy and pathophysiology. Emphasis is placed on the organizational structure of the body, organ system, relevant surgical pathophysiology, and related medical terminology. Upon completion, the student should be able to apply knowledge of anatomy in the clinical environment.

Credits 3

Prerequisites

Admission to the program and/or as required by the Department.

Theory Hours 3

Contact Hours 3

SUR 108 : PHARMACOLOGY FOR THE SURGICAL TECHNOLOGIST

A study of basic pharmacology as it relates to the practice of the surgical technologist. Topics covered include basic conversions, calculations, classifications, desired effects and side effects, terminology, care and safe handling of medications, as well as a comprehensive review of surgical medications. Upon completion of the course, students should be able to recognize and properly manage pharmacologic agents commonly used in the surgical environment.

Credits 2

Prerequisites

Admission to the program and/or as required by the Department.

Theory Hours 2

Contact Hours 2

SUR 109 : INTRODUCTION TO SURGICAL EQUIPMENT, INSTRUMENTATION AND SUPPLIES

This course provides student with a practical application of the skills to be performed in the scrub role: proper use of surgical equipment, instrumentation, and other surgical supplies associated with the scrub role. Emphasis will be placed on instrumentation and basic operating room procedures. Students are required to demonstrate competence in the areas discussed. Upon completion of the course, the student should be able to participate in surgical procedures in the operating room.

Credits 2

Prerequisites

Admission to the program and/or as required by the Department.

Lab Hours 1

Theory Hours 1

Contact Hours 4

SUR 111 : CLINICAL PROCEDURES

This course is a study of surgical procedures as they relate to anatomy, pathology, specialty equipment, and team responsibility. Patient safety is emphasized and medications used in surgery are discussed. Upon completion of the course, the student should be able to participate in surgical procedures in the operating room.

Credits 5

Prerequisites

Admission to the program and/or as required by the Department.

Theory Hours 3

Contact Hours 13

Clinical 2

SUR 150 : CENTRAL STERILE I

This course is an introduction to the field of Central Sterile Processing as a career. Emphasis is on the role of a Sterile Processing Technician, care of surgical instruments, sterilization procedures, principals of asepsis, safety, and an overview of microbiology. Upon completion, the student will be able to demonstrate knowledge of sterilization procedures and workplace asepsis.

Credits 4

-0

Prerequisites

Determined by the instructor.

SUR 151 : CENTRAL STERILE II

This course is a study of the name and functions of surgical instruments. An emphasis will be placed on the study of human structure, function, procedural terminology, and the instruments and equipment used for common surgical procedures. Upon completion of this course, the student will be able to identify a variety of surgical instruments and discuss common uses of the instruments.

Credits 3

-0

Prerequisites

Admission to the program and/or as required by the Department.

SUR 152 : CENTRAL STERILE LAB

This course is designed to provide the student with a clinical experience in central sterile processing. The theory portion of the course will include a discussion of clinical experiences and a review of previously covered content in preparation for taking a certification exam. Upon successful completion, students will be able to apply concepts of central sterile processing at the entry level.

Credits 3

-0

Prerequisites

Admission to the program and/or as required by the Department.

SUR 203 : SURGICAL PROCEDURES II

This is a continuation of SUR 103. The emphasis is on advanced surgical procedures as they relate to anatomy, pathology, specialty equipment, and team responsibility. Patient safety is emphasized and medications used in surgery are discussed. Upon completion of the course, the student should be able to participate in advanced surgical procedures in the operating room.

Credits 1

Prerequisites

Admission to the program and/or as required by the Department.

Contact Hours 20

Clinical 4

SUR 204 : SURGICAL PRACTICUM III

This course is the continuation of the study and application of perioperative principles in the perioperative setting. Emphasis is placed on application of the surgical technologist role. Upon completion of the course, the student should be able to function as a surgical technologist in the operating room.

Credits 4

Prerequisites

Admission to the program and/or as required by the Department.

SUR 205 : SURGICAL PRACTICUM IV

This is a continuation of the clinical experience practice in the health care environment using skills attained in previous classroom laboratory and clinical instruction. The course includes a detailed study on clinical techniques and emphasis is placed on selected specialty surgical procedures, the study of trends, professional and interpersonal skills in the health care setting, and case review. Upon completion of this course, the student should have acquired necessary skills for transition from student to technologist.

Credits 5

Prerequisites

Admission to the program and/or as required by the Department.

Theory Hours 1

Contact Hours 21

Clinical 4

Theatre Arts

THR 113 : THEATRE WORKSHOP I

These courses are the first three in a six course sequence which provide practical experience in the production and performance of a dramatic presentation with assignments in scenery, lighting, props, choreography, sound, costumes, make-up, publicity, acting, directing, and other aspects of theatre production. Each is a prerequisite for the next course in the series.

Credits 1

-2

THR 114 : THEATRE WORKSHOP II

These courses are the first three in a six course sequence which provide practical experience in the production and performance of a dramatic presentation with assignments in scenery, lighting, props, choreography, sound, costumes, make-up, publicity, acting, directing, and other aspects of theatre production. Each is a prerequisite for the next course in the series.

Credits 1

-2

THR 115 : THEATRE WORKSHOP III

These courses are the first three in a six course sequence which provide practical experience in the production and performance of a dramatic presentation with assignments in scenery, lighting, props, choreography, sound, costumes, make-up, publicity, acting, directing, and other aspects of theatre production. Each is a prerequisite for the next course in the series.

Credits 1

-2

THR 120 : THEATRE APPRECIATION

This course is designed to increase appreciation of the art of theatre. Attendance at theatre productions will likely be required.
Credits 3

THR 124 : THEATER TECHNOLOGY SCENERY & LIGHTING

Scenic construction techniques and execution of stage lighting via lectures, demonstrations, and practical application. Emphasis on tools, materials, and procedure.
Credits 3

THR 126 : INTRODUCTION TO THEATER

This course is an introduction to the elements of the theatre, the principles of drama, and the development of theatrical productions.
Credits 3

THR 131 : ACTING TECHNIQUES I

This is the first of a two-course sequence in which the student will focus on the development of the body and voice as the performing instruments in acting. Emphasis is placed on pantomime, improvisation, acting exercises, and building characterizations in short acting scenes.
Credits 3

THR 132 : ACTING TECHNIQUES II

This course is a continuation of THR 131.
Credits 3
Prerequisite Courses THR 131

THR 136 : ACTING FOR FILM AND TELEVISION

This course is a study of acting techniques for visual media, television, and film.
Credits 1
-2

THR 141 : INTRODUCTION TO DANCE IN THEATER I

This is the first of a two-course sequence which offers the student an introduction to basic dance movements and the use of dance in dramatic productions.
Credits 1
-2

THR 142 : INTRODUCTION TO DANCE IN THEATER II

This course is a continuation of THR 141.
Credits 1
-2
Prerequisite Courses THR 141

THR 210 : INTRODUCTION TO THEATRICAL DESIGN

Study and application of elements of design in theater setting. Roles of scenic, lighting, and costume designers and the collaborative relationship with their director.
Credits 3

THR 213 : THEATRE WORKSHOP IV

These courses are a continuation of THR 113-114-115. Each course in the series is a prerequisite for the next.
Credits 1
-2

THR 214 : THEATRE WORKSHOP V

These courses are a continuation of THR 113-114-115. Each course in the series is a prerequisite for the next.
Credits 1
-2

THR 215 : THEATRE WORKSHOP VI

These courses are a continuation of THR 113-114-115. Each course in the series is a prerequisite for the next.
Credits 1
-2

THR 216 : THEATRICAL MAKE-UP

This course is a study of the materials and techniques of theatrical make-up.
Credits 2

THR 236 : STAGECRAFT

This course is a study of the principles, techniques, and materials in theatrical scenery and lighting.
Credits 3

THR 241 : VOICE AND SPEECH FOR THE PERFORMER

This is a beginning course in the effective and healthy use of the vocal instrument for performance. It is designed to approach both the physical and mental processes of vocal production and includes the following: learning a physical/vocal warmup, dialect reduction, articulation, class performance and written exams.
Credits 3

THR 251 : THEATER FOR CHILDREN I

This is the first in a two-course sequence which offers the student practical experience in acting, directing, and developing material for children's theater.
Credits 3

THR 252 : THEATER FOR CHILDREN II

This course is a continuation of THR 251.
Credits 3
Prerequisite Courses THR 251

THR 281 : STAGE MOVEMENT I

This is the first in a two-course sequence which offers the student a basic introduction to movement for stage for those interested in acting or dance. They also include consideration of role development through movement.
Credits 3

THR 282 : STAGE MOVEMENT II

This course is a continuation of THR 281.
Credits 3

THR 296 : DIRECTED STUDIES IN THEATRE

This course deals with problems in theatre and art management. Problems may be arranged in conjunction with other disciplines in the Fine Arts.
Credits 2

Therapeutic Massage

The **Therapeutic Massage Certificate (29 hours)** program is designed to prepare individuals to work as massage therapists. Licensed massage therapists may be self-employed or employed at health clubs, medical clinics, chiropractor offices, athletic departments, spas, salons, and holistic health centers. Upon successful completion of the program, students may seek licensure to become a Licensed Massage Therapist (LMT).
After successful completion of the Therapeutic Massage Program, the student is eligible to sit for the National Certification Exam with the National Certification Board for Therapeutic Massage and the Massage and Bodywork licensing, www.ncbtmb.org.
Upon passage of the NCBTMB examination, the student is eligible to apply to the Alabama Board of Massage Therapy and/or Georgia Board of Massage Therapy for state licensure.

Alabama website: www.almtbd.state.al.us
Georgia website: www.sos.georgia.gov.plb/massage.

The **Wellness and Therapeutic Massage Degree (65 hrs**) is for the student wishing to complete a two-year degree, and become a certified personal trainer and a certified massage therapist.

Note: Must apply to the Therapeutic Massage Program to pursue this degree. Classes may be taken in any semester if prerequisites are met. All courses for this degree must be completed with a grade of C or higher.

Admission Requirements

In addition to the general admission requirements for the college, admission to the Therapeutic Massage Program requires:

1. Unconditional admission to the college on clear academic status.
2. Student be minimum of 17 years of age.
3. 2.0 cumulative grade point average (GPA) at Southern Union.
4. Application for the Therapeutic Massage Program by published deadline.
5. Appropriate placement scores or grade of C or ENG 101 and MTH 100.
6. Ability to meet and comply with standards and policies in the current College Catalog and Student Handbook.
7. Ability to meet all health/lab requirements as stated in current Therapeutic Massage Student Handbook.
8. Clear criminal background check.
9. Current CPR certification at the American Heart Association Healthcare Provider level

New students are admitted to the Therapeutic Massage Program once each year, spring semester. To apply for admission to the program, applicant must be accepted to Southern Union State Community College, meet the admission criteria and apply to the Therapeutic Massage Program by the published deadline for the semester of admission.

Progression Requirements

Progression through the Therapeutic Massage Program requires:

1. A 2.0 cumulative grade point average (GPA)
2. Minimum grade of C in all required courses. If a course consists of theory and lab, both parts must be passed with a minimum grade of C to receive credit for the course.
3. Fulfillment of all course prerequisites.
4. Satisfactory level of mental and physical health, including annual TB testing and ability to meet the Essential Functions for Therapeutic Massage.
5. Current CPR certification at the American Heart Association Healthcare Provider level,
6. Current malpractice insurance.
7. Clear criminal background check and drug screen.

Readmission Requirements

Students who interrupt progression due to withdrawal or grades of D or F, must apply for readmission to the program. Requests for readmission must be received by the Health Sciences Admission office not later than midterm of the semester before the student wishes to enroll. Readmission to the program is based on space availability and meeting all admission progression requirements. All courses in a term must be successfully completed with a grade of C or higher before progressing to the next semester.

Pregnancy Policy for Therapeutic Massage Program

A female student has the option of whether or not to inform program officials of her pregnancy. If the female student chooses to voluntarily disclose this information, it must be done in writing and include the expected date of delivery. Following written disclosure, the student will be a Declared Pregnant Student. Without this documentation, a student will not be considered pregnant. If the student decides to disclose her pregnancy, she has the option of:

1. continuing the classes, labs, and clinical experiences, provided the student can meet the essential functions of the program, as well as give and receive neuromuscular deep tissue and sports massages and participate in all activities expected of other students in the classes, labs, and clinical experiences. Documentation from the student's physician will be required; or
2. taking a leave of absence from the program and later applying for readmission.

MSG 101 : INTRODUCTION TO THERAPEUTIC MASSAGE

The purpose of this course is for students to comprehend foundational information related to the profession of therapeutic massage. Specific topics include: history of therapeutic massage, professional ethics and standards of practice, regulatory agencies and their requirements, client and therapist's professional relationships, communication skills, and an overview of types of therapeutic massage.
Credits 3
Lab Hours 0
Corequisites
MSG 102, 104 and BIO 111 or sequence of BIO 201 and 202
Theory Hours 3

MSG 102 : THERAPEUTIC MASSAGE LAB I

This course provides foundational information related to massage therapy. Students gain knowledge related to purposes, effects, applications, benefits, indications and contraindications for various types of massage therapy. Additionally, students learn procedures and precautions for various types of massage therapists. Specific topics include Swedish massage, hot and cold therapies, stretching, basic myofascial massage, and documentation guidelines. Special emphasis is placed on professional behaviors, proper draping, and body mechanics. At the conclusion of this course, students will be able to perform various types of full body therapeutic massage techniques and document their activities.
Credits 3
Lab Hours 6
Co-Requisite Courses MSG 101, BIO 111, MSG 104
Theory Hours 0

MSG 103 : ANATOMY AND PHYSIOLOGY

This course provides students with an overview of the basic anatomy and physiology of the human body. Emphasis is placed on the importance of maintaining homeostasis. As part of this course students will receive instruction on cardio-pulmonary resuscitation. At the conclusion of this course, students will have a basic understanding of the various systems of the body and the effects of massage on these systems. Students will demonstrate this knowledge in associated lab activities.

Credits 3
Lab Hours 2
Co-Requisite Courses MSG 101, AMT 102, BIO 104, MSG 101, AMT 102, BIO 104
Theory Hours 2

MSG 104 : MUSCULOSKELETAL AND KINESIOLOGY I

This course introduces students to concepts related to the study of muscle movement. As part of the program students learn the interaction of muscles and various boney landmarks of the skeletal system. Students further learn how to position individuals in preparation for therapeutic massage of various muscle groups. Students will demonstrate this knowledge in associated lab activities.

Credits 3
Lab Hours 3
Co-Requisite Courses MSG 101, MSG 102, BIO 111
Theory Hours 2

MSG 105 : THERAPEUTIC MASSAGE SUPERVISED CLINICAL I

In this course, students are required to demonstrate competency in specific therapeutic techniques including treatment preparation, use of proper techniques, client progress, and documentation. Students are required to perform a minimum of 45 hours of hands-on client massages.

Credits 2
Lab Hours 6
Prerequisite Courses MSG 101, AMT 102, BIO 103, BIO 104, MSG 101, AMT 102, BIO 103, BIO 104
Corequisites
MSG 202, 203
Theory Hours 0

MSG 200 : BUSINESS AND MARKETING PLANS

During this course, students are also taught ethical business and professional development. This course is designed to help students to prepare for ethical decision making in professional practice while assisting in the development of their emerging identities as professional licensed massage therapists. Emphasis is placed on building and retaining clientele, communication skills, customer skills, customer services, continuing education and setting goals. Upon completion, the student should be able to list the types of communication skills, state personal goals, and develop a business and marketing plan.

Credits 1
Lab Hours 0
Prerequisite Courses MSG 105, BIO 202, ASC 203, MSG 105, BIO 202, ASC 203
Corequisites
MSG 201, 204, 205, 206
Theory Hours 1

MSG 201 : THERAPEUTIC MASSAGE FOR SPECIAL POPULATIONS

In this course, students learn to adapt massage sessions to the needs of special populations such as pregnant women, infants, elderly, and the terminally ill. Topics include technique variations, length of session, contraindications, cautions, considerations for survivors of abuse, and possible benefits. Upon completion of this course, students will be able to discuss and demonstrate techniques for performing therapeutic massage for special populations.

Credits 2

Lab Hours 2

Prerequisite Courses MSG 105, BIO 202, ASC 203, MSG 105, BIO 202, ASC 203

Co-Requisite Courses MSG 200, CHD 204, ADM 205, CHD 206, MSG 200, CHD 204, ADM 205, CHD 206

Theory Hours 1

MSG 202 : THERAPEUTIC MASSAGE LAB II

Students learn advance massage therapy techniques building upon previously gained knowledge and skills. Specific techniques include deep tissue, neuromuscular, and advance myofascial. Students learn to identify reflexology points and utilize reflexology for massage to the hands, feet, and ears. Upon completion students will be able to apply specific therapeutic massage techniques to various regions of the body.

Credits 3

Lab Hours 6

Prerequisite Courses MSG 101, AMT 102, BIO 103, BIO 104, MSG 101, AMT 102, BIO 103, BIO 104

Co-Requisite Courses MSG 105, ASC 203, MSG 105, ASC 203

Theory Hours 0

MSG 203 : PATHOLOGY

This course presents baseline information on pathologies which massage therapists may encounter in clinical practice including conditions of the musculoskeletal, neurological, cardiovascular, lymphatic, integumentary, digestive, endocrine, and immune systems. Content will include etiology, symptomatology, medical approaches to treatment and the potential positive or negative impact of massage.

Credits 3

Lab Hours 0

Prerequisite Courses MSG 101, AMT 102, BIO 103, BIO 104, MSG 101, AMT 102, BIO 103, BIO 104

Co-Requisite Courses MSG 105, BIO 202, MSG 105, BIO 202

Theory Hours 3

MSG 204 : MUSCULOSKELETAL AND KINESIOLOGY II

In this course, students learn advanced study of the muscular-skeletal system. Topics include specific therapeutic approaches to the regions of the shoulders, arms, hips, and legs, examination of these regions, the movements they produce, and common pathological conditions of the shoulders, arms, hips, and legs. Upon completion, the students should be able to identify and discuss the regions of the shoulders, arms, hips, legs, and the movements they produce and common pathological conditions.

Credits 3

Lab Hours 3

Prerequisite Courses MSG 105, BIO 202, CHD 204, MSG 105, BIO 202, CHD 204

Co-Requisite Courses MSG 200, BIO 201, ADM 205, CHD 206, MSG 200, BIO 201, ADM 205, CHD 206

Theory Hours 2

MSG 205 : THERAPEUTIC MASSAGE SUPERVISED CLINICAL II

In this course, students are required to demonstrate competency in specific advanced therapeutic techniques including treatment preparation, use of proper techniques, client progress, and documentation. Students are required to perform a minimum of 45 hours of hands-on client massages.

Credits 2
Lab Hours 6
Prerequisite Courses MSG 105, BIO 202, CHD 204, MSG 105, BIO 202, CHD 204
Co-Requisite Courses MSG 200, BIO 201, CHD 204, CHD 206, MSG 200, BIO 201, CHD 204, CHD 206
Theory Hours 0

MSG 206 : NATIONAL CERTIFICATION EXAM REVIEW

This course provides a consolidated and intensive review of the basic areas of expertise needed by the entry-level massage therapist. Upon completion, the student should be able to pass a comprehensive exam on information covered in the therapeutic massage program.

Credits 1
Lab Hours 0
Prerequisite Courses MSG 105, BIO 202, CHD 204, MSG 105, BIO 202, CHD 204
Co-Requisite Courses MSG 200, BIO 201, CHD 204, ADM 205, MSG 200, BIO 201, CHD 204, ADM 205
Theory Hours 1

Veterinary Technology

For more information visit our website here.

Veterinary Technicians, also known as Vet Techs, are licensed veterinary professionals who have graduated from a veterinary technology program, have passed the Veterinary Technician National Examination, have applied for licensure with the state veterinary board or legislative body, and who achieve continuing education hours annually (depending on the state). Vet Techs perform veterinary tasks under various levels of supervision at the direction of a veterinarian. With the exceptions of performing surgery, diagnosing and prescribing, Licensed Veterinary Technicians (LVTs) are trained to perform many of the same skills as Veterinarians and are most similar to Registered Nurses (RN) in the field of human medicine. Vet Techs are veterinary professionals that serve as indispensable members of the veterinary healthcare team and have been formally educated in the science and clinical nursing care of animals.

Southern Union's Veterinary Technology Program curriculum is a rigorous two-year program aimed at providing an excellent educational foundation for a career as a Licensed Veterinary Technician. Our curriculum will prepare students to enter into the field of veterinary medicine and expose them to the limitless career opportunities within it. The program will require an average of 25 hours per week engaging students in the classroom and laboratory in addition to providing opportunities for clinical hands-on experiences off campus. Upon completion of the program, our students will be awarded an Associate of Applied Sciences degree in Veterinary Technology, should be eligible to apply for the Veterinary Technician National Examination (VTNE) and, upon satisfactory passing of the exam, state licensure as a Licensed Veterinary Technician (LVT).

Accreditation

Southern Union State Community College's Veterinary Technology Program is accredited by the SACSCOC (Southern Association of Colleges and Schools Commission on Colleges) and is seeking accreditation as a new veterinary technology education program from the American Veterinary Medical Association (AVMA) Committee on Veterinary Technician Education and Activities (CVTEA). Graduation from a veterinary technology/veterinary nursing education program accredited by the CVTEA is the main pathway for eligibility to sit for licensure examinations. The program will submit the formal application material required in the CVTEA pre-accreditation stage. Submission of this documentation does not assure that the program will be granted initial or full accreditation status. Achievement of initial accreditation status signifies satisfactory progress toward accreditation, and does not assure that the program will be granted full accreditation. Should the Southern Union State Community College Veterinary Technology Program fail to

be accepted by CVTEA for consideration of Initial or Full Accreditation status within the planned time frame, SUSCC may delay program dates and timelines until such approval is granted by CVTEA. Any students that have successfully met the VET admissions requirements and/or completed VET courses may be referred to other accredited, established VET programs in the Alabama Community College System, or graduation timelines may be delayed.

Minimum Admission Requirements

1. Completion of prerequisite academic core courses with a minimum grade of "C" or higher meeting a 2.5 cumulative GPA.
2. Minimum 2.0 GPA at Southern Union if previously enrolled. Transfer students must enter the College on clear status.
3. Official transcripts in Records Office from all postsecondary institutions attended and high school transcript.
4. Official score on ACT National or ACT Residual with a minimum composite score of 18 (no time limit on when the test was taken).
5. Submission of application for Veterinary Technology Program during applicable submission dates only.
6. Must be 19 years of ag or older prior to class start date.

Admission to the VET program is competitive and the number of students is limited by the number of faculty and clinical facilities available. After meeting minimal requirements, applicants are rank ordered for acceptance using a point system based on score on ACT/ACT Residual and quality points from selected college courses. Students may be eligible to earn additional points. Meeting minimal requirements does not guarantee acceptance.

VET Program Progressions Standards

Enrolled VET students are required to satisfactorily complete all technical phase course and clinical education requirements in order to remain in good standing and to be eligible for graduation. Students and program faculty must comply with published programmatic policies, syllabi, course goals and objectives, as well as published college requirements to ensure satisfactory student progress through the technical phase.

The Health Sciences Admission Progressions Committee (PC) and PTA Program Director (PD) are responsible for monitoring the technical phase progressions and reinstatement policies, which include academic, clinical, and professional domains related to the PTA Program. The PD and PC review the progress of each student no less than once per semester and more frequently as indicated. The PC will recommend an appropriate action for each student based on his/her academic, clinical, and professional performance. These actions may include progression to the next semester, graduation, probation, continued probation, removal from probation, suspension, or dismissal. The PC may recommend other actions including, but not limited to, remediation or repetition of coursework and participation in academic tutoring.

The policies described below either clarify, operationalize, or augment the SUSCC Satisfactory Academic Progress Policies.

Good Standing Status

Students must meet all of the following criteria while in the technical phase of the program:

1. Maintain the minimum cumulative grade point average of 2.50 for all technical VET designated courses during each semester of the technical phase.
2. Successfully complete academic coursework by achieving a minimum grade of "C" (75%) in all VET designated courses. If a course has a lab element, the evaluation requirements are divided into lecture and laboratory components. In order for a final grade to be calculated, student must achieve a minimum average of 75% in EACH individual component. Averages below 75% in either the lecture or laboratory component will result in a "D" or "F" grade. If BOTH components meet the minimum 75%, they will be averaged together to assign the final course grade.
    a. Students who do not achieve a minimum grade of "C" in any VET course are unable to continue in the curriculum and will be immediately dismissed. Please refer to the Dismissal Process below.
    b. Remediation While in Good Standing:
        i. Remediation is mandatory if a student scores less than 75% on a written exam or if the student fails to demonstrate all designated critical safety elements in a practical examination. Failure to remediate via the format prescribed by the instructor (or PC) will result in an incomplete grade. Refer to the College catalog for the requirements for resolution of an incomplete grade.
        ii. A written remediation plan (e.g., Student Counseling Report, Student Learning Contract, etc.) is initiated when a student's average is nearing or below a failing grade

for the course. Failure to comply with a remediation plan is likely to result in a failing grade.

3. Successfully complete clinical coursework with a grade of pass (P). To receive a passing grade (P), students must meet minimal competency standards and successfully complete all course requirements as published in clinical course syllabi.
    a. If the student fails to receive a passing grade in any clinical course or if they are removed or withdraw from a clinical affiliation, they will proceed to Level Two: Suspension
4. Student Code of Conduct/Professional Behavior
    a. Students will abide by the Code of Conduct (see Student Handbook in College Catalog) and VET Professional Conduct Code below.

VET Professional Conduct Code

The VET faculty consider professional behavior as one of the most important components in the education of VET students. Students enrolled in the VET Program are expected to abide by all of the following: 1.) the SUSCC Code of Conduct, 2.) the VET Guide for Professional Conduct 3.) additional programmatic and instructor policies (e.g., attendance policies, lab rules, etc.) as published in the VET Program Handbook and course syllabi.

Code of Conduct violations will be referred to the Dean of Students and addressed according to the disciplinary procedures published in the College Student Handbook. All other violations will be referred to the Program Director and may result in a written remediation plan, referral to the PC, and/or referral to the Dean of Students.

VET Dismissal and Withdrawal Process

1. Level One: “Warning”
    a. Failure to maintain the minimum cumulative GPA of 2.5 will result in the student being placed on warning. The student will be permitted to remain on warning for a maximum of one semester. If this requirement is not met, the student will be removed from the program (see Level Three: Immediate Dismissal).
2. Level Two: “Suspension”
    a. Withdrawal or removal from a clinical course or receipt of a failing grade in a clinical course will result in suspension while the PC investigates the situation. The PC will choose one of the following actions within 14 calendar days of the occurrence:
        i. If the committee determines that the student has a high probability of entering the profession as a safe, proficient practitioner, the student may be permitted to repeat the clinical course. The PC will outline requirements for completion of the course in conjunction with the PD and Clinical Education Coordinator (CEC). The option to repeat a clinical course will be offered only once for any student while in the technical phase of the program.
        ii. If the committee deems the withdrawal/ removal or failing grade a substantial indicator that the student will not succeed in the profession, the student will proceed to Level Three: Immediate Dismissal.
3. Level Three: "Immediate Dismissal"
    a. Students are immediately dismissed when any of the following occur:
        i. Failure to achieve a cumulative GPA of 2.5 within one semester of being placed on warning status.
        ii. Failure to achieve a cumulative GPA of 2.5 prior to the first full-time clinical.
        iii. Receipt of one or more “D” or “F” grades in academic coursework.
        iv. The PC recommends dismissal in the case of an incomplete clinical course or failed clinical course.
        v. The PC recommends dismissal in the case of a significant policy, Code of Conduct, or VET Professional Conduct Code violation.

The Program Director will notify students in writing if they are dismissed from the program. PTA students wishing to appeal their dismissal must follow the procedures highlighted in the Student Handbook and Catalog.

Students who have been dismissed from the program may be considered for reinstatement by following the VET Reinstatement Procedure. Note: If the student is dismissed a second time while in the technical phase, the student will be permanently removed from the program and will not be eligible for readmission. Students should be aware that withdrawing from any course within the VET curriculum schedule automatically withdraws the student from the VET program.

VET Reinstatement Policy

Students who wish to be considered for reinstatement should reapply using the following procedure. The reinstatement process will only be offered once. There is no guarantee of reinstatement for any student.

To begin the reinstatement process, the student must apply in writing to the Progressions Committee (via the Program Director) requesting reinstatement in the program. The letter must include the date the student wishes to return

and a rationale describing how the student plans to complete the program successfully. The letter must be received by the Program Director no later than 60 days prior to the first day of the academic semester into which the student wishes to reenroll. The Progressions Committee (PC) will meet within 3 weeks of receipt of the letter to consider the reinstatement request and complete a plan of action to address the reasons for withdraw/dismissal. The student may be required to attend this meeting.

The PC will formally notify the student of their decision and plan of action within 5 business days of the meeting. If remediation or other action is warranted, it must be successfully completed no less than 7 calendar days prior to the start of the semester in which the student wishes to reenroll. If this does not occur, the student must reinitiate the reinstatement process. The final decision for acceptance into the next cohort will be based upon available slots in the cohort, successful completion of any actions required by the PC, and a reasonable expectation that the student in question has potential to succeed in the program.

Reinstatement Procedure

1. If the student withdrew or was dismissed during the first semester of the program, the PC may elect to have the student enter the ranking process to gain admission to the next cohort. The student will be required to follow the same application process as all other applicants. If the student gains admission to the technical phase, he/she will repeat all previously attempted PTA coursework.
2. If the student withdrew or was dismissed after completing one or more semesters of the program, the PC will determine what coursework, if any, must be repeated upon reinstatement. The student must repeat any course in which he/she did not achieve a minimum grade of "C" (75%), however the PC may also require a student to repeat coursework that was completed successfully if it is deemed to be critical to the success of the student (see financial aid for costs associated with retaking coursework). The PC may also require actions including, but not limited to, remediation, competency checks, and/or written or didactic exams to determine if the student is suitable to return to the program and to help ensure student success. When a student repeats a course he/she must achieve a minimum grade of B (80%) to continue in the curriculum. If the student fails to achieve a minimum grade of B in repeated coursework, he/she will be dismissed from the program and is not eligible for reinstatement.
3. Students who are eligible for reinstatement and who have been out of the program for longer than one year must reapply for admission to the college and meet the current admissions requirements of the technical phase of the VET program.
4. The reinstated student will be required to comply with the curriculum and requirements in force at the time of reinstatement, including any changes made to the curriculum or prerequisites during his/her absence from the program.
5. If a student is dismissed a second time while in the technical phase, the dismissal is permanent.

VET 110 : VETERINARY TECH CLINICS I

This course provides students with the required clinical skills to be completed in approved clinical sites. Topics may include but are not limited to medical care and basic clinical procedures in various animal species.

Upon course completion, the student should be able to understand the responsibilities of a veterinary technician and begin the development of fundamental skills.
Credits 2
Prerequisites
Admission to program
Theory Hours 1
Contact Hours 4
Clinical 1

VET 113 : FUNDAMENTALS OF VETERINARY TECHNOLOGY

This course introduces students to the profession of veterinary technology/veterinary nursing and encompasses various animal species. Topics may include but are not limited to professionalism; communication; general veterinary practice and procedures in clinical and hospital settlings; regulatory and ethical issues; personal safety and risk; medical and regulatory record keeping; sanitation and biosecurity; office and hospital procedures; client relations; policies and procedures; identification of animals; basic animal behavior; husbandry; care and nutrition; medical terminology and abbreviations; handling and restraint; dental health; patient signalment and medical history. Students may also be introduced to topics related to euthanasia and patient aftercare.

Upon completion of this course students should have a general understanding of the profession of veterinary technology/veterinary nursing and be able to demonstrate sound decision making, professionalism, and effectively asist veterinarians and licensed veterinary technicians with basic beterinary procedures in a clinical setting.
Credits 3
Prerequisites
Admission to program
Lab Hours 1
Theory Hours 2
Contact Hours 4
Clinical 0

VET 114 : CLINICAL ANATOMY AND PHYSIOLOGY OF ANIMALS

This course is designed specifically for students in the two-year veterinary technology program and covers the fundamentals of anatomy and physiology of animals. Topics include all body systems and laboratory dissection.

Upon course completion, the student should be able to identify major tissues and organs, understand the physiology of organs and organ systems, and understand the physiology basis for the development of clinical laboratory testing.
Credits 5
Prerequisites
Admission to program
Lab Hours 1
Theory Hours 4
Contact Hours 6

VET 120 : VETERINARY TECH CLINICS II

This course provides students with the required clinical skills to be completed in an approved clinical site in the areas of surgery and clinical medicine in various animal species. Required skills may include but are not limited to surgical and nursing care, and clinical medicine.

Upon course completion, those skills learned from the previous semester should be reinforced and the student should have learned some new technical procedures.
Credits 3
Prerequisites
VET 110, 113, 114, 247
Lab Hours 0
Theory Hours 1
Contact Hours 7
Clinical 2

VET 122 : VETERINARY TECHNOLOGY EMERGENCIES AND FIRST AID

This course is designed to teach the basic principles in emergency treatment of various animal species and incorporates actual management in a clinical environment. Topics may include but are not limited to emergency information, equipment and drugs, inital examination, evaluation and treatment, shock, cardiac arrest, respiratory emergencies, fluid therapy, blood collection and transfusion, emergency treatment of specific conditions, poisonings, and large animal emergencies.

Upon course completion, the student should be able to demonstrate sound decision making, triage, and administer first aid to animals needing immediate attention.
Credits 5
Prerequisites
VET 230, 234, 246, 275
Lab Hours 0
Theory Hours 4
Contact Hours 7
Clinical 1

VET 124 : CLINICAL PROCEDURES AND PATHOLOGY

This course introduces students to common laboratory techniques and diagnostic methods. Students will begin developing laboratory skills with an emphasis in the areas of urology and hematology. Tpoics of study may include but are not limited to the basic laboratory, hematology, bone marrow and blood cytology, urinalysis, clinical chemistry, function tests of the liver, kidney pancreas, and thyroid, diagnostic cytology, and postmortem examinations. Required clinical skills will be completed in approved clinical sites. The study of medical vocabulary is continued.

Upon course completion, the student should be able to understand the physiological basis used for diagnostic testing and perform the laboratory procedures outlines in the course material.
Credits 4
Prerequisites
VET 110, 113, 114, and 247
Lab Hours 0
Theory Hours 3
Contact Hours 6
Clinical 1

VET 126 : ANIMAL DISEASES AND IMMUNOLOGY

This course is designed to aquaint the student with the importance and transmissibility of common animal diseases and with immunological principles involved in prophylaxis, treatment, and recovery. Topics of study may include but are not limited to the aspects of the immune response that affect immunization and diagnosis; and familiarizing the student with the common infectious diseases and immunization schedules of domestic animals.

Upon course completion, the student should be able to communicate with clients regarding preventable diseases and zoonotic implications and should also be able to assist with formulation of immunization schedules for various species of animals.
Credits 3
Prerequisites
VET 110, 113, 114, 247
Lab Hours 0
Theory Hours 3
Contact Hours 3

VET 230 : VETERINARY TECH CLINICS III

This course provides students with the required clinical skills to be completed in approved clinical sites. Topics may include but are not limited to the surgical and nursing care, denistry, and clinical medicine in various animal species.

Upon course completion, those skills learned from the previous semester should be reinforced and the student should have learned new technical procedures.
Credits 3
Prerequisites
VET 120, 124, 126, 236, 280
Lab Hours 0
Theory Hours 1
Contact Hours 7
Clinical 2

VET 234 : ANIMAL PHARMACOLOGY AND TOXICOLOGY

This course is designed to give the student exposure to veterinary drugs and teach the importance of dosage calculations, proper administration, and the recognition of intended and adverse events and reactions in various animal species. Topics may include, but are not limited to, the introduction and principles of pharmacology; antimicrobials; disinfectants; drugs affecting the nervous, respiratory, cardiovascular, and gastrointestinal systems; anti-inflammatories; antiparasitics; euthanasia solutions; and pharmacy and inventory control.

Upon course completion, the student should be able to properly calculate drug dosages; fill, label, and dispense medications; recognize the various classifications of drugs; and have knowledge regarding the dangers and toxicosis of various medications.
Credits 3
Prerequisites
VET 120, 124, 126, 236, 280
Lab Hours 0
Theory Hours 3
Contact Hours 3

VET 236 : VETERINARY PARASITOLOGY AND MICROBIOLOGY

This course is designed to provide students with practical knowledge of common pathogens in various animal species. Students will learn how to select and collect samples and data for laboratory processing or submission to another laboratory. Topics may include but are not limited to the identification of causative agents of diseases; classification and nomenclature of bacteria; morphology and physiology of bacteria; bacteria and disease; laboratory procedures in bacteriology; gram positive and gram-negative bacteria; spiral and curved bacteria; actinomycetes organisms; fungi; virology; review of common parasites of various animal species.

Upon course completion, the student should be able to properly collect and handle bacteriological specimens, identify organisms by various staining procedures, and have a basic knowledge of parasite life cycles, as well as methods of identification of the commonly encountered parasites.
Credits 3
Prerequisites
VET 110, 113, 114, 247
Lab Hours 0
Theory Hours 3
Contact Hours 3

VET 240 : VETERINARY TECH CLINICS IV

This course provides students with the required clinical skills to be completed in approved clinical sites. Topics may include but are not limited to previous clinical course materials and introduction to more advanced skills in various animal species.

Upon course completion, the student should be proficient in those skills reinforced from previous semesters and new skills introduced.
Credits 3
Prerequisites
VET 230, 234, 246, 275
Lab Hours 0
Theory Hours 1
Contact Hours 7
Clinical 2

VET 244 : REVIEW IN VETERINARY TECHNOLOGY

This course is designed to review critical topics covered during the two years of the veterinary technology curriculum along with review questions and tests associated with these topics to prepare students for professional licensing exams and employment. Topics may include but are not limited to review in anatomy and physiology, pharmacy and pharmacology, surgical nursing, dentistry, laboratory procedures, animal care and nursing, diagnostic imaging, anesthesia, emergency medicine and critical care, pain management/analgesia, and communication and veterinary professional support services. Students will also receive instruction on post-graduation skills necessary in the areas of personal and professional development for employment and career satisfaction.

Upon course completion, the student should be prepared for the Veterinary Technician National Exam, securing gainful employment as a veterinary technician, and contributing to the elevation and advancement of the veterinary profession.
Credits 3
Prerequisites
VET 230, 234, 246, 275
Lab Hours 0
Theory Hours 3
Contact Hours 3

VET 246 : VETERINARY TECH FARM ANIMAL CLINICS

This course provides students with the required clinical skills to be completed in approved clinical sites in the area of farm animals. Topics may include but are not limited to restraint, bandaging, venipuncture, radiography, patient care, and medication administration.

Upon course completion, the student should be able to have a working knowledge of fundamental farm animal skills.
Credits 2
Prerequisites
VET 120, 124, 126, 236, 280
Lab Hours 0
Theory Hours 1
Contact Hours 4
Clinical 1

VET 247 : LABORATORY AND EXOTIC ANIMALS

This course provides an overview of the basic veterinary care of non-traditional household pets, avian and exotic animals, and the use of animals in laboratory settings for the purpose of research, teaching and/or demonstration. Course objectives include emphasis on the principles of responsible ownership and animal care and use for scientific purposes to include regulatory and welfare processes such as selection and procurement of animals; animal facilities and environment; safety and health considerations; legal regulations and guidelines; husbandry; basic veterinary care; handling and restraint; laboratory and diagnostic procedures; humane endpoints; and euthanasia.

Credits 3
Prerequisites
As required by program
Lab Hours 0
Theory Hours 2
Contact Hours 5
Clinical 1

VET 250 : VETERINARY TECH PRECEPTORSHIP

The veterinary technology preceptorship consists of one academic semester of work experience in an approved clinical site. A student evaluation report from the clinical supervisor will be necessary for the course completion and for meeting requirements for graduation. The clinical practice will include clinical instruction in all areas of veterinary practice as deemed necessary by the clinical supervisor and program requirements.

Upon course completion, the student should be able to apply all procedures learned in the veterinary technology program to the practice environment.

Credits 3
Prerequisites
VET 230, 234, 246, 275
Lab Hours 0
Theory Hours 0
Contact Hours 15
Clinical 3

VET 275 : VETERINARY ANESTHESIA AND ANALGESIA

This course is intended to provide students with the knowledge and practice skill set to safely and appropriately utilize anesthetic and analgesic agents in veterinary medicine. Course objectives may include but are not limited to anatomy, physiology, and pathophysiology in relation to anesthesia and the alleviation of pain; medical dosing calculations and administration of various anesthetic-related drugs; development and implementation of anesthetic, therapeutic and analgesic protocols to optimize patient care; the effects of agents in various animal species; the use of and maintenance of anesthetic equipment and supplies; patient and environmental safety; recordkeeping; and patient evaluation, assessment, monitoring, and management. Upon course completion students should be able to safely and effectively anesthetize and provide pain management to various species of animals and demonstrate sound decision-making abilities in response to changes in equipment or patient status.

Credits 2
Prerequisites
VET 120, 124, 126, 236, 280
Lab Hours 0
Theory Hours 1
Contact Hours 4
Clinical 1

VET 280 : VETERINARY DIAGNOSTIC IMAGING

This course provides introductory instruction to the use of various diagnostic imaging modalities in veterinary medicine. Topics may include but are not limited to safety and quality in producing diagnostic images; appropriate use and maintenance of imaging equipment; decision-making abilities and exercising of professional judgment; utilization of anatomy and physiology of various animal species as it relates diagnostically; techniques and positioning; and recordkeeping.

Upon course completion, the student should be able to apply the care and knowledge necessary to position patients, produce good quality diagnostic images, and follow appropriate safety measures.

Credits 2
Prerequisites
VET 110, 113, 114, 247
Lab Hours 0
Theory Hours 1
Contact Hours 4
Clinical 1

Wastewater Management

WMT 100 : Water Supply and Wastewater Control
Credits 3

WMT 101 : Introduction to Water Treatment Processes
Credits 3

WMT 102 : Introduction to Wastewater Treatment Process
Credits 3

WMT 120 : Sanitary Chemistry and Biology
Credits 3

WMT 213 : Water and Wastewater Instrumentation and Controls
Credits 3

WMT 214 : Basic Hydraulics for Water and Wastewater Technology
Credits 3

WMT 291 : Municipal Internship
Credits 3

Welding Technology

Southern Union State Community College is an accredited test facility by the American Welding Society (AWS).

WDT 108 : SMAW FILLET/OFC
This course provides the student with instruction on safety practices and terminology in the Shielded Metal Arc Welding (SMAW) process. Emphasis is placed on safety, welding terminology, equipment identification, set-up and operation, and related information in the SMAW process. This course also covers the rules of basic safety and identification of shop equipment and provides the student with the skills and knowledge necessary for the safe operation of oxy-fuel cutting.
Credits 3
Lab Hours 2
Theory Hours 2

WDT 109 : SMAW FILLET/PAC/CAC
This course provides the student with instruction on safety practices and terminology in the Shielded Metal Arc Welding (SMAW) process. Emphasis is placed on safety, welding terminology, equipment identification, set-up and operation, and related information in the SMAW process. This course also covers the rules of basic safety and identification of shop equipment and provides the student with the skills and knowledge necessary for the safe operation of carbon arc cutting and plasma cutting.
Credits 3
Lab Hours 2
Theory Hours 2

WDT 110 : INDUSTRIAL BLUEPRINT READING
This course provides students with the understanding and fundamentals of industrial blueprint reading. Emphasis is placed on reading and interpreting lines, views, dimensions, weld joint configurations and weld symbols. Upon completion, students should be able to interpret welding symbols and blueprints as they apply to welding and fabrication.
Credits 3
Prerequisites
Permission of instructor.
Lab Hours 0
Theory Hours 3

WDT 115 : GTAW CARBON PIPE
This course is designed to provide the student with the practices and procedures of welding carbon pipe using the gas tungsten arc weld (GTAW) process. Emphasis is placed on pipe positions, filler metal selection, purging gasses, joint geometry, joint preparation and fit-up. Upon completion, students should be able to identify pipe positions, filler metals, purging gas, proper joint geometry, joint preparation, and fit-up in accordance with applicable code.
Credits 3
Prerequisites
Permission of instructor.
Lab Hours 4
Theory Hours 1

WDT 119 : GAS METAL ARC/FLUX CORED ARC WELDING
This course introduces the student to the gas metal arc and flux cored arc welding process. Emphasis is placed on safe operating practices, handling and storage of compressed gasses, process principles, component identification, various welding techniques and base and filler metal identification.
Credits 3
Lab Hours 2
Theory Hours 2

WDT 120 : SHIELDED METAL ARC WELDING GROOVE

This course provides the student with instruction on joint design, joint preparation, and fit-up of groove welds in accordance with applicable welding codes. Emphasis is placed on safe operation, joint design, joint preparation, and fit-up. Upon completion, students should be able to identify the proper joint design, joint preparation and fit-up of groove welds in accordance with applicable welding codes.
Credits 3
Prerequisites
WDT 108, 109, 122 & 123 or permission of instructor.
Lab Hours 2
Theory Hours 2

WDT 122 : SMAW FILLET/OFC LAB

This course is designed to introduce the student to the proper set-up and operation of the shielded metal arc welding equipment. Emphasis is placed on striking and controlling the arc, and proper fit up of fillet joints. This course is also designed to instruct students in the safe operation of oxy-fuel cutting. Upon completion, students should be able to make fillet welds in all positions using electrodes in the F-3 groups in accordance with applicable welding code and be able to safely operate oxy-fuel equipment and perform those operations as per the applicable welding code.
Credits 3
Lab Hours 6
Theory Hours 0

WDT 123 : SMAW FILLET/PAC/CAC LAB

This course is designed to introduce the student to the proper set-up and operation of the shielded metal arc welding equipment. Emphasis is placed on striking and controlling the arc and proper fit up of fillet joints. This course is also designed to instruct students in a safe operation of plasma arc and carbon arc cutting. Upon completion, students should be able to make fillet welds in all positions using electrodes in the F-4 groups in accordance with applicable welding code and be able to safely operate plasma arc and carbon arc equipment and perform those operations as per applicable welding code.
Credits 3
Lab Hours 6
Theory Hours 0

WDT 124 : GAS METAL ARC/FLUX CORED ARC WELDING LAB

This course provides instruction and demonstration using the various transfer methods and techniques to gas metal arc and flux cored arc welds. Topics included are safety, equipment set-up, joint design and preparation, and gases.
Credits 3
Lab Hours 6
Theory Hours 0

WDT 125 : SHIELDED METAL ARC WELDING GROOVE LAB

This course provides instruction and demonstrations in the shielded metal arc welding process on carbon steel plate with various size F3 and F4 group electrodes in all positions. Emphasis is placed on welding groove joints and using various F3 and F4 group electrodes in all positions. Upon completion, the student should be able to make visually acceptable groove weld joints in accordance with applicable welding codes.
Credits 3
Prerequisites
WDT 108, 109, 122 & 123 or permission of instructor.
Lab Hours 6
Theory Hours 0

WDT 155 : GTAW CARBON PIPE LAB

This course is designed to provide the students with skills in welding carbon steel pipe with gas tungsten arc welding techniques in various pipe weld positions. Upon completion, students should be able to perform gas tungsten arc welding on carbon steel pipe with the prescribed filler metals in various positions in accordance with the applicable code.
Credits 3
Lab Hours 6
Theory Hours 0

WDT 193 : CO-OP

These courses constitute a series wherein the student works on a part-time basis in a job directly related to welding. In these courses, the employer evaluates the student's productivity and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.
Credits 3
Prerequisites
Permission of instructor.
Lab Hours 6
Theory Hours 0

WDT 217 : SMAW CARBON PIPE

This course introduces the student to the practices and procedures of welding carbon steel pipe using the shielded metal arc weld (SMAW) process. Emphasis is placed on pipe positions, electrode selection, joint geometry, joint preparation and fit-up. Upon completion, students should be able to identify pipe positions, electrodes, proper joint geometry, joint preparation, and fit-up in accordance with applicable code.
Credits 3
Lab Hours 4
Theory Hours 1

WDT 218 : Certification

Credits 3

WDT 228 : GAS TUNGSTEN ARC WELDING

This course provides student with knowledge needed to perform gas tungsten arc welds using ferrous and/or non-ferrous metals, according to applicable welding codes. Topics include safe operating practices, equipment identification and set-up, correct selection of tungsten type, polarity, shielding gas and filler metals. Upon completion, a student should be able to identify safe operating practices, equipment identification and setup, correct selection of tungsten type, polarity, shielding gas, filler metals, and various welds on ferrous and/or non-ferrous metals, using the gas tungsten arc welding process according to applicable welding codes.
Credits 3
Prerequisites
WDT 108, 109, 122 & 123 or permission of instructor.
Lab Hours 2
Theory Hours 2

WDT 257 : SMAW CARBON PIPE LAB

This course is designed to provide the student with the skills in welding carbon steel pipe with shielded metal arc welding techniques in various pipe welding positions. Upon completion, students should be able to perform shielded metal arc welding on carbon steel pipe with the prescribed electrodes in various positions in accordance with the applicable codes.
Credits 3
Lab Hours 6
Theory Hours 0

WDT 268 : GAS TUNGSTEN ARC LAB

This course provides student with the skills needed to perform gas tungsten arc welds using ferrous and/or non-ferrous metals, according to applicable welding codes. Topics include safe operating practices, equipment identification and set-up, correct selection of tungsten type, polarity, shielding gas and filler metals. Upon completion, a student should be able to identify safe operating practices, equipment identification and setup, correct selection of tungsten type, polarity, shielding gas, filler metals, and various welds on ferrous and/or non-ferrous metals, using the gas tungsten arc welding process according to applicable welding codes.
Credits 3
Prerequisites
WDT 108, 109, 122 & 123 or permission of instructor.
Lab Hours 6
Theory Hours 0

Workplace Skills Enhancement

WKO 107 : WORKPLACE SKILLS PREPARATION

This course utilizes computer based instructional modules which are designed to access and develop skills necessary for workplace success. The instructional modules in the course include applied mathematics, applied technology, reading for information, and locating information. Upon completion of this course, students will be assessed to determine if their knowledge of the subject areas has improved.
Credits 1
Prerequisites
Permission of instructor.
Lab Hours 2
Theory Hours 0

WKO 110 : NCCER CORE

Credits 3

*Failure to examine the **Student Handbook** does not excuse students from the policies and procedures described herein. Individual factors, illness, or conflicting advice from any source are not satisfactory grounds for seeking exemptions from these policies and procedures. All policies contained in the Student Handbook and Student Code of Conduct are subject to change without prior notice.*

Student Life

Dr. Nick Jones, Associate Dean of Student Affairs

The Student Services Division at Southern Union State Community College is proud to offer extensive opportunities for our campus community. We seek to offer services that support and supplement the college experience and learning that is fundamental to student success.

Student Services has the major responsibility for helping to create an encouraging campus environment that enhances and supports learning. The quality of our students' experiences are significantly affected by the availability, diversity, and integrity of services and co-curricular support programs. It is our objective to build alliances between the classroom and campus life, and to provide an opportunity for students to experience the excitement and responsibility that comes from being an active member of a college community.

Student Services' mission is consistent with the general College mission to provide quality academic programs which are affordable, accessible, and responsive to the needs of the community, business, industry and government. We provide programs and activities for the College's diverse student populations, and unique support services for minority, non-tra- ditional, and students with special needs. Student Services contributes to the comprehensive educational experiences of students by fostering an environment in which students can discover and test their ideas, interests, and skills. We strive to assist our students in acquiring the knowledge, skills, and insights that facilitate life-long learning and a sense of personal and interpersonal skills.

Explore the website and stop by our office. When you do, you'll be sure to find that we are making a difference "one student at a time!"

Communicable Disease Policy

Southern Union State Community College recognizes that students and employees with communicable diseases and/or life-threatening illnesses, including but not limited to AIDS, hepatitis (HBV), tuberculosis (TB), cancer and heart disease, may wish to continue educational pursuits. As long as these students/employees are able to meet acceptable performance standards and medical evidence indicates that their condition(s) is not a threat to themselves or others, the College will ensure they are treated consistently with other students/employees. At the same time, Southern Union State Community College is committed to providing a safe environment for all students and employees. Every precaution will be taken to ensure that neither the health nor safety of Southern Union State Community College employees and students is threatened.

The Exposure Control Officer (ECO) for Southern Union State Community College is Lisa Shiver, DNP,RN. Students/ Employees who have medical conditions which require confidentiality are urged to contact the ECO. Information about health matters will be treated confidentially, and any information shared by the ECO will be only on a professional need-to-know basis.

Athletes participating in college sports are urged to report any communicable disease and/or life-threatening illness to the ECO. Notifications may be in person or may be in writing and sent to the ECO in an envelope marked "personal and confidential." Decisions regarding participation in contact sports will be made on a case-by-case basis. All students living in the college resident hall must attend a required meeting in which the communicable disease policy and prevention of transmission of communicable diseases are explained.

As long as their medical condition permits, students who have a communicable disease and/or life-threatening illness may have equal access to college facilities or campus activities, including living in the resident hall and participating in social activities offered by the College. Any problems encountered involving equal access should be referred to the college ADA compliance officer.

Health care is not provided at Southern Union. Students and employees requesting information on HIV, AIDS, and AIDS-related illnesses, HBV, and TB will be referred to appropriate agencies.

Counseling Referrals

Southern Union recognizes that students may encounter personal problems such as depression, divorce, substance abuse, and other nonacademic issues that should be discussed with a person professionally trained to address such situations. Southern Union does not maintain the professional staff required to address these issues nor do we offer therapeutic counseling. The college does, however, provide counseling referral services.

Referral information is available in the office of the Student Life Coordinators and the Associate Dean of Student Affairs.

Harassment and Sexual Assault Prevention and Response

The College has an established policy for harassment and sexual assault prevention and response. It is in place to assist individuals who feel they have been victimized. The policy identifies campus contact personnel, referral agencies, and immediate response procedures.

This policy is available here on the college website, and in the Clery (Campus Crime Statistics) report.

Identification Cards (IDs)

All students are required to obtain and carry a Southern Union State Community College Identification (ID) Card. ID cards are used for checking out books, entering the residence hall, admission to social, cultural, and athletic events, voting in student elections, access to the dining hall and other campus or community activities. Students are encouraged to have some form of photo ID while on campus.

Student ID Cards are made in the Learning Resource Centers on the Wadley and Opelika campuses.

For more information on Student ID cards, click here to visit the website.

Intercollegiate Athletics

Southern Union is a member of both the National Junior College Athletic Association, which is composed of colleges throughout the nation, and the Alabama Community College Conference, which is composed of public two-year colleges in the State.

The College participates in intercollegiate men and women's basketball, men's baseball, women's softball, volleyball, men and women's cross country, men and women's soccer, men and women's golf.

The Mascot for Southern Union is the Bison.

To learn more about athletics at Southern Union, visit the website HERE.

Lost and Found

Items found on campus should be turned in to one of the designated lost and found locations listed below. When possible, Campus Police will attempt to identify and contact the rightful owner.

All items may be claimed upon presentation of valid proof of ownership.

Designated Lost and Found Locations

- **Wadley and Opelika Campuses**
  Please turn in or claim lost items through a Campus Police officer.
- **Valley Campus**
  Lost and found items should be taken to or retrieved from the Administrative Office.

Security of Personal Property

Students are advised to keep personal property in their possession at all times. The college cannot be responsible for personal property, nor can the college assume responsibility for the protection of vehicles or their contents.

The Campus Police Department recommends the following safety tips:

- Create a safety plan.
- Listen to and act on your intuition. It's better to be safe and risk a little embarrassment, than stay in an uncomfortable situation that may be unsafe.
- Have your keys ready when approaching your car or building.
- Vary your routine: drive or walk different routes every day. If you suspect that someone is following you, by foot or in a car, don't go home or they will know where you live. Go to a trusted neighbor or to a public place to call police, or go directly to the police station.
- Do not label keys with your name or any identification.
- Do not talk about your social life or vacation plans where strangers can overhear you.
- Do not display cash openly, especially when leaving an ATM machine.
- Be aware of telephone scams.
- Do not give personal or financial information to anyone over the phone.
- If you are a woman living alone, do not reveal that information to anyone on the phone.
- Hang up on nuisance callers and report chronic nuisance calls to the phone company.
- Never leave valuables unattended.

Always Remember to be aware of your surroundings when using your personal information such as:

- Student #
- Social Security #
- Date of Birth
- Home/Cell #
- Bank/Credit Card Information

Substance Abuse Prevention

In partnership with the Alabama Department of Mental Health, Southern Union offers a Substance Abuse Prevention Program. The program includes seminars, guest speakers, pamphlets, posters, and other educational materials.

For more information, please contact the Dean of Student Affairs, the Associate Dean of Student Affairs, or your academic advisor.

Telephone Usage and Messages

Students are permitted to use faculty and staff telephones in emergency situations only.

Campus emergency phone calls and messages should be directed to one of the following individuals:

- Chief of Police, extension 5823
- Assistant Chief of Police, extension 5523
- Associate Dean of Students, extension 5555
- Valley campus, Associate Dean, extension 5402

Visitor Policy

Southern Union State Community College welcomes visitors. While on campus, visitors are expected to abide by the regulations of the college. Students who live in the Residential Hall are held responsible for the conduct of their guests.

Visitor's parking permits are available from Campus Police on Wadley and Opelika campuses and administrative office on the Valley campus.

CHILDREN MUST BE UNDER THE SUPERVISION OF THEIR PARENTS/GUARDIANS AND ARE NOT ALLOWED TO ATTEND CLASSES.

Student Honors and Recognitions

Most Outstanding Students

2025 Outstanding Students

Three students, one each from the academic, technical, and health sciences divisions, are chosen annually by faculty committees representing each division and recognized at the spring graduation for their demonstrated academic record and leadership skills. The most outstanding academic student is designated as the James B. Allen scholar. The late Honorable James B. Allen, United States Senator from Alabama, established the award to recognize a student with outstanding "character, leadership, scholarship, citizenship, and sportsmanship."

Who's Who Among Students in American Junior Colleges

Who's Who Among Students in American Junior Colleges is a designation by a national organization to recognize outstanding college students. Selection for Who's Who is through a faculty committee recommendation that is appointed by the Associate Dean of Student Affairs. Criteria for selection include academic achievement and potential contributions to the community at large, and promise of future usefulness as a citizen.

All-Alabama Academic Team

All-Alabama Academic Team 2025 All-Alabama Academic Team nominations are made annually in conjunction with the selection of the All-USA Academic Team. Southern Union shall nominate two students from each campus. The purpose of this program is to provide statewide recognition to outstanding two-year college students based on academic and leadership performance.

Homecoming Week

Hundreds of alumni and friends return to the Wadley campus to reconnect with their alma mater, reminisce with classmates at reunion events, and join current students and faculty in celebrating SU Homecoming. Festivities include the pep rally, alumni reception, basketball game, and coronation of Ms. Homecoming. Homecoming Week is sponsored by the Student Government Association.

Homecoming Queen

A female student is selected by popular vote of the student population to receive this honor at the annual homecoming basketball game. Qualifications and guidelines are specified in the SGA Constitution.

Homecoming Queen and King 2025

Homecoming King

A male student is selected by popular vote of the student population to receive this honor at the annual homecoming basketball game. Qualifications and guidelines are specified in the SGA Constitution.

Student Organizations

Southern Union is committed to the holistic development of each student and offers a wide range of opportunities for involvement. As members of a vibrant academic community, students bring diverse interests to campus and are encouraged to participate in clubs, organizations, and activities that align with their passions. Becoming involved in campus life not only enriches the student experience but also allows individuals to make meaningful contributions to both the College and the broader community.

All student club projects are coordinated through the Student Government Association (SGA). Clubs wishing to sponsor any type of project must obtain approval from the Office of the Associate Dean of Student Affairs at least two weeks prior to the proposed project date.

Clubs/Organizations

Student Government Association

The Opelika/Valley and Wadley Chapters of the Southern Union State Community College Student Government Association exist to stimulate and develop school spirit, to encourage and maintain participation in school activities,

to foster a spirit of cooperation among the faculty and student body, and to recommend suggestions and means to better serve the students. This elected body is the students' official voice in affairs of the college. Students are urged to understand its purpose, to use their voices wisely in its regard, and to seek to become a part of the association.

The association is specifically authorized and governed by a duly ratified constitution. The constitution describes fully the limit and scope of Student Government Association responsibilities and procedures. Students should become familiar with the constitution.

The SGA consists of three units that work together for stated purposes.

The Executive Branch is made up of a president, a vice-president, and a secretary-treasurer, each with at least one year of credit at Southern Union and a cumulative average of 2.50. These officers are elected during spring semester of the year prior to service, and their primary responsibility is to coordinate the business of the organization. The SGA president is awarded a full-tuition scholarship, and the Vice President and Secretary/Treasurer receive partial-tuition scholarships.

The Legislative Branch is composed of senators and representatives. Senators are sophomores who must have a 2.0 GPA and are elected from the five geographical areas of Clay-Cleburne, Randolph, Tallapoosa-Lee, Chambers, and Russell-Macon Counties, from the residence halls, and from Valley and Opelika Campuses. Representatives are elected by petition in the spring prior to the year of service. The responsibility of the legislative branch is the development of goals, projects, and programs for the SGA and the approval of proposals from other college organizations.

The Judicial Branch is appointed by the total group and exists to rule upon all matters as concerns their constitutionality.

For more information, visit the Student Government Association page on our website.

The Association of Radiologic Students

The primary goal of The Association of Radiologic Students is to promote the progression of Radiologic Technology, through the sharing of ideas and information. Through attendance at regularly announced meetings and other continuing education seminars, members have a means of defining their role as an integral member of the healthcare system.

Alpha Beta Gamma is a National Honor Society honoring qualified radiography students, faculty, diagnostic and therapeutic technologists, radiologists, and others who have made an outstanding contribution to the Radiologic Sciences profession.

Baptist Campus Ministries

The Baptist Campus Ministries, or BCM, is a student organization which seeks to create a fellowship of students and provide for them experiences of personal Christian growth and maturity. It further provides opportunities for Christian ministry on campus and in the students' home communities. Sponsored by the State Baptist Student Union, students of any denomination are invited to participate.

Circle K

Circle K, organized in 1958, is the college organization of Kiwanis International. It is sponsored by the Wadley Kiwanis Club, and membership is open to both male and female students who desire to participate in public service. The club is service oriented and sponsors projects aimed at improving the quality of life in regard to issues such as disadvantaged youth, pollution, the communication gap, and racial understanding.

Collegiate 100

The Collegiate 100® is a campus-based organization with programmatic initiatives that support the social, emotional, and educational development of students who need positive role models. The Collegiate 100® program is sponsored jointly by the college and the local chapter of 100 Black Men of America.

Global Environmental Organization of Students

The Global Environmental Organization of Students (GEOS) began in 1971 as the Environmental Study Club. Also known as the Environmental Awareness Club, it was reorganized as GEOS in 1993 to promote interest in and awareness of environmental science and technology issues in local, state, national, and international communities. Activities include field trips, Arbor Day celebrations, fundraisers, guest speakers, and active communication among members. Membership is open to all students.

Interclub Council

This board consists of club/organization presidents and the Student Life Coordinator. The ICB seeks to provide communication and promote cooperation among all clubs

and activities. The goal is to strengthen all organizations. The president of the SGA serves as Interclub Council president.

Mu Alpha Theta

Mu Alpha Theta is a national honor society for outstanding community college students. The purpose of Mu Alpha Theta is to promote scholarship in and enjoyment and understanding of mathematics among community college students. Active membership may be conferred upon students who take Precalculus Algebra (MTH 112) or higher, achieve a 3.0 GPA or above in all mathematic courses and have an overall 3.0 GPA or higher. Students who were Mu Alpha Theta members in high school are eligible for membership in the SUSCC chapter.

Music Club

The Southern Union Music Club is an organization that promotes fraternalism among the vocal and instrumental students. The club also promotes and helps plan and organize music performances. Membership is open to all students who are enrolled in a performance course at Southern Union State Community College.

National Student Nurses' Association

The National Student Nurses' Association (NSNA) is the only national organization for students of nursing. The purpose of NSNA is to assume responsibility for contributing to nursing education in order to provide for the highest quality health care; to provide programs representative of fundamental and current professional interests and concerns; and to aid in the development of the whole person, his/her professional role, and his/her responsibility for health care of people in all walks of life. The categories of NSNA membership are Active Membership and Associate Membership.

National Technical Honor Society

The National Technical Honor Society (NTHS) is an educational non-profit that exists to honor, recognize, and empower students and teachers in Career & Technical Education. As the honor society for Career & Technical Education, NTHS serves over 100,000 active members annually in both secondary and postsecondary chapters across the country.

Phi Beta Lambda

The purpose of Phi Beta Lambda (PBL) is to inspire and develop the next generation of leaders through personal and professional skill-building activities, unique career development programs, business tours, workshops, and much more. PBL membership is open to all students at Southern Union State Community College who are interested in career preparation, networking, community service, leadership development and recognition, and academic competitions.

Phi Theta Kappa

Phi Theta Kappa is an international organization for recognizing academic achievement in two-year colleges. The Iota Iota chapter at Southern Union was chartered in April 1957. It has a rich tradition of excellence, including regional and national honors. The organization concentrates on the hallmarks of leadership, fellowship, and service, as well as scholarship.

Membership in Phi Theta Kappa is by invitation only. To be eligible, a student must have an overall GPA of 3.50 or higher. In addition, the student must have completed twelve hours at Southern Union and be enrolled during the semester invitations are issued. The GPA and hours requirements exclude remedial and orientation course work. Members must maintain an overall GPA of 3.25 or higher.

Phi Theta Kappa members are recognized for their academic excellence at graduation by wearing gold stoles. Membership is noted on each student's transcript, and each member's diploma will carry the Phi Theta Kappa seal.

Sigma Kappa Delta

Sigma Kappa Delta is the English Honor Society for Two-Year Colleges. The society's purpose is to confer distinction for high achievement in English language and literature in undergraduate studies, provide cultural stimulation on campus and promote interest in literature and the English language, foster all aspects of the discipline of English, including literature, language, and writing, and promote exemplary character and good fellowship among its members. Members exhibit high standards of academic excellence and serve society by fostering literacy. Students receive invitations for membership after completing 12 hours of college credit, earning an A or B in a credit-bearing English course, and achieving a 3.0 of higher GPA.

Southern Union Bass Fishing Club

The Southern Union Bass Fishing Club was formed to promote fishing as a sport, support community bass fishing, and student involvement through recreational fishing as well as competitive fishing at local, state and national competitions. Membership is open to all full-time students.

Southern Union Softball Club

The Southern Union Softball Club was formed to promote physical awareness and interest in the sport of softball. This organization assists in the planning and promotions of games and camps for student athletes. Membership is open to students active in the SU softball program or by consent of the advisor.

Southern Union State Catholic Student Organization (SUSCSO)

The Southern Union State Catholic Student Organization welcomes you! Our student-led activities strengthen and develop the faith of Catholic college students as we grow Catholic leaders. Secure facilities at 115 Mitcham Avenue in Auburn are open 24/7 and feature wi-fi, study rooms, and a place to pray; during the school year you will find Bible Studies, dinners, social activities, and most importantly...Catholic fellowship! Come out and join us!

Southern Union Student Veterans Association (SUSVA)

Southern Union Student Veterans Association is dedicated to provide student veterans, service members, and their family members with support, camaraderie, and net-working at Southern Union State Community College. SUSVA conducts regular monthly meetings to find ways to give back and recognize our student veteran population and the community. SUSVA strives in promoting fundraisers and charitable events. SUSVA is a chapter of the National Student Veterans of America.

SUSCC Alumni Association

Membership in the Southern Union Alumni Association is available to any person who previously attended the college. The Association meets at least once yearly, usually during the summer. A major project of the Association is supporting a scholarship fund.

Wellness Club

The Southern Union Wellness Club seeks to provide leadership to the College and community by introducing individuals to the 9 Dimensions of Wellness (physical, emotional, spiritual, financial, intellectual, environmental, cultural, social, and occupational) through educational programs and physical activities.

Co-Curricular Activities

Southern Union Ambassadors

Southern Union Ambassadors serve as the official hosts and hostesses for various campus activities, including tours, orientation, registration, recruitment days, tutorial sessions, tournaments, homecoming, and graduation. Membership is limited to those who apply and are selected by a committee to receive the Ambassador Scholarship.

To maintain their position, Ambassadors must:

- Maintain a 2.75 cumulative GPA
- Be enrolled in a minimum of 12 credit hours each semester
- Enroll in IDS 299 each semester and maintain a grade of "B" in these classes
- Complete required service hours
- Exhibit conduct above reproach

Southern Union Ambassadors represent the top students at Southern Union. Those interested in applying must submit an Ambassador Scholarship Application form.

College Bowl Team

The SU College Bowl Team is organized to promote academic excellence. The team competes in statewide competitions against other two-year colleges and helps organize and promote high school scholars' teams. Membership is by faculty selection and is based on academic performance, including grade point average.

Music Programs

The Southern Union Singers is a show choir group that performs concerts both at the College and in surrounding communities during each academic year. Membership is open to all students with the consent of the instructor, and admission is based on musical ability and prior experience.

The Southern Union Sound is a select group of singers and dancers chosen from the Southern Union Singers. This ensemble performs concerts both on campus and within the College community.

Miss Southern Union State Community College Pageant

The Miss Southern Union State Community College Pageant serves as a preliminary competition to the Miss Alabama Pageant. Participation is open to full-time female students at Southern Union. Qualified and interested students are encouraged to compete. For more information, visit the Miss Southern Union page on our website or contact the Student Government Association (SGA).

Intramural Program

The intramural program offers students the opportunity to participate in both team and individual sports and activities. Currently, the multi-use facility on the Wadley Campus is open several nights each week during the fall and spring semesters, offering a variety of options including basketball, badminton, volleyball, ping-pong, aerobics, weightlifting, and other games. Students are encouraged to check campus bulletin boards for announcements and schedules related to intramural activities.

Cheerleaders

The cheerleading program includes both male and female participants, as well as the college mascot, Battle the Bison. Cheerleaders perform at all home games for both the men's and women's basketball teams. Team members are expected to schedule their classes around practice times as set by the coach. In addition to practices, cheerleaders are required to attend weightlifting and workout sessions.

Tryouts are held each April and include both a clinic session and an official evaluation. Candidates are notified in writing if they are selected to join the Southern Union Cheer Team. All cheerleaders must be full-time students, maintain a minimum 2.0 GPA, and remain in good standing both academically and socially.

New Organizations

The Student Government Association is receptive to the formation and support of a variety of new clubs, activities, and organizations. Students interested in forming a new organization should submit the following items to the Student Life Coordinator:

Requirements to Develop a New Organization

1. Obtain the organizational form for new campus clubs and organizations from the Coordinator of Student Life. Provide the following information:
    a. Official name of the organization
    b. Purpose of the organization
    c. List of proposed charter members
    d. List of proposed officers
    e. Statement of when, where, and how often the meeting will occur
    f. Name of faculty/staff advisor with a statement indicating their desire to serve as advisor for the organization

g. Constitution and bylaws (including acknowledging that the organization is subject to the College rules, regulations and policies and an anti-hazing statement)
h. Source of Revenue

2. All organizations shall be voted on by the SGA. The SGA president will make a recommendation to the Associate Dean of Student Affairs regarding approval or denial of the request for formal recognition. The Associate Dean of Student Affairs will notify the SGA president, in writing, of the decision.

Tenure of Student Organizations

Once recognized, a student organization must meet the following criteria to continue official recognition.

1. The club/organization must submit a report and complete the group registration form annually to the SGA and to the Student Life Coordinator.
2. The report must demonstrate how the organization has continued to fulfill the original purposes and goals established by their charter, constitution, and bylaws.
3. The SGA can recommend to the Associate Dean of Student Affairs whether a particular student organization should be (a) continued in good standing, (b) continued on probationary status for a specified period of time, (c) reorganized, or (d) disbanded.
4. The officers of the organization will be advised of the final decision and the SGA's recommendations. Any inactive student organization that wishes to reapply must follow the steps previously outlined.

Policies Governing Social Events

1. Clubs and Organizations sponsoring an event will be responsible for misconduct by its members and guests. Only Southern Union State Community College students and invited guests will be admitted to events.

2. Sponsoring organizations are required to make necessary arrangements for physical needs.

3. Any College organization planning a social event should request an approval form from the Coordinator of Student Life at least two weeks before the date of the activity. The form should be signed by the advisor and reviewed by the Associate Dean of Student Affairs. Approved requests will be kept on file in the Associate Dean of Student Affairs' office.

4. Social events must conclude by 12:00 midnight.

5. The College does not, under any conditions, approve the use of alcoholic beverages or illegal drugs. Public display of or the use of alcoholic beverages or drugs in any area of any campus is prohibited.

6. The club/organization's members and advisor(s) sponsoring the activity must be present for the duration of the event.

7. Hazing is strictly prohibited at all social events, on or off campus. Any activity causing mental or physical discomfort—such as paddling, scavenger hunts, sleep deprivation, public stunts, or humiliating "rituals"—violates college policy, federal law, and Alabama law. Clubs and individuals must refrain from hazing. To view the full policy on hazing, click here.

Policies for Clubs and Organizations

1. Only students who are currently enrolled have voting rights regarding membership, policies, and actions of student clubs and organizations.

2. Faculty advisors/sponsors are required for each organization. The advisors must be on-campus and present at all regular and special meetings of the organization or at any segment or committee meeting of the organization. With the exception of the SGA and The Southerner, advisors may be chosen by the student organizations with the approval of the Associate Dean of Student Affairs.

3. Student organizations are required to register their organization in the Fall of each academic year (registration documentation is available from the Coordinator of Student Life), submit a statement of purpose, criteria for membership, a copy of the Constitution and Bylaws, and a current list of officers and sources of revenue (if required for operation).

4. Meeting dates and times of student clubs and organizations must be submitted each term to the Coordinator of Student Life for recognition on the official school calendar.

5. Campus organizations shall be open to all eligible students without respect to race, religion, creed, disability, national origin, or gender.

6. All clubs and organizations must conform to the laws and policies of the State of Alabama, the State Board of Education, Southern Union State Community College, and the Student Government Association.

7. No club or organization shall interfere or support interference with the regular academic pursuit of any student by causing or encouraging nonattendance at classes or college activities without prior consent of proper college officials or by any action that might cause disruption to a student, instructor, or college activity.

8. All fundraising activities must be approved, in advance, by the respective Dean (Academics, Health Sciences, or Technical). Fundraising is allowed by organizations officially recognized by the College. The senior officer of the organization should submit a written request to conduct fundraising activities.

9. Clubs and Organizations are required to comply with the following:

    - Annual organization registration
    - Host one campus activity
    - Host one community activity
    - Identify one member to serve as an SGA representative to attend SGA General Meetings

Student Group Gatherings

Use of College Facilities

Only officially recognized student organizations are permitted to use college facilities. Requests for using college facilities should contain the following:

- Purpose of event
- Date and time of event
- Signature from the organization's employee advisor/sponsor

An employee advisor/sponsor or designee should be present during student organization events. In addition, the organization is required to notify, in advance, the Chief of Police with details of the event.

Unauthorized Student Group Gatherings

1. Any and all students and/or persons participating on campus in unauthorized group meetings which create a disturbance, cause destruction of college or personal property, or bring discredit to the College, shall be subject to disciplinary and civil action.
2. Participants are defined as those persons actively engaged in the action and those drawn to the scene out of curiosity, as spectators. Any students who can be identified personally by College officials and/or through photographs taken at the scene of the disturbance are also defined as participants.

Residential Life

The College's residence hall is located on the Wadley campus. Applications for housing can be completed online or obtained from the Student Services office on any campus. Living on campus at Southern Union State Community College offers a unique and rewarding experience for many students, often becoming one of the most enjoyable aspects of their education. As with any community living environment, certain rules and guidelines are necessary to ensure a safe and respectful atmosphere for all residents.

NOTE: All regulations, policies, procedures, and prices relating to the college residence halls and cafeteria are subject to change without prior notice by the college administration, Judiciary or Student Services Committee, and/or Student Government Association. Students are invited to make suggestions regarding college policies, procedures and operations to the Associate Dean of Student Affairs.

General Information For Residential Life

Students must be registered full-time (12 or more semester hours for Fall and Spring; 6 hours for Summer) to qualify to live in the residence hall. Students living in the residence hall must attend class in-person for a minimum of 12 hours. Residents who have a car on campus, or other motorized vehicle, must obtain a parking decal.

The College completes an annual Fire Disclosure Report. This report is available from the Associate Dean of Student Affairs, Chief of Campus Police, Residence Hall Associates, and the College website at www.suscc.edu.

STAFF

The residence hall staff seeks to provide educational, social, and cultural opportunities for the students. The goal is to provide a relatively homelike atmosphere along with meaningful experiences in group living.

Residence Hall Associates: The Residence Hall Associates are full-time members of the Student Services Division. They serve as the administrative head of the residence hall and report directly to the Associate Dean of Student Affairs.

Residence Hall Assistants: Residence Hall Assistants are identified student leaders who are employed by the College to assist in maintaining a residence hall atmosphere conducive to study, relaxation, and homelike living. The Assistants' primary responsibility is their particular section of the residence hall, but they have authority throughout the residence hall, parking lot and other campus areas as designated by the Associate Dean of Student Affairs. Residence Hall Assistants report all violations of standards to the Residence Hall Associates and/or the Associate Dean of Student Affairs.

Residence Hall Council: The Residence Hall Council is made up of elected officers and individual representatives. The Council works closely with the Residence Hall Associates who serve as its advisors. This Council plans social events and recreational activities based on suggestions from the residents.

APPLICATION

All students must complete the proper documentation when submitting an application to live in the residence halls. This includes a residence hall housing agreement, a personal information sheet and a medical form.

All applications require a non-refundable room reservation/deposit fee of $200.00. This fee is non-refundable unless the student does not move into the residence hall. Any damages to a room are payable at time of occurrence.

For more information, visit the Residential Life page on our website.

ROOM ASSIGNMENT POLICY

1. Every effort is made to honor roommate requests; however, the requests must be jointly agreed upon.
2. All other students will be assigned a room and roommate on a random basis.
3. During the second week of classes, there will be a designated day for room changes. The Residence Hall Coordinator must approve room changes.
4. Returning students must complete a room reservation form at the end of each semester.
5. The College reserves the right to change a student's room assignment if it's in the best interest of the College and/or the students involved.
6. Unauthorized room changes/occupancy is a violation of policy and is subject to disciplinary actions.

RESIDENCE HALL WITHDRAWL POLICY

1. If a resident prepays his/her residence hall fees and does not enroll in classes, he/she is entitled to a full refund of rent and meals.
2. A resident may cancel his/her contract after the beginning of the semester and receive a refund of rent and meals as follows:
    - Withdrawal prior to the announced first day of class: full rate
    - Withdrawal prior to the end of first week of class: 70%
    - Withdrawal prior to the end of second week of class: 45%
    - Withdrawal prior to the end of third week of class: 20%
    - Withdrawal after the end of the third week of class. No refunds will be issued for rent.
3. A resident moving out during the semester must complete a Move-Out Request form provided by the Residence Hall Coordinator. Move-out is not considered complete until the residence coordinator has the approved move-out and room check documents. If the student is withdrawing from the College, they must also fill out a withdrawal form in the admissions office.

HOLIDAY/OFFICIAL DORM CLOSING

The residence hall is closed during official college closing dates. These dates are available on the college calendar which can be found in the General Information section of the College Catalog and on the website. Students must vacate their rooms during these times unless authorized to remain by the Residence Hall Associates.

SALES AND SOLICITORS

Sales and solicitations in the residence hall are prohibited.

TELEPHONE

Telephone service is the responsibility of the student.

RESIDENCE HALL MAIL

Residence hall mail is distributed Monday through Friday. This schedule is functional when classes are in session and students are in the residence hall. Mail for the residents should be addressed as follows:

NAME
SUSCC Box
P.O. Box 1000
Wadley, AL 36276

The college does not maintain mail service for non-residential students and cannot be responsible for their mail delivery. Non-resident students should not provide the college address as their mailing address.

Residence Hall Rules and Regulations

The College has established rules and regulations to provide guidelines essential for maintaining personal freedom, academic achievement and residential harmony. By selecting Southern Union, a student agrees to abide by the standards and regulations of the college. It is the student's obligation to become familiar with the residential policies. If a resident has any questions, concerns, comments or recommendations they should contact the Residential Hall Council and/or the Residence Hall Associates. Residential life policies are subject to changes by the College's administration.

RESIDENCE HALL VIOLATIONS:

Residence hall disciplinary issues are adjudicated by the Residence Hall Associates, Chief of Campus Police, and/or the Associate Dean of Student Affairs.

RESIDENCE HALL MEETINGS:

All residence hall meetings scheduled by the Residence Hall Associates, Deans, or President are mandatory. These meetings are kept to a minimum timeframe and provide important information to the residents.

ROOM SEARCHES - COLLEGE JURISDICTION:

A room may be searched for the safety, security, and maintenance of an educational atmosphere. Searches may be conducted if there is reasonable cause to believe that a student is using the room for a purpose in violation of federal laws, state laws, local laws, or college regulations. Room searches, except one conducted by law enforcement officers with duly issued search warrants, must be approved by the Associate Dean of Student Affairs and/or the Residence Hall Associates.

FACILITIES

1. Students are responsible for the regular cleaning and general condition of their own room and bathroom.
2. Furniture in the residence rooms and public areas of each hall may not be removed or altered.
3. Students accept responsibility for their room and furnishings as of the date of occupancy and are responsible for any damages subsequent to that date including damage caused by guests. Charges will be assessed and placed on the student's account and must be paid prior to the release of transcripts for the current term or enrollment for the next term.
4. Where individual liability cannot be determined, students sharing common facilities (rooms, hallways, bathrooms, etc.) will share equally in the cost of any damage.
5. Students must place trash in designated receptacles/ dumpsters outside.
6. Mattress covers are required.

SAFETY, SECURITY AND LIABILITY

1. Student rooms are subject to a periodic health, safety and maintenance inspection by members of the Residence Life staff.
2. Individual student rooms and its contents may be searched without prior notification, when there is reasonable suspicion of a potential health, safety, security or policy violation related to that room or occupants. The search is approved by the Associate Dean of Students Affairs and/or the Residence Hall Coordinator.
3. Students are responsible for keeping their rooms locked at all times and for securing their room. Loss of a room key will result in a key replacement cost of $50.00 to the student. One complimentary reentry is granted to each student within the first two weeks of the semester. Afterwards, a $10.00 reentry fee will be accessed to the student for each additional reentry request.
4. Propping open exterior doors to the residence hall is strictly forbidden. All residents share in the responsibility for the security of their residence hall and should close and report any doors found propped open at any hour.

LOSS OR DAMAGE

The College is not responsible for loss or damage to the residents' personal property. The college reserves the right to dispose of unclaimed personal property after fifteen (15) business days. All residents should record their valuables including appliances, electronics, and cell phones by model number, brand name, serial number or any other markings that might be used to properly identify the item(s). Residents are urged to secure Renters Insurance coverage to provide for the security of belongings. Renters Insurance is not available through the college or campus police. Thefts should be reported to the Campus Police.

QUIET HOURS:

The first step toward success at Southern Union begins with good study habits. Reasonable QUIET TIME is expected in the residence halls at all times.

COURTESY HOURS are in effect 24 hours a day, seven days a week in all areas of the residence hall including student rooms, study suites, hallways, common areas and lobby. During courtesy hours a resident is encouraged to ask noisy residents to reduce their noise. The resident(s) causing the noise are expected to comply with re quests that reduce or eliminate noise. Please display courtesy to other students; playing a musical instrument, radio, tape/CD player or television loudly enough to be heard outside the room is prohibited.

QUIET HOURS are in effect each night from 11:00 p.m. until 7:00 a.m. with the exception of Friday and Saturday. On Friday and Saturday, Quiet Hours begin at 12:00 midnight and end at 10:00 a.m. the following morning. Unnecessary noises and disturbances are not permitted. During final exam week, all hours are considered quiet time.

VISITATION

The residence lobby is for the use and convenience of students and their invited guests. This area is not designed for unscheduled group activities. Residents and guests are asked not to create unnecessary noise. Violators will be asked to leave the area. All current residents may visit other residents at any time as long as they are invited and the roommate consents.

ALL guests and residents are required to comply with Southern Union policies and procedures.

1. Visitors and host are required to sign-in and leave identification with the residence assistant at the lobby desk or staff in the office.
2. Visitors must be at least 18 years of age, a Southern Union student or a member of the student's immediate family.
3. The student or roommate has the right to refuse visitation.
4. Visitors must be escorted by the host at all times.
5. Overnight guests must obtain written approval from the Residence Hall Coordinator and pay the $15.00 per night fee in advance. Two free overnight guests are allowed per semester. The host student is responsible for the actions/behavior of their guest. All guests are expected to abide by the College policies and procedures.
6. No loitering on campus after 11:00 p.m.

OVERNIGHT GUESTS:

Residents' guests are welcome with the Residence Hall staff's approval, provided there is space available.

1. The resident host must accompany overnight guests to sign-in and sign-out at the desk in the lobby.
2. Current residents are subject to a $15 charge when a guest remains in the residence hall for six (6) hours between the hours of 2:00 am and 8:00 am.
3. Children under the age of 18 are not allowed to stay overnight in the residence hall, with the exception of approved Summer camps.
4. Residence Hall staff may limit excessive overnight visits.

College Regulations

Southern Union State Community College is committed to the comprehensive development of every student and holds confidence in their ability to demonstrate maturity, integrity, and high standards of personal conduct. While the College strives to treat students in accordance with these expectations, it also has a responsibility to safeguard the academic and personal rights of all members of its community.

College Disciplinary Committee

Recognizing the right of students to be granted protection by the inclusion of due process in all matters of a disciplinary nature, the College ensures due process through the action of the College Disciplinary Committee.

The Disciplinary Committee is composed of three (3) faculty/staff members, one of whom will serve as chair, the Student Government Association president, and the residence hall president. Committee members may be substituted with personnel chosen by the Associate Dean of Student Affairs when necessary.

The purpose of the Disciplinary Committee is as follows:

1. To consider all sides of the evidence/testimony and to render a decision on the appeal.
2. Review and make recommendations to the Associate Dean of Student Affairs on student disciplinary policies and procedures.

Disciplinary Action

College disciplinary action addresses conduct which adversely affects the pursuit of the objectives of the educational community. It is the student's responsibility to become familiar with the rules and regulations governing the entire College and the specific rules governing the residence hall for students living there. Failure to know the rules does not excuse the student from any policy established by the College. The College reserves the right to dismiss any student whose conduct and behavior is undesirable or harmful to the College, its students or employees.

Disciplinary Procedure

College disciplinary procedures assure the student's right to procedural and substantive due process and safeguard personal and confidential information concerning the student. The College disciplinary procedures need not conform to the strict behavior of a civil courtroom; however, student(s) shall be treated fairly and shall be given the opportunity to respond to accusations. Procedures and rules have been developed to ensure fair hearing and appeal.

The Associate Dean of Student Affairs makes disciplinary decisions at the administrative level and refers appropriate appeals to the College Disciplinary Committee where the fundamental elements of due process are followed through a fair and reasonable hearing. The Dean may remove a student from campus at any time pending a formal hearing if, in his/her opinion, the presence of a student on campus would seriously disrupt the normal operation of the College. The Associate Dean of Student Affairs is responsible for coordinating all disciplinary procedures and maintaining appropriate records of student conduct and disciplinary actions. Incident Report Forms should be completed for all non-academic violations. The forms can be obtained from the Campus Police or accessed from the Campus Police's link on the college's website and submitted online.

Alleged violations of College regulations, with the exception of those related to academic matters, must be filed in writing with the Campus Police or the Associate Dean of Student Affairs in order to initiate disciplinary review. Alleged violations of an academic nature must be filed in writing with the Dean of Academics. Any member of the College community may report an alleged violation against a student or group of students for non-academic misconduct affecting the College or its operations.

An administrative meeting will be scheduled. During this meeting the Associate Dean of Student Affairs and the student will discuss the student's involvement in the incident.
Specifically, the student will be:

1. Informed of the incident or allegation(s) made against them);
2. Informed of the College policy(ies) or campus regulation(s) allegedly violated;
3. Provided the opportunity to give their response to the report(s), and offer additional information that might help with resolution of the case.
4. Informed of their right to an appeal. (See Procedure for Appeal.)

Based on the outcome of the administrative meeting, the Associate Dean of Student Affairs will determine the student's involvement in the incident, and if the student(s) is responsible for violating policy(ies). The Associate Dean of Student Affairs may choose to take no action if it is determined that the initial report lacks information, is unsupported based on new information or falls outside the purview of the Southern Union policies applying to campus activities, organizations, and students, or find the student guilty and apply the appropriate sanction(s), or refer the case directly to the College Disciplinary Committee. After being notified in writing of the decision, the student(s) may either consent to the decision and imposed sanctions or appeal to the Disciplinary Committee.

Diversion Program

The Southern Union State Community College Diversion Program offers a restorative alternative to formal disciplinary action for first-time student offenders who accept responsibility for their conduct. Designed to promote accountability, learning, and reintegration, the program allows eligible students to complete targeted educational and community-based requirements in exchange for amnesty from suspension or formal sanctions. Diversion is not available in cases involving physical harm to another person, and in matters with identifiable victims, participation is contingent upon the victim's consent. The program is offered strictly on a case-by-case basis, and participation is at the sole discretion of designated SUSCC officials. This initiative underscores the College's commitment to second chances while maintaining community safety and integrity.

Discipline Diversion Contract

Procedure for Appeal

A student accused of non-academic misconduct may appeal the decision of the Associate Dean of Student Affairs to the Disciplinary Committee by following the procedure explained below.

The accused must appeal the decision, in writing, to the Associate Dean of Students Affairs, who will forward the appeal to the Disciplinary Committee. The appeal must be submit- ted within 48 business hours following written receipt of the decision of the Associate Dean of Student Affairs. The accused must demonstrate to the Committee that (a) certain relevant evidence was not reviewed; (b) new evidence is available; or (c) the penalty was too harsh in relation to the infraction. During the appeals process, the student has the right to maintain all student rights and privileges, including but not limited to, their housing assignment, meal plan and class schedule. The Associate Dean of Student Affairs will then have 48 business hours to refer the case to the Disciplinary Committee. The Committee will conduct a hearing under the guidelines specified in "Hearing Procedures," and will submit its decision in writing to the Associate Dean of Student Affairs.

Disciplinary Actions Defined

Any disciplinary actions taken are designed to protect and preserve the educational environment of the College. If the environment is threatened by student behavior, it may be necessary to impose sanctions. A student may be accountable to both civil authorities and to the College for action which violates both the law and the Student Code of Con- duct and may have to face both criminal charges and disciplinary charges.

The following disciplinary actions will be administered according to the severity of the infraction as determined by the Associate Dean of Student Affairs, and/or the Disciplinary Committee:

DISCIPLINARY REPRIMAND

This may be an oral or written warning. It notifies a student that any further violation of college regulations may subject the student to more severe disciplinary actions.

DISCIPLINARY PROBATION

This is designed to encourage and require a student to cease and desist from violating college regulations. Students on probation are notified in writing and are warned that any further misbehavior on their part will lead to a more severe action.

DISCIPLINARY SUSPENSION

This excludes a student from the college for a designated period of time. While on suspension, a student will not be allowed to take any courses at the college. At the end of the designated period of time, the student must make formal reapplication for admission. Disciplinary suspension shall not result in a notation on the student's permanent record. A notice that a student is currently on suspension and ineligible to return to Southern Union until a certain date shall be attached to the student's file. When the student is eligible to return, the notice shall be removed.

CLASS SUSPENSION

A student may be suspended from attending class for improper behavior. Class suspensions are for the remainder of the semester, and the student will be assigned a letter grade of "F".

LIBRARY SUSPENSION

A student may be suspended from using the library for improper or disruptive behavior in the library. Suspension will be for a period of time not to exceed the remainder of the semester.

CAFETERIA SUSPENSION

A student may be suspended from using the cafeteria for improper or disruptive behavior in the cafeteria. Suspension will be for a period of time usually not to exceed the remainder of the semester.

RESIDENCE HALL SUSPENSION

A student may be suspended from the residence hall for infraction of Residence Hall rules and regulations. Suspension will be for a designated period of time.

DISCIPLINARY EXPULSION

This is the strongest disciplinary restriction. This category of severe penalty generally indicates the recipient may not return to the College. Disciplinary expulsion normally would be the least-used disciplinary action and would be applied only to students who were guilty of chronic misbehavior or a major breach of conduct. Disciplinary expulsion shall not result in a notation on a student's permanent record.

RESTITUTION

Payment will be assessed in the amount necessary to repair damage caused by student behavior.

FEES

Payment will be assessed in the amount of $25 for violation of the college's smoke-free and/or tobacco-free policy.

Expressive Activities by the Campus Community

Expressive Activities by the Campus Community, effective December 9, 2020, Southern Union State Community College's implementing policy on Expressive Activities by the Campus Community is as follows:

Findings/Policy Statements

In accordance with Act 2019-396 of the Alabama Legislature and the ACCS Board of Trustees' Policy 224.01, Southern Union finds the following:

1. A primary function of Southern Union State Community College is the discovery, improvement, transmission, and dissemination of knowledge by means of research, teaching, discussion, and debate, and that to fulfill that function, Southern Union State Community College will strive to ensure the fullest degree possible of intellectual freedom and free expression.
2. It is not the proper role of Southern Union State Community College to shield individuals from speech protected by the First Amendment to the United States Constitution and Article I, Section 4 of the Constitution of Alabama of 1901, including without limitation, ideas and opinions they find unwelcome, disagree able, or offensive.
3. Students, administrators, faculty, and staff are free to take positions on public controversies and to engage in protected expressive activity in outdoor areas of the campus, and to spontaneously and contemporaneously assemble, speak, and distribute literature.
4. Southern Union State Community College supports free association and will not deny a student organization any benefit or privilege available to any other organization based on the expression of the organization, including any requirement of the organization that the leaders or members of the organization affirm and adhere to an organization's sincerely held beliefs or statement of principles, comply with the organization's standard of conduct, or further the organization's mission or purpose, as defined by the student organization.
5. Southern Union State Community College will strive to remain neutral, as an institution, on the public policy controversies of the day, except for administrative decisions that are essential to the day-to-day functioning of the institution, and Southern Union State Community College will not require students, faculty, or staff to publicly express a given view of a public controversy.
6. Southern Union State Community College prohibits all forms of harassment as defined in Act 2019-396, which includes expression so severe, pervasive, and objectively offensive that it effectively denies access to an educational opportunity or benefit provided by the College.

Speech and Experssion in Outdoor Areas

1. For purposes of this policy, the "Campus Community" includes Southern Union State Community College's students, administrators, faculty, and staff as well as the invited guests of the College and the College's recognized student organizations (including organizations seeking recognition), administrators, faculty and staff.
2. Members of the Campus Community shall be permitted to engage in expressive activities in outdoor areas of Southern Union State Community College's campus which enjoy general access during regular hours of College operation, subject to the limitations described below. Expressive activities are defined as those activities protected under the First Amendment to the United States Constitution and Article 1, Section 4 of the Alabama Constitution of 1901, including any lawful verbal, written or electronic communication of ideas; lawful forms of peaceful assembly, protests, and speeches; distributing literature; carrying signs; and circulating petitions.
3. Outdoor areas where expressive activities are not allowed include:
    1. Areas within 25 feet of classrooms or residential area;
    2. Athletic facilities;
    3. Outdoor classrooms;
    4. Areas where access is restricted due to operational or safety protocols, such as energy or maintenance control areas.
4. Except for item seven (7) below, this policy does not apply to expressive activities that take place in indoor areas of Southern Union State Community College property including, but not limited to, classrooms or classroom buildings or offices; auditoriums; performing arts venues; events centers; and recreational facilities. Expressive activities in these areas are governed by Southern Union State Community College policies, subject to the requirement that Southern Union State Community College must be open to any speaker whom Southern Union State Community College's student organizations or faculty have invited. These areas may be used for official events sponsored by the College or for non-college use under ACCS Board of Trustees Policies 500.01 and 507.01.
5. Members of the Campus Community who engage in expressive activities in permitted outdoor areas may

do so freely, spontaneously, and contemporaneously as long as the conduct is lawful, in accordance with laws applicable to conduct and activities on Southern Union State Community College property, and does not materially and substantially disrupt the functioning of the College or infringe upon the rights of others to engage in expressive activities. To reserve outdoor spaces, individuals should contact the Office of the President.

6. Conduct that may materially and substantially disrupt the functioning of Southern Union State Community College or infringe upon the rights of others to engage in expressive activities may include:

    1. Obstruction of vehicular, bicycle, pedestrian, or other traffic;

    2. Obstruction of entrances or exits to buildings or driveways or impeding entry or exit from any building or parking lot or vehicular path;

    3. Violations of a state, federal or local law, regulation, or ordinance;

    4. Threats to passersby or the use of fighting words, which are words that by their mere utterance inflict violence or would tend to incite a reason able person to violence or other breach of the peace;

    5. Following, badgering, or forcibly detaining individuals;

    6. Interference with scheduled College classes, ceremonies or events, including memorials, dedications or classroom activities, whether indoors or outdoors;

    7. Damage to property, including buildings, benches, sidewalks, fixtures, grass, shrubs, trees, flowers, or other landscaping;

    8. Use of sound amplification, including bullhorns, except within reason able limits that will not disrupt normal College operations;

    9. Violation to any of Southern Union State Community College's Code of Conduct rules.

    10. Use of placards, banners, or signs that are dangerous or cause obstruction as described in subsections 1 and 2 above;

    11. Engaging in expressive activities in prohibited or restricted areas as defined in Sections II.B. and II.C. above;

    12. Any other interference with normal College operations beyond a minor, brief, or fleeting nonviolent disruption that is isolated or brief in duration; or

    13. Any other conduct or activity not protected by the First Amendment to the United States Constitution and Article I, Section 4 of the Alabama Constitution, or other state law.

7. Nothing herein shall be construed to limit the application of laws related to disruptions, disturbances, or interference with the College and the function of educational institutions.

8. Southern Union State Community College will provide police officers and security officers as well as other security measures to ensure the safety of all participants, the Campus Community, and the public. Nothing in this policy shall prohibit the College from charging a fee for security for events, provided that such fees may not be calculated or otherwise based on the content of the protected expressive activity or the anticipated reaction to the protected expressive activity.

    If the organizer of the event or the College determines that security is needed for an event, beyond what security is typically provided by the College during regular hours of operation, the organizers of the event will be charged a fee based on the number of expected attendees. The fee schedule for security will be provided by the Office of the President upon request.

    The President may waive this security fee, but may not base the decision on the basis of the content of the expressive activity or the anticipated reaction to the protected expressive activity, except in emergency situations in which there is a clear and present danger to the campus community or to the public.

    Southern Union State Community College may also charge a fee for the use of campus facilities, such as for the use of IT resources or cleanup costs. These fees will not be based on the content of the expressive activity. Information regarding fees can be obtained from the Office of the President.

9. To promote a safe and effective event, individuals or groups from the Campus Community planning to engage in expressive activity that they anticipate will require the assistance of security are expected to provide sufficient notice to the Southern Union State Community College Chief of Police at least one week,

but no less than 48 hours in advance of the event. Such arrangements enable Southern Union State Community College to ensure the event takes place in a safe and constructive manner.

10. Individuals and groups who engage in expressive activity in outdoor areas on Southern Union State Community College property are subject to Southern Union State Community College policies relating to the use and operation of campus facilities, including without limitation policies relating to firearms and weapons, alcohol, smoking, and trespass. Southern Union State Community College prohibits the possession or use of clubs, bats, weapons, open flames, or other dangerous materials on campus property during these events.

11. Southern Union State Community College shall not permit members of the Campus Community to engage in conduct that materially and substantially disrupts protected expressive activity or infringes on the right to engage in expressive activity. Any act of reprisal, interference, coercion, or restraint, by a student or employee, of protected expressive activity, violates this policy and will result in appropriate disciplinary action. Disciplinary sanctions for members of the Campus Community under the jurisdiction of Southern Union State Community College who violate this subsection shall be handled through established disciplinary procedures for students and staff.

12. Nothing in this policy shall be construed to prevent Southern Union State Community College from regulating and restricting expressive activity that is not protected by the United States Constitution, the Constitution of Alabama of 1901, or state law, including, but not limited to, any of the following:

    1. Violations of state or federal law, including, but not limited to, actions that damage institutional property.

    2. Expressions that a court has deemed unprotected defamation.

    3. Harassment.

    4. True threats, which are defined as statements meant by the speaker to communicate a serious expression of an intent to commit an act of unlawful violence to a particular individual or group of individuals.

    5. An unjustifiable invasion of privacy or confidentiality not involving a matter of public concern.

    6. An action that unlawfully disrupts the function or security of the institution.

    7. Any constitutional time, place, and manner restrictions for outdoor areas of campus when they are narrowly tailored to serve a significant institutional interest and when the restrictions employ clear, published, content-neutral, and viewpoint-neutral criteria, and provide for ample alternative means of expression.

13. Complaints or questions regarding the application of this policy should follow the complaint policies and procedures of the College.

Commercial Activity on Campus

Individuals, organizations and groups, both internal and external to Southern Union State Community College, may not conduct commercial transactions or engage in commercial speech on Southern Union State Community College property unless authorized pursuant to ACCS Board of Trustees Policy 515.01 and approved by the President in advance. No on-campus individual or organization may distribute literature, advertise, solicit customers, recruit volunteers, employees or members, seek donations, or make sales on campus without sponsorship by a registered student organization and approval by the President or Dean of Student Affairs.

Commercial speech means speech in which the speaker is engaged in commerce, the intended audience is commercial or actual or potential consumers, and the content of the message is commercial. Fundraising, including political fundraising, is considered solicitation and therefore deemed commercial speech under this policy.

Policy Distribution

This policy will be included in new student, new faculty, and new staff orientation programs. Southern Union State Community College shall disseminate this policy to all members of the Campus Community and make this policy available in handbooks and our website.

Relationship to Other Policies

This policy shall supersede and nullify any previous Southern Union State Community College policies that could regulate speech on Southern Union State Community College campus. However, this policy is not intended to supersede, nullify, or amend any Southern Union State

Community College policy that regulates the reservations and use of interior spaces on campus, or that charge incidental fees for the use of such spaces.

Annual Report

Southern Union State Community College will submit an annual report to the Chancellor and Board of Trustees by August 15 for the prior 12-month period ending July 31 that includes the following:

1. The date and description of each violation of this policy.
2. A description of the administrative handling and discipline relating to each violation.
3. A description of substantial difficulties, controversies, or successes in maintaining a posture of administrative and institutional neutrality.
4. Any additional assessments, criticism, commendations, or recommendations Southern Union State Community College sees fit to include.

Grievance Procedure

SOUTHERN UNION STATE COMMUNITY COLLEGE complies with non-discriminatory regulations under Title VI, Title VII, and Title IX of the Civil Rights Act of 1964; Title IX Educational Amendment of 1972; Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act of 1990. Inquiries concerning Title VI, VII and IX should be directed to the Associate Dean of Student Affairs at ext. 5555. Inquiries concerning Section 504 and ADA should be directed to the ADA Coordinator at ext. 5354 (Opelika), ext. 5204 (Valley) and ext. 5403 (Wadley). The grievance procedure is located the Catalog Home section under Policy Statements, Complaint Resolution. Grievance Procedure Forms are available by contacting the College Grievance Officer below:

Ms. Marty Kirby
Grievance Officer
P.O. Box 1000
Wadley, AL 36276
(256) 395-2211 ext. 5112

Freedom of Access to Higher Education

Within the limits of its facilities on all campuses, Southern Union is open to all persons without regard to sex, race, creed, disability, or national origin. It is the responsibility of the College to publish its educational objectives and to make available the criteria it shall use in evaluating student success in all programs. It is the responsibility of the student to avail himself to a knowledge of these objectives and criteria as published and set forth by Southern Union State Community College. Provided they are used in a manner appropriate to the academic community and in compliance with college standard policies, the facilities and services of the College will be open to all of its enrolled students.

Freedom of Expression

The instructor in the classroom and in conference will encourage free discussion, inquiry, and expression where relevant and appropriate to the educational objectives of the course. Students' grades will not be influenced by opinions expressed in the classroom or outside the classroom.

In the classroom, students are invited to express views on matters pertaining to the subject matter. With the freedom of attending class comes the responsibility of being well informed of required class material content. Students have the right to question, through orderly procedures, regarding academic evaluation. Students' grades will be based solely on academic achievement, unless otherwise specified in writing by the professor during the first class meeting.

Hazing Policy

PURPOSE

Southern Union State Community College (SUSCC) is committed to providing an environment for students, employees, and campus visitors that is free from all forms of hazing. Hazing violates both SUSCC policy, federal and state law, and may lead to removal from school or termination of employment as well as personal liability—civil and criminal.

POLICY

SUSCC is committed to maintaining a supportive, educational environment that seeks to enhance the well-being of all members of its community. This commitment reflects the institution's adherence to its mission, to its various policies supporting its mission, and to relevant state and federal laws. Consistent with that commitment, the College has implemented the following policy on hazing.

PROHIBITION ON HAZING

Simply defined, hazing includes any act that threatens or inflicts physical, emotional, or psychological pressure or injury on an individual or that purposely demeans, degrades, or disgraces an individual. The College does not condone hazing, regardless of its form. Indeed, hazing is

prohibited by the College's Code of Student Conduct and considered a crime in the State of Alabama under Alabama Code § 16-1-23. No individual shall directly engage in hazing or indirectly encourage, aid, or assist any other person in hazing. All students and other College representatives, including employees, should immediately report known or suspected hazing violations as directed herein.

An individual commits hazing by intentionally, knowingly, or recklessly causing, coercing, or forcing another individual to engage in or endure any of the following for the purpose of pre-initiation or pre-pledging activities, pledging, initiating, holding office, admitting or affiliating into or with an organization, or for the purpose of continuing, reinstating, or enhancing an individual's membership or status in an organization:

1. Conduct or conditions that violate College policy or local, state, or federal law.
2. Physical brutality or any other conduct or conditions that pose a substantial risk of physical injury or death, including, but not limited to, whipping, striking, punching, beating, paddling, electric shock, placing harmful substances on the body, excessive exercise or calisthenics, branding, or exposure to the elements.
3. The consumption of any food, alcohol, drug, non-alcoholic liquid, or other substance that could adversely affect the physical health or safety of the individual.
4. Sexual misconduct, harassment, assault, humiliation, or brutality, such as forced nudity or an act of sexual penetration, or both.
5. An unreasonable act of forced servitude, restraint, including confinement, or sleep deprivation.
6. Any activity that would subject the individual to extreme mental stress, such as forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the individual.

For the purposes of this Policy, "organization" means any formal or informal fraternity, sorority, association, corporation, order, society, corps, student organization (registered or not), cooperative, club, service group, social group, band, spirit group, athletic, welding, or machinist team, or similar group whose members are primarily students at, or former students of, the College.

This Policy does not apply to reasonable and customary athletic, law enforcement, or military training, testing, competitions, or events, or to other similar events sanctioned by the College.

REPORTING HAZING

All members of the campus community have a duty to promptly report good faith concerns about potential hazing impacting another member of the campus community. Specifically, if any such individual holds firsthand knowledge about hazing, whether that hazing has already occurred or is set to occur in the future, they have a duty to make a reasonable effort to immediately report the hazing-related information as noted herein.

To report hazing that does not involve an emergency situation, please provide specific information about the hazing incident to any of the following:

Name & Title	Location	Contact Info
Derika Hodge Dean of Student Affairs	Location: Opelika Campus Building: Administration Building	(334) 745-6437 Ext. 5555 dhodge@suscc.edu
Nick Jones Associate Dean of Student Affairs	Location: Opelika Campus Building: Higginbotham Academic Center	(334) 745-6437 Ext, 5351 nrjones@suscc.edu

- The College's Office of Student Conduct—please complete this online Student Conduct Reporting Form to report a hazing incident. Reports using this Office of Student Conduct online form may be done anonymously; write "anonymous" in the required name fields, and students can create a generic email address here.

An individual with a duty to report a specific hazing incident or concern may be immune from College sanctions that might otherwise be imposed as a result of the reported hazing incident if the individual:

1. Immediately provides a full report of all known information upon learning that hazing will occur or has occurred;
2. Makes a reasonable effort to stop the hazing if it is planned or in progress, which, among other things, may include immediately reporting the situation;
3. Participates in good faith with:
   a. Any College or law enforcement agency investigation regarding the incident, and
   b. Any judicial proceeding resulting from a report of hazing; and
4. If the reporting individual is present at the scene of the hazing and the individual who is a victim requires medical attention:
   a. The reporting individual immediately takes steps to get the victim assistance from appropriate medical personnel; and
   b. The reporting individual remained with and assisted in good faith the individual requiring assistance until such medical personnel arrived.

If the situation is an **emergency** and you or someone else needs immediate assistance, please contact SUSCC Campus Police:

Name & Title	Location	Contact Info
James Burroughs Campus Police Officer	Location: Wadley Campus Building: Dormitory	(256) 395-2211 Ext. 5147 cburroughs@suscc.edu
Randy Burroughs Assistant Chief of Campus Police	Location: Opelika Campus Building: Administration Room: 126	(334) 745-6437 Ext. 5523 jburroughs@suscc.edu
Jimmy Holmes Director of Public Safety/ Chief of Campus Police	Location: Wadley Campus Building: Administration	(256) 395-2211 Ext. 5823 jholmes@suscc.edu
Kent Kirby Campus Police Officer	Location: Wadley Campus Building: Science & Technology Center	(256) 395-2211 Ext. 5147 kkirby@suscc.edu
Timothy Milam Campus Police Officer	Location: Wadley Campus Building: Dormitory	(334) 745-6437 tmilam@suscc.edu

PENALTIES/SANCTIONS

Individuals who are victims of hazing and who truthfully report violations of this Policy will not be subject to penalties or sanctions for violations of this Policy.

The penalties and sanctions for individuals who are found to violate this Policy may include the following:

1. In addition to any significant criminal charges or civil liability that may occur, an individual will be subject to immediate termination from employment or suspension/expulsion if:
   a. They are found to have engaged in or contributed to hazing which results in serious physical injury, defined as physical injury that creates a substantial risk of death, or that causes serious or protracted disfigurement, protracted impairment of health, or protracted loss or impairment of the function of any bodily organ or extremity.
   b. They are found to have engaged in or contributed to hazing which results in someone's death; or
   c. They are found to have engaged in or contributed to hazing that involves forced alcohol and/or drug consumption.
2. An individual who engages in any other form of hazing will be subject to penalties and sanctions up to and including termination from employment or suspension/expulsion.
3. An individual who has a duty to report potential hazing incidents as outlined herein but fails to make reasonable efforts to immediately report that knowledge may be subject to penalties and sanctions up to and including termination from employment or suspension/expulsion.
4. An individual who attempts to or does dissuade or prevent an individual from reporting potential or actual hazing or takes an adverse action against an individual in retaliation for a good faith report of hazing will be subject to penalties and sanctions up to and including termination from employment or suspension/expulsion.

This is not an exhaustive list of potential sanctions/ penalties for violating this policy. Each situation will be assessed on a case-by-case basis.

An organization that is found to have violated this Policy may also be subject to sanctions/penalties, including, but not limited to, removal from campus, suspension of operations, social event restrictions, or block seating revocation.

A third-party who is found responsible for hazing may be removed from campus and barred from returning.

An individual may not avoid hazing charges or sanctions by arguing that the hazing victim consented, whether express or implied, to the conduct. In short, a person cannot consent to being hazed.

If an individual or organization is found responsible for violating this Policy and a criminal or civil proceeding relating to the conduct arrives at an alternative conclusion, the College finding will not be subject to change.

Making an intentionally false accusation of hazing is prohibited. Any member of the campus community who is found to have engaged in this conduct will be subject to penalties and sanctions up to and including termination from employment or suspension/expulsion.

PROHIBITION ON RETALIATION

It is a violation of this Policy for a member of the campus community to retaliate against another individual who has made a good faith report of hazing.

ADDITIONAL INFORMATION

PRIMARY PREVENTION STRATEGIES.

- Skill building for bystander intervention
- Information on Ethical leadership
- Promotion of building group cohesion without hazing.

- Offer in-person or virtual annual training to faculty, staff, students, parents, and college community on hazing.

For more information on hazing prevention and reporting, including a partial listing of specific examples of hazing, please visit StopHazing.org website (https://stophazing.org/resources/toolkits-guides/)

HAZING INVESTIGATION PROCESS

SUSCC implements a clear, structured process for investigating hazing reports. When an allegation is received, SUSCC Police will promptly initiate an investigation conducted by trained personnel who document all evidence and interview relevant parties, including alleged victims, witnesses, and accused individuals. The investigation must be thorough, impartial, and conducted in a manner that protects the confidentiality of those involved while ensuring due process. SUSCC Police are required to maintain detailed records of all investigations, complete them within reasonable timeframes, and communicate findings to appropriate stakeholders. SUSCC Police will take immediate interim measures to ensure student safety during investigations and implement appropriate disciplinary actions through Dean of Students when violations are confirmed, while also reporting aggregate data on hazing incidents to improve transparency and accountability.

SCOPE

This policy applies to all members of the campus community, which includes faculty and staff, contractors, residents, students, advisors, visitors, alumni, and guests.

Hearing Procedure

Attendance at Hearing

1. Disciplinary Committee hearings shall be private and confidential and will be limited to persons officially involved. Persons present will include, but not be limited to, Disciplinary Committee members, the Associate Dean of Student Affairs, the Chief of Police or designee, the student requesting the hearing and his/her advisor, a recorder, and witnesses for both parties. Witnesses will be present only when giving testimony.
2. The student has the right to have one advisor present during the hearing. The advisor may not address the committee or give evidence on behalf of the student. In answering or asking questions, the student may seek advice from the advisor before proceeding.
3. Minutes of the proceedings will be recorded. Minutes will be filed in the office of the Associate Dean of Student Affairs and will be kept confidential.

Order of Hearing

1. Opening remark by Chairman of Disciplinary Committee.
2. Review of charges and action taken in the case by the Associate Dean of Student Affairs.
3. Opening statement by the student requesting the hearing.
4. Testimony and questioning of witnesses.
   Witnesses for the College will present testimony first. Both parties to the action and the members of the Disciplinary Committee have the right to question witnesses. Following the testimony of all College witnesses, the student may call his/her witnesses.
5. Closing statement by the student.
6. Closing statement by the Associate Dean of Student Affairs or designee.
7. Deliberations.
   The Disciplinary Committee will conduct its deliberations in a closed and confidential session and will refer action to be taken to the Associate Dean of Student Affairs.
8. Any further consideration of the case must be through the President whose decision is final. Appeals must be in writing and submitted to the President within 48 business hours of the student's receipt of the Disciplinary Committee's decision. The appeal must identify or state the reason that the student believes the decision of the committee should be overturned.

Time Limit on Hearings

The Disciplinary Committee will make a determination on the total time allotted for the hearing and may limit the time for all aspects of the hearing.

Non-Discrimination Policy

It is the official policy of the Alabama Community College System and Southern Union State Community College that no person in Alabama shall, on grounds of race, color, disability, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.

Parking and Driving Regulations

Any student who drives a car or other motorized vehicle on any campus, day or night, must have liability insurance and must secure and display a parking decal. If more than one vehicle is driven on campus regularly, each vehicle should have its own decal. Parking permits are $20.00 and can be purchased online through the college website. Vehicles must first be registered through the website before a parking permit can be issued. Payment can be made in the Business Office or on the website after registration. Permits will be mailed after the payment and registration process is complete. **All student parking permits expire at the end of Summer term each year**.

Parking permits must be displayed so the permit number can be clearly seen. By displaying the decal, the student agrees to abide by the following parking regulations:

1. The speed limit is not to exceed 10 mph on any campus.
2. The registered driver is responsible for his automobile regardless of who is driving.
3. Visitor's Parking Permits are issued to non-student campus guests. Students experiencing car trouble or other extenuating circumstances that necessitate bringing an unregistered vehicle on campus may also qualify for a Visitor's Parking Permit.
4. A Visitor's Parking Permit should be obtained immediately upon arriving on campus. Permits are available on campus from the Campus Police Office in Wadley and Ope lika and from the Administrative Office in Valley.
5. Vehicles may not be parked in a "no parking" zone.
    1. Vehicles parked improperly with or without a parking decal showing will be ticketed and a $25.00 fine will be assessed. Students' owing fines will have all college records placed on hold until fines are paid.
    2. **Vehicles parked improperly can be towed from campus at the owner's expense.**
    3. If your car has been towed or booted, contact campus police for retrieval information.
6. All users of handicapped parking spaces must validate their parking permit. Information on the validation process is available from Campus Police.
7. No parking on curbs.
8. All traffic signs must be obeyed.
9. Vehicles left on campus overnight must be registered with the Campus Police.
10. No driving and/or parking on the grass, sidewalks or curbs.
11. Double parking is prohibited.
12. Blocking driveways, entrances, and exits to parking areas or buildings is prohibited.
13. Drivers must yield to pedestrians in designated crosswalks.
14. Vehicles must be parked in designated parking spaces.
15. Residential students (students living in the residence hall/dorm on the Wadley campus) must obtain a dorm decal to be attached to their SU hangtag. The decal should be placed in the center of the college seal.
16. No reckless driving.
17. All drivers must obey all "Rules of the Road" as described in Alabama 32, Traffic and Motor vehicle laws.

Student Code of Conduct

A student is subject to disciplinary action by the College, up to and including dismissal, for misconduct occurring on any property owned or controlled by the College, or off campus at any function which is authorized, sponsored or conducted by the College, or in parking lots adjacent to areas or buildings where College functions are being conducted.

Such misconduct shall include but is not limited to the commission of or the attempt to commit any of the following offenses.

The following (1-33) are prohibited and apply to all College property including residence halls and off-campus activities. Students found to be in violation of an offense will face disciplinary action in the form of reprimand, probation, suspension or expulsion, depending on the severity of the offense. The second violation of any rule (1-33) will result in suspension (either disciplinary, class, library, cafeteria or residence hall) or expulsion from the College and/or the residence hall. If, in the opinion of the Associate Dean of Student Affairs, the violation of rules 1-33 is sufficiently serious, suspension or expulsion from the College and/or residence hall is possible on the first offense.

1. Gambling in any form.
2. Pets on campus. Only registered service animals are allowed.
3. Open element electrical appliances and microwave ovens.
4. Solicitation and sales without permission.
5. Failure to attend mandatory student meetings.
6. Excessive noise determined to be disturbing to other residents or college officials.
7. Dartboards, darts, or any type of throwing knives.

8. Any violation of the college smoke-free and tobacco-free policy. (See Smoke-Free and Tobacco-Free policy).
9. Use of profane language or verbal abuse toward any College employee.
10. Violation of residence hall visitation rules as published in the College Catalog.
11. Candles, incense, or other flame-emitting articles in the residence hall.
12. Splicing into or otherwise "tampering" with existing electrical wiring in the residence hall.
13. Misuse of residence hall keys or outside entrance keys by loaning personal keys to another person.
14. The display of alcohol or drug-related materials including pictures, posters, or empty labeled containers.
15. Lewd, indecent, pornographic, obscene behavior or expression. (This offense includes the use of verbal or symbolic expressions, which could be interpreted as insulting to one's race, gender, religion, national origin or disability.)
16. Unauthorized possession of College, state, or federal property or supplies.
17. Disruptive or disorderly conduct which interferes with the rights and opportunities of those who attend the College to utilize and enjoy educational facilities or activities.
18. Hoverboards on campus.
19. Use of athletic or sports equipment (i.e. balls, bats, weight lifting apparatus) inside college buildings without permission from a college official.
20. Littering or disposing of rubbish or unwanted debris in areas other than trash receptacles.
21. Threatened physical abuse of any person, including hazing, harassment, bullying, stalking, or any other act, which endangers the health or safety of any such person. (See ACCS Board of Trustees Policy 601.04.)
22. Unauthorized entry to or use of any College facility including Residence Hall.

The following rules (23-33) merit automatic disciplinary suspension or expulsion from the College and/or the residence hall.

23. Intentional misuse of any College fire alarm or fire-fighting equipment, or smoke detection devices.
24. Possession or use of alcoholic beverages in the residence hall, all other areas of the campus, or at any off-campus function sponsored by the College.
25. Failure to promptly comply with directions of College officials or law enforcement officers acting in the performance of their duties as such officials and officers to include displaying student ID.
26. Theft or intentional damage to property of the College or to the property of any members or visitors of the College community. Theft includes unauthorized use of cable service.
27. Actual physical abuse of any person, including hazing, harassment, bullying, stalking or any other act, which endangers the health or safety of any such person. (See ACCS Board of Trustees Policy 601.04.)
28. Use, possession, sale or distribution of drug and/or drug paraphernalia as outlined by the statutes of the State of Alabama, except as expressly prescribed by a physician. **In an effort to ensure a drug-free campus, the College reserves the right to use trained dogs to search for contraband substances.**
29. Use, possession, sale or distribution of weapons or firearms (including pellet guns and air rifles), fireworks, and incendiary or any type of explosive device or material.
30. Disorderly or disruptive conduct, including rioting, inciting a riot, assembling to riot, raiding, inciting a raid and assembling to raid College properties. This includes unauthorized interference with the use of or access to College facilities.
31. Violation on campus of any federal, state, or local laws.
32. All forms of dishonesty including cheating, plagiarism, the use of content generated by artificial intelligence, and furnishing false information to the College.
33. Forgery, alteration or misuse of College documents, records or identification.

The Associate Dean of Student Affairs reserves the right to deviate from the above mentioned sanctions, or impose additional or supplemental sanctions as deemed appropriate on a case by case basis.

Students' Rights

The following statement is made in view of the fact that the College recognizes and desires to make provisions for the broadest possible participation of the college community in conducting the affairs of the college. The statement is also intended to provide a means for hearing the student's voice in all affairs of the College, ranging from conditions to policy, but also to encourage students to exercise their freedom with responsibility.

Statement on Student Rights and Responsibilities

Southern Union State Community College is a part of the Alabama Community College System and adheres to the standards set forth for the system. This statement of rights and responsibilities is designed to clarify those rights

which the student may expect to enjoy as a member of the student body of a community college and the obligations which admission to the College places upon the student.

The submission of an application for admission to Southern Union represents a voluntary decision on the part of the prospective student to participate in the programs offered by the institution pursuant to the policies, rules, and regulations of the college and rules and regulations of the ACCS Board of Trustees as administered by the Alabama Community College System. College approval of the application, in turn, represents the extension of a privilege to join the college community and to remain a part of it so long as the student meets the required academic and behavioral standards of the college system.

Each individual student is guaranteed the privilege of exercising his/her rights without fear of prejudice. Such rights include the following:

1. Students are free to pursue their educational goals; appropriate opportunities for learning, in the classroom and on the campus shall be provided by the College for curricula offered by the College.

2. No disciplinary sanctions may be imposed upon any student without the recourse of due process, except as explained in the following sections.

3. Free inquiry, expressions, and assembly are guaranteed to all students provided their actions do not interfere with rights of others or the effective operation of the institution.

4. Academic evaluation of student performance shall be neither arbitrary nor capricious.

The College recognizes the right of students to be provided with a means to have input into the affairs and conditions of their college lives. While the attention of the College is given to student grievances of all kinds, it should be emphasized that all students are expected to voice their grievances and make their suggestions through the following channels that are provided.

1. College Administration, Faculty, and Staff: Student Services offices are open to hear all student problems and suggestions. College administrators, deans and faculty members will hear student problems and assist or refer them to the appropriate persons and/or committee. The Residence Hall Associates and residence assistants are available for residence hall problems.

2. College Committees: The college appoints committees whose responsibility is to establish policy. Students are represented on appropriate committees. Students may obtain a list of these committees from the Associate Dean of Student Affairs, the Instructional Deans, Dean of Student Affairs, the College President, or the Student Government Association (SGA). All suggestions or complaints should be submitted, in writing, to the appropriate committee. The committee will review and make recommendations to the Dean. The Dean will follow-up with all responsible parties.

3. Student Government Association: Meeting days and hours of the SGA are posted at the beginning of each semester, and all meetings are open. Any student desiring to bring a concern to the attention of the SGA may present337 his/her ideas in writing during the regular business session. The SGA serves as the official governing body and representation for all students.

General Student Complaints/Concerns

Students are provided various opportunities to articulate opinions and to provide contributions into the evaluative and decision-making process of Southern Union State Community College. These avenues include the classroom/instructor evaluations, administrative and services evaluations through the institutional effectiveness process; and the Student Government Association and other student organizations. The Office of the Associate Dean of Student Affairs serves as an initial point of contact for information and assistance. If a student wishes to disclose or submit a complaint or express a concern, he or she may contact the Associate Dean of Student Affairs to receive specific procedures and assistance aimed at resolving the complaint or concern through the proper channels.

Academic, administrative, compliance, and student issues are examined through established channels of communication. Based upon the nature of the complaint or comment, the student should select and follow the appropriate channel of communication as listed below:

Academic Issues

1. Instructor

2. Department Chairperson

3. Dean of Instruction

Student Issues

1. Chief of Police

2. Associate Dean of Student Affairs

3. President

Administrative Issues

1. Administrative Supervisor
2. Dean of Instruction/ Associate Dean of Student Affairs
3. President

Compliance Issues

1. Compliance Officer
2. President
3. Chancellor, Alabama Community College System (Title IX complaints)

Student Records Policy

As Provided By
Public Law 93-380:
Protection of Rights and Privacy of Parents and Students

Southern Union State Community College maintains student records to support both the educational development of students and the effective administration of the College. To ensure the privacy and access rights of all students—including those enrolled through distance education—Southern Union adheres to the guidelines set forth by the Family Educational Rights and Privacy Act (FERPA) of 1974 and has established the following policies and procedures.

Student Records: General Information

Southern Union State Community College will not permit access to or the release of education records or personally identifiable information contained therein, other than directory information as defined within the Directory Information section, without the written consent of the student, to any party other than the following:

1. Other school officials and instructors of the College who have been determined by the College to have legitimate educational interests;
2. Officials of those schools or school systems in which the student seeks or intends to enroll, upon the condition that the student may receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record;
3. Certain authorized representatives of federal departments or agencies, or state educational authorities, for audits, evaluative studies, etc. Data collected will be protected in a way that prevents personal identification except when specifically authorized by federal law. The data will be destroyed when no longer needed for such purposes.
4. In connection with a student's application for, or receipt of, financial aid;
5. State and local officials or authorities to which such information is specifically required to be reported or disclosed under State statute adopted prior to November 19, 1974;
6. Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted;
7. Accrediting organizations in order to carry out their accrediting functions;
8. Parents of a student who is a dependent for income tax purposes;
9. Pursuant to a lawful subpoena or court order;
10. Other appropriate persons in an emergency to protect the health or safety of the student or others.

Students will have access to all such information in accordance with the procedure outlined in this statement, with the exceptions specified within the directory information section of the Student Handbook.

Challenging the Contents of the Record

Southern Union State Community College will respond to any reasonable request for an explanation or interpretation of any item in a student's file. This written request should be submitted to the Dean of Student Affairs. Students who desire to challenge any part of the file's content must submit a written request to the Dean of Student Affairs.

The Dean of Student Affairs will schedule a date and time for a hearing within forty-five (45) days of receiving the written request. The request should identify the item(s) and state the grounds for the challenge; i.e., inaccuracy, misleading nature. The Dean of Student Affairs and the

appropriate records official will review the contested item(s), obtain an explanation for the item(s), and examine any documents or hear testimony presented by the student. The Dean of Student Affairs and the records official may decide to maintain, delete or make corrections to the information. Also, the information could be found to be accurate and appropriate. In this case, the student will be permitted to place a written explanation in the file. The Dean of Student Affairs will issue a written decision within ten (10) days of the conclusion of the hearing.

Changes in Policy

Policy revisions are subject to change by any additional federal regulations or court decisions that may modify and/or negate any portion of these regulations. This statement of policy will be published in the future in appropriate college publications.

Definition of Student

For the purpose of this policy, "student" means any person who has been enrolled in and is attending or has attended any course offering of Southern Union State Community College. It does not include prospective students.

Definition of Educational Records

Student educational records are defined as those records, files, documents and other materials which contain information directly related to a student and are maintained by the college or by a person acting for the college. Student educational records may include, but not be limited to, the following:

1. Application for admission/readmission
2. Copy of letter of acceptance
3. All transcripts of grades and other information on those records
4. Placement test scores if applicable
5. Documentation of compliance with Selective Service registration if applicable
6. Other information pertinent to the student's attendance at the college

Specifically excluded from the definition of "educational records" and not open to student inspection are the following materials:

1. Records of instructional, supervisory and administrative personnel which are in the sole possession of the maker and accessible only to the maker or a designated assistant to the maker
2. Records of campus police
3. Records which are created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in a professional or paraprofessional capacity or assisting in that capacity and which are created, maintained, or used only in connection with the provision of treatment to the student and are not available to anyone other than persons providing such treatment or who could not be involved officially within the college, but such records are available to a physician or appropriate professional of the student's choice, if requested

Disclosure of Student Records to the Student

Students have the right to inspect and review, in the presence of the appropriate record official, any records, files, and data primarily and directly related to the student. In order to inspect one's file, the student should go to the appropriate records office (Admissions, Records, Director of Financial Aid, or Vice-President of Financial & Administrative Services) and present a written request. If the student cannot personally appear, a notarized request to the appropriate records office is acceptable. The request for inspection shall be granted within forty-five (45) days after the request has been received. The records official will determine if copies of the documents are required.

The right of inspection does not include:

1. Financial records of the parents of the student or any information contained therein;
2. Confidential letters and statements of recommendation that were placed in the education records before January 1, 1975. If such letters or statements are not used for purposes other than those for which they were specifically intended, or,
3. Other confidential records, access to which has been waived by the student.

Location and Responsibility of Student Records

The College has designated the following officials as being responsible for student records within their respective areas:

Dean of Student Affairs - The Dean of Student Affairs has the overall responsibility of ensuring that each student entering Southern Union State Community College has an adequate record system, maintained, up-to-date, and controlled by all provisions as set forth in this policy and governed by Public Law 93-380. The Dean of Student Affairs will be assisted by the following:

Registrar - The Registrar will ensure that all students, upon acceptance to the college, have an individual student record containing admissions criteria and documentation. The Registrar is charged with the responsibility of continuously maintaining students' files in a safe and orderly manner, updating all records and maintaining an adequate backup system for the records. The Registrar will ensure that all provisions of this policy are met concerning the release of public information, as well as the release of information to students, institutional instructors, counselors, advisors, administrators, and local, state, and national organizations and agencies. The student files are maintained in the Records Office.

Director of Financial Aid - The Director of Financial Aid has the responsibility of maintaining an adequate and up-to-date student file on students receiving any institutional, local, state, or federal financial assistance. The Director of Financial Aid will make certain that all provisions of this policy concerning individual student records are properly applied.

Vice-President of Financial & Administrative Services - The Vice-President of Financial & Administrative Services has the responsibility of enforcing all provisions in this policy pertaining to the release of financial information concerning individual students.

Providing Records to Third Parties

The general policy of Southern Union State Community College is to refuse access to student records to third parties without the written consent of the individual student. Should a student wish to have records released, the person to whom records are to be released, and a request for copies to the student, if desired. Southern Union will then transfer or grant access to the information. The established service fee for producing photocopies of the records will be assessed against the person whose record is involved.

Students' records may be available to the following persons under the conditions noted without written consent of the individual student:

1. Official representatives of federal departments or agencies or state education authorities for purposes of audits, evaluative studies, etc. Data collected will be protected to prevent personal identification except when specifically authorized by federal law. The data or copies that may be on file at Southern Union State Community College will be destroyed when no longer needed.
2. Financial aid officers when such information is relevant to financial aid needs analysis or other aspects of determining and/or renewing financial assistance to the individual student.
3. Recognized educational accrediting organizations.
4. Organizations conducting studies for administrative evaluation tests, etc.
5. Other appropriate persons in an emergency to protect the health and safety of the student or other individuals attending the institution.

A record of requests of access, the legitimate interest involved, and action taken will be placed in the student's file for all requests of the file, except those from school officials as noted in paragraph one.

Inspection of individual student records will be supervised by the appropriate records official, and the student's file shall not be removed from the designated record official's office. The student may obtain one unofficial copy of his academic record with a written request without charge. An unofficial copy is defined as a copy that does not bear the official seal of the college impressed on the record, but otherwise a true copy when released by the college records official. Records officials will not copy or otherwise reproduce copies of official student transcripts and other information obtained from transfer students as official transfer requirements.

Directory Information

The following categories of information with respect to each student have been designated by the College as directory information, which may be made available to the public, absent of a student's request. Any information besides the directory information should not be released without the student's consent:

- Student's name, address, telephone number;

- Dates of attendance;
- The most recent previous educational agencies or institutions attended by the student;
- Weight and height of a member of an athletic team;
- Major and minor fields of study, degree desired, and classification;
- Participation in officially recognized activities and sports; and/or
- Degrees and awards received (i.e., Dean's List, Who's Who, etc.).

If any student has an objection to any of the aforementioned information being released about himself/herself during any given semester or academic year, the student should notify in writing to the Registrar, during the first three weeks of the respective semester or academic year. The student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The address of the office that administers FERPA is the Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, D.C. 20202-4605.

Records Retention and Disposal

All records at Southern Union State Community College are retained and disposed of in accordance with policies established by the Alabama Department of Archives and History and the Alabama State Board of Education. A records disposal schedule is available for students' information and inspection in the Registrar's Office.

Waiver of Access

Southern Union State Community College may request that a student waive his/her right to inspect confidential recommendations regarding that student's application for admission, application for employment, or the receipt of an honor or other recognition.

If a student receives a request for waiver, the student may sign and return the waiver, may request a list of the names of persons who will be asked for recommendations before signing, or may refuse to waive the right to access.

Such a waiver shall not be a condition for admission to the institution, financial aid assistance, or any other benefits received by Southern Union State Community College students.

Emergency Procedures

Southern Union State Community College is committed to the safety and well-being of its students, faculty, and staff who can help the college safeguard the campus by taking preventive measures to ensure safety.

The following guidelines are not intended to be a comprehensive list of instructions, rather a reminder of the basic steps that should be taken to minimize the risks associated with a given hazard. Since emergencies can vary greatly, the instructions provided by Southern Union State Community College and emergency personnel at the time of the incident may change or even conflict with those listed in these procedures.

Always follow the instructions of college and emergency personnel.

General Safety Tips

General Safety Tips:

- If you smell or see smoke or fire, pull the nearest fire alarm.
- Trust your instincts. If a place or situation doesn't feel right, it probably isn't. Leave.
- Avoid shortcuts and isolated areas when walking after dark.
- Don't walk alone after dark. Early evening to late evening, travel only in groups of three or more in well-lit and heavily traveled areas.
- When traveling in your vehicle, keep windows up and doors locked.
- If approached, don't resist a robber - especially if he/she has a weapon.
- Never venture into or through dark or undesirable neighborhoods.
- Don't carry large sums of cash.
- If attacked or approached by someone suspicious, contact the police immediately by calling 911. Get a good description of the person and their direction of travel.

Emergency Procedures: ACTIVE SHOOTER

Emergency Procedures: ACTIVE SHOOTER

General Tips

- Call SUSCC Police and 911 as soon as possible and relay the following information:
- Location of the incident;
  - Type of incident
  - Subject's physical description, location, and/or direction of travel
  - Weapon information
- If you cannot speak, dial 911 and leave the line open to allow the dispatcher to hear what is going on at your location
- Trust your instincts
- If you can evacuate, do so

If You are Unable to Evacuate

- Take shelter in the nearest room, office, closet (preferably somewhere with a lockable inward opening door).
- Lock and barricade the door with anything you have available (desks, file cabinets, other furniture).
- Do not answer the door for anyone.
- Cover any windows that may be in or near the door.
- Look for alternate escape routes (windows, additional doors, etc.).
- If jumping from a window is a safe or viable option
  Break the window if necessary
  Make an improvised rope from clothing, belts, etc. if necessary
  Hang by your hands to minimize the distance you will fall
- Stay low to the ground and remain as quiet as possible remembering to silence your cell phone.
- Taking out the shooter is a serious decision ONLY YOU can make - maintain a survival mindset
- Position yourself in a location that will allow for the element of surprise if the shooter enters.
- Prepare yourself to attack the shooter should he enter by identifying improvised weapons.
- Throw items at the shooter's face to cause a distraction and disrupt his aim.
- Attack in a group creating multiple points of opposition.
- Swarm the shooter and control his extremities and head to control him; pin him to the ground.
- Continue the fight until you are certain he is no longer a threat. Once the shooter is incapacitated call 911 and advise the police.
- Move weapons away from the shooter and use a trash can or other container to control it (do not pick up the weapon).
- Raise your hands and drop to your knees, obeying any commands from responding law enforcement.
- Provide first aid to injured victims.

Emergency Procedures: BOMB THREAT

Emergency Procedures: BOMB THREAT

TELEPHONE BOMB THREAT

General Information

- Remain calm
- Do not hang up; keep the caller on the line as long as possible and listen carefully
- Obtain as much information as possible by using the bomb threat checklist

Ask Questions Such As:

- When is the bomb going to explode?
- Where is the bomb right now?
- What kind of bomb is it?
- What does it look like?
- What will cause it to explode?
- Why did you place the bomb?
- What's your name?

Take Notes About the Call, Such As:

- Identity: male/female and age
- Voice: loud, soft, high-pitched, deep, raspy, hoarse, nasal, pleasant
- Background Noise: office, factory, street, traffic, train, airplane, animals, music
- Speech: accented, deliberate, slow, lisp, slang, taped/recorded, stuttered, slurred
- Manner: calm, angry, rational, irrational, coherent, incoherent
- Time of call
- Exact words
- Phone Number: Check caller ID if available
- Any other pertinent information

Call, or have someone else call, SUSCC Police and 911

State your location and report the information you noted. If you are unable to speak to the police dispatcher, call 911 and leave the line open to allow the dispatcher to listen in on the conversation

WRITTEN BOMB THREAT

General Information

- Call SUSCC Police or 911 (depending on the situation)
- State your location and report the information in the written threat
- Stay on the phone until released by the dispatcher
- Don't touch or move the letter; it should NOT be altered or destroyed
- Preserve the scene for SUSCC Police

Emergency Procedures: EPIDEMIC/PANDEMIC

Emergency Procedures: EPIDEMIC/PANDEMIC

Definitions

Epidemic - New cases of a disease, in a given population, that exceed normal expectations.

Pandemic - Epidemic of infectious disease that is spreading through human populations across a large region (i.e. a continent or worldwide)

Minimizing Disease Transmission

- Wash hands often with soap and water; especially wash after you sneeze or cough.
- Wash hands before eating or drinking, applying make-up, inserting contact lenses.
- Wash hands after touching frequently touched surfaces (i.e. doorknobs, phones, etc.).
- Stay home; avoid crowded areas or public gatherings if possible.
- Get plenty of rest, eat a balanced diet, exercise regularly, drink fluids, and avoid the use of tobacco products.
- Cover all new and existing cuts and grazes with waterproof dressing.

Preventing the Spread of Respiratory Diseases

- Wash hands regularly with soap and warm water for at least 20 seconds.
- Sanitizing gels/foams/wipes are an adequate substitute when soap and clean water are not available.
- Cover your cough and sneeze by using the crook of your arm.
- If you use a tissue, immediately place the used tissue in a waste basket.
- Disinfect surfaces that are touched frequently (doorknobs, phones, computers, etc.)
- Wipe surfaces with a disinfectant such as diluted household bleach.

SUPPLY RECOMMENDATIONS

- Tissues
- Hand sanitizing gel/foam/wipes
- Disposable gloves
- Aspirin, acetaminophen, or other analgesics
- Disposable masks (for your protection, as well as others)

HAND WASHING

When washing hands with soap and water:

- Rub hands together to make lather and scrub all surfaces for minimum of 20 seconds
- Rinse hands well under running water
- Dry your hands using a paper towel or air dryer
- If possible, use the paper towel to turn off the faucet

When should you wash your hands?

- Before preparing or eating food
- After going to the bathroom
- After changing diapers or cleaning up a child who has gone to the bathroom
- Before and after attending to someone who is sick
- After blowing your nose, coughing, or sneezing
- After handling an animal or animal waste
- After handling garbage
- Before and after treating a cut or wound

DISINFECTING

- Diluted household bleach (1/4 cup of bleach to a gallon of clean water) may be substituted if disinfectants are not available
- Use only unscented products

Emergency Procedures: EXTREME HEAT

Emergency Procedures: EXTREME HEAT

Definitions

Heat Cramps - Muscle pains or spasms due to heavy exertion. Although heat cramps are the least severe, they are usually the first signal that the body is having trouble with heat.

Heat Exhaustion - Occurs when people exercise or work in a hot, humid place where body fluids are lost via heavy sweating. Blood flow to the skin increases, causing blood flow to decrease to vital organs, which can result in a form of mild shock. If left untreated the victim's body temperature will keep rising and he may suffer heat stroke.

Heat Stroke (Sun Stroke) - Occurs when the victim's temperature control system, which produces sweat, stops working. The body temperature can rise high enough to cause brain damage or death, if the body is not cooled quickly.

General Tips

- If possible, avoid strenuous outdoor activities.
- Stay indoors and limit sun exposure.
- If going outside, apply sunscreen uniformly to cover all areas that will be exposed fifteen minutes prior to going outside. Sunscreen should be applied every two hours.
- Drink plenty of water.
- If you are epileptic or have heart, kidney, or liver disease, consult your doctor first.
- Stay on a building's lowest floor, out of the sun, if air conditioning is not available.
- Eat well-balanced meals; avoid intaking excess salt.
- Limit your intake of alcoholic beverages.
- Dress in loose fitting, lightweight, and light colored clothes that cover as much of your body as possible.
- Protect your face and head by wearing a hat.
- NEVER leave children or pets alone in closed vehicles or extremely hot environments.
- Consider scheduling outdoor events for cooler times of the day.

Call SUSCC Police or 911 immediately if you (or a victim) are experiencing the following symptoms:

- Heavy sweating
- Paleness
- Muscle Cramps
- Tiredness
- Dizziness
- Headache
- Nausea or Vomiting
- Weakness
- Fainting

Tell the dispatcher:

- Your location
- Victim's type of injury or illness and status (conscious, breathing, or bleeding);
- Stay on the line until released by the dispatcher

Emergency Procedures: FIRE

Emergency Procedures: FIRE

General Tips

Become familiar with emergency escape routes before an accident (i.e. note locations of stairwells and emergency doors).

- Become familiar with emergency escape routes before an accident (i.e. note locations of stairwells and emergency doors).
- If the fire is small, and you are properly trained, use a fire extinguisher to control the fire.
- If you smell or see smoke or fire, pull the nearest fire alarm.
- Evacuate the building via the stairs - DO NOT use the elevators.
- Exit quickly, only take essential items.
- If possible, close the door behind you as you exit to confine the heat or smoke.
- Feel the door with the back of your hand before opening it - DO NOT open a door that is hot.

Cool Door:

- Open slowly and ensure fire or smoke is not blocking your route.
- If escape route is blocked, immediately shut the door and find an alternate escape route.
- If route is clear, leave immediately through the door and close it behind you.
- Be prepared to crawl, if necessary.

Call SUSCC Police and 911: State the location of the fire. Stay on the phone until released by the dispatcher.

Once Outside:

- Move to a clear area at least 500 feet away from the building.
- Keep the streets, fire lanes, fire hydrants, and all walkways clear.
- Return to the building only when emergency personnel allow.

Staff Members:

- Bring class or building roster with you.
- Take inventory of all personnel evacuated from the building.
- Report missing persons (and their last known locations) to emergency personnel on scene.

How to Use a Fire Extinguisher

- If the fire is small, and you are properly trained, use a fire extinguisher to control the fire.
- Always keep your back to the exit; never place the fire between you and the exit.
- Discharge the entire extinguisher on the base of the fire.

  Remember PASS
  P = Pull the pin
  A= Aim the nozzle at the base of the fire
  S = Squeeze the trigger
  S = Sweep the fire extinguisher on the base of the fire

  If you catch on fire, DO NOT RUN. STOP, DROP, and ROLL

If Caught in Smoke:

- Drop to your hands and knees crawling toward the exit
- Stay low
- Hold your breath as much as possible
- Breathe shallowly through your nose; use a shirt or towel as a filter

If Forced to Advance Through Flames:

- Hold your breath
- Move quickly
- Cover your head and hair
- Keep your head down and your eyes closed

If You Are Trapped and CANNOT Evacuate:

- Wedge wet towels or other cloth materials along the bottom of the door to keep smoke out.
- Close any doors between you and the fire.
- If you need air, break the window, but only as a last resort.
- Hang a towel or cloth material from the window. (This signals to firefighters that you are trapped.)
- If you are disabled and cannot use the stairs, get to the stairwell keeping doors closed; notify emergency personnel of your exact location (i.e. stairwell No. 1, 7th floor landing).

Emergency Procedures: FLASH FLOOD

Emergency Procedures: FLASH FLOOD

Definitions

Flash Flood Watch - Issued by the National Weather Service when conditions are favorable for flash flooding in the area

Flash Flood Warning - Issued by the National Weather Service when flash flood is in progress, imminent, or highly likely

General Tips

- Do NOT walk or drive through flooded areas.
- Avoid downed power lines.

Emergency Procedures: HAZARDOUS MATERIALS RELEASE

Emergency Procedures: HAZARDOUS MATERIALS RELEASE

EVACUATE

- Leave the area immediately and move approximately 1/2 mile away (8 to 10 blocks).
- Keep others away from the affected area.
- STAY UPSTREAM, UPHILL, and UPWIND OF THE ACCIDENT.
- Do not walk into or touch any spilled liquids, airborne mists, or condensed solid chemical deposits.
- Turn off all ignition and heat sources.
- Try not to inhale gases, fumes, or smoke. Cover mouth with a cloth.

Call SUSCC Police or 911 and tell the dispatcher:

- Location, type of substance, and amount of the leak or spill
- Any injuries

Those contaminated by the spill should avoid contact with others and remain in a safe location nearby to receive medical assistance.

Wet Chemicals

- Flush with water and soap, if possible, being sure not to rub the chemical into your skin.

Dry Chemicals

- Using gloves, brush away from skin. Remove all contaminated clothing.
- Once the chemical is removed, flush skin with cool water.

Those with information on the chemical should

- Leave the immediate area but remain in a safe, nearby location to direct emergency personnel to the affected area.
- Assist with providing information about the incident, chemical involved, applicable Material Safety Data Sheets (MSDS), and chemical's common use.
- Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles.
- If you are unable to evacuate, or if you are instructed to stay indoors, follow Shelter
- In Place instructions below.

Shelter in Place (Instructed to Stay Indoors)

- Close and lock all exterior doors and windows.
- Close vents and as many interior doors as possible.
- Turn off air conditioners and ventilation systems.
- In large buildings, if possible, set ventilation systems to 100 percent recirculation so that no outside air is drawn into the building or turn the system off.
- Go to a preselected shelter room above ground with fewest openings to the outside.
- Seal gaps under doorways/windows with wet towels, plastic sheeting and duct tape.
- If gas or vapors could have entered the building, take shallow breaths through a cloth or towel.
- Avoid eating or drinking any food or water that may be contaminated.
- Call SUSCC Police or 911 to report your location.

If in a Vehicle

- Stop and seek shelter in a safe building
- If you must remain in car, close windows, air vents, and shut off the air conditioner

Emergency Procedures: HURRICANE

Emergency Procedures: HURRICANE

Definitions

Tropical Storm Watch - Issued by the National Weather Service when winds of 39 to 73 mph are possible in the area within the next 48 hours.

Tropical Storm Warning - Issued by the National Weather Service when winds of 39 to 73 mph are expected in the area within the next 36 hours.

Hurricane Watch - Issued by the National Weather Service when winds of 74 mph or greater are possible within the next 48 hours.

Hurricane Warning - Issued by the National Weather Service when winds of 74 mph or greater are expected in the area within the next 36 hours.

General Tips

- Follow instructions given by Southern Union.
- Monitor local media and college website at www.suscc.edu for closings/delays.

Sheltering in Place

- Locate or create an emergency kit to include:
- Bottled water (have enough to last you a few days)
- Flashlights; Battery-operated radio or television; Extra batteries
- Canned food and can opener; Dry food (bread, peanut butter, crackers, etc.)
- Blankets and pillows
- Cash
- Battery and car charger for cell phone
- Secure your area by closing all windows, window shades, blinds, or curtains.
- Close all interior doors and close/secure/brace all exterior doors.
- Find shelter in a small interior room, closet or hallway on the lowest level.
- Stay away from all windows and glass doors.
- Lie on the floor under a table or some other sturdy object.
- Turn off ALL utilities when instructed to do so, otherwise turn the refrigerator thermostat to its coolest setting and shut the door.
- Keep a supply of water for sanitary purposes; fill the bathtub or other large containers with water.

Evacuate Under the Following Conditions:

- Directed by local or college authorities to do so
- If you live in a mobile home or unsafe temporary structure
- If you live in a high-rise building
- If you live on the coast, floodplain, inland waterway or near a river
- If you feel you are in danger

Office Preparations

- Unplug, cover, and secure vulnerable equipment with plastic.
- In areas subject to flooding, relocate equipment and other valuable items to a higher floor or elevate.
- Remove or secure equipment from outdoor and rooftop locations.
- Clear refrigerators and freezers of items that could spoil if power is lost, but leave appliance plugged in.
- Place important records and files in cabinets and cover with plastic.
- Close and latch (or secure with tape if necessary) filing cabinets and cupboards.
- Back up electronic data and store in multiple locations.
- Clear desktops, tables, and exposed horizontal surfaces of materials that could be damaged.
- Take home personal possessions; the college is not responsible for damaged personal items.
- Secure windows and close blinds.
- Close and lock all doors, including interior office doors, before leaving.

Emergency Procedures: MEDICAL EMERGENCY

Emergency Procedures: MEDICAL EMERGENCY

General Tips

- Call SUSCC Police and 911, request medical assistance, and tell the dispatcher: Your location; Type of injury or illness of victim; Victim's status (conscious, breathing, or bleeding); Age of victim
- Check the scene for any danger or hazards like exposed electrical wires, broken glass, or chemicals before providing aid.
- If properly trained, administer basic life support (CPR or first aid), otherwise wait for professional help.
- DO NOT attempt to give ANY medical advice unless properly trained.
- DO NOT move the victim unless he is in immediate danger.
- DO NOT jeopardize your health or the health of the victim.

Heart Attack

- Check to see if victim's airway is open, if he is breathing, and if he has a heartbeat.
- If you are trained to do so, administer CPR, if needed.
- If you are trained to do so, locate and use an automated external defibrillator (AED).

Burns

Thermal Burns

Flush the wound area with cool water - DO NOT use ice
DO NOT apply any creams or lotions

Dry Chemical Burns
Brush the chemical from the skin using gloves
After brushing chemical off the skin, flush the area with cool water

Bleeding

- Use gloves and other protective gear.
- Apply firm, gentle pressure to the wound with a clean cloth.
- If you come in contact with any blood or bodily fluids, wash with soap and water, then seek medical attention.

Emergency Procedures: POWER OUTAGE

Emergency Procedures: POWER OUTAGE

General Tips

- Remain calm, and stay where you are.
- Evacuate ONLY if instructed to do so by emergency personnel or supervisor.
- Laboratory personnel should secure all experiments, unplug electrical equipment before leaving and return all chemicals to their proper storage place.
- Provide proper ventilation by opening all windows and doors.
- Evacuate immediately, and if you are unable to provide appropriate ventilation for chemicals call SUSCC Police.

Call SUSCC Police or 911 (depending on the situation) and tell the dispatcher:

- Your location and how long the power has been out
- Any significant water damage, flooding, gas leak, or any other major utility failure and any injuries

DO NOT USE ELEVATORS.

If caught inside an elevator during a power outage:

- Remain calm
- DO NOT attempt to open the elevator door by shaking, jarring, or prying open the elevator door unless directed to do so by emergency personnel
- Press the emergency button or call SUSCC Police or 911 and tell the dispatcher:

  Your location
  What floor you are near
  Any injuries

Emergency Procedures: SEVERE THUNDERSTORMS

Emergency Procedures: SEVERE THUNDERSTORMS

Definitions

Severe Thunderstorm - A storm capable of producing wind gusts of at least 58 mph and/or hail at least 1 inch in diameter.

Severe Thunderstorm Watch - Issued by the National Weather Service when severe weather conditions are possible in the area.

Severe Thunderstorm Warning - Issued by the National Weather Service when severe weather has been sighted in the area.

General Tips

- Find a safe shelter.
- Monitor local news media and the College website for closings/delays.
- DO NOT call 911 unless there is an emergency or you need immediate assistance.
- Unplug appliances and other electrical items like computers or televisions.
- Power Surges can cause serious damage
- Avoid showering or general bathing
- Plumbing and bathroom fixtures can conduct electricity
- Use a corded telephone ONLY for emergencies; cordless or cell phones are safe to use - lightning can travel through telephone lines.
- Secure all objects that could blow away or cause additional damage.
- Keep all exterior doors closed and stay away from windows.

Avoid the Following

- Natural lightening rods like tall trees in an open area
- Hilltops, open fields, the beach, or a boat on water
- Isolated sheds or other small structures in large, open areas

- Metal objects - motorcycles, golf carts, golf clubs, bicycles, etc.

If Outside

- Immediately find a safe indoor shelter or a hard-top automobile.
- If you are trapped outdoors and unable to find a safe shelter, lie in a ditch or any low-lying area with few trees, or crouch near a strong building for shelter.
- Rubber-soled shoes and rubber tires provide NO protection from lightning.

Emergency Procedures: SUSPICIOUS ACTIVITY

Emergency Procedures: SUSPICIOUS ACTIVITY

General Tips

- Remain calm
- DO NOT let anyone into a locked room or building without proper authority
- DO NOT engage in a physical confrontation with a suspicious person
- DO NOT block the person's exit

Signs of Suspicious Activity

- Anything out of the ordinary
- A person(s) running or leaving quickly - as if he/she were being watched or chased
- A person(s) hauling property - lab equipment, laptops, books, bikes - at an unusual time or location
- A person(s) going door to door in a residence hall or office
- A person(s) pulling on multiple door knobs or trying to open residence hall/office doors
- A person(s) pulling on car handles or looking into multiple vehicles
- A person(s) forcibly entering a locked vehicle or door
- Car or person(s) repeatedly circling an area
- A person(s) being forced into a vehicle
- Strange noises such as arguing, yelling, gunshot, etc.
- A person(s) who photographs, videotapes, sketches or asks detailed questions about power plants, buildings, bridges, hospitals, utility infrastructure, etc.
- A person(s) who doesn't belong attempting to gain/gaining access to a restricted area

Call SUSCC Police or 911 (depending on the situation) and tell the dispatcher:

- Your location; Person's behavior; Person's physical description
- Person's location and direction of travel; What you saw
- Stay on the phone until released by the dispatcher.

Emergency Procedures: SUSPICIOUS PACKAGE

Emergency Procedures: A SUSPICIOUS PACKAGE

Consider the specific circumstances when evaluating the following signs. The presence of one characteristic may not necessarily mean a package is dangerous, but if in doubt, call SUSCC Police.

General Tips

- Remain calm
- Stay away from the package; DO NOT allow anyone to handle or go near the package
- If a suspicious package is discovered while handling, avoid dropping, throwing, or any other abrupt movement; gently set the package down in a secluded area that has been evacuated
- DO NOT use any cell phones, radios, or other wireless devices around the package

Call SUSCC Police or 911 (depending on the situation)

- State the location of the package and provide a description
- Stay on the phone until released by the dispatcher
- If you touched the package, immediately wash your hands, arms, etc. with soap and water for 15 minutes

Characteristics of a Suspicious Package

- Package or envelope with suspicious powdery substance
- Unexpected package sent by someone unfamiliar to you
- Excessive postage
- Poorly written or typed address
- Incorrect title(s) with no names
- Misspelling of common words or names
- Addressed to someone no longer at the address
- Outdated postmarks

- No return address or one that can't be identified as legitimate
- Return address not consistent with postmark
- Unusual weight, given package size; lopsided; or oddly shaped
- Unusual amount of tape, string, or other wrapping material
- Marked with restrictive labels like "fragile," "personal," "confidential," or "rush-do-not-delay"
- Strange odor, stains, or noises (i.e. rattling, clicking, ticking, etc.) • Appears to contain electrical wire or aluminum foil
- Mailed from foreign country unfamiliar to recipient

Emergency Procedures: TORNADO

Emergency Procedures: TORNADO

Definitions

Tornado Watch - Issued by the National Weather Service when conditions are favorable for severe thunderstorms and multiple tornadoes to form in or around the area.

Tornado Warning - Issued by the National Weather Service when a tornado has been sighted or indicated in the warning area.

General Tips

- Immediately move to an interior hallway on a lower level in the middle of the building you are in.
- Stay away from all windows and glass doors.
- DO NOT use the elevators.
- Close and lock all windows and exterior doors.
- Close all window shades, blinds, or curtains.

Call SUSCC Police and 911 and tell dispatcher:

- Your location
- Type of injury or illness of victim
- Victim's status (conscious, breathing, or bleeding)
- Victim's age
- Stay on the line until released by the dispatcher
- DO NOT leave your location until advised or storm warning ends

In Your Vehicle

Immediately get out of your car and find the nearest, low-level room of a building or storm shelter. NEVER try to outrun a tornado, especially in a congested or urban area.

Outside

- Find shelter immediately.
- If no shelter is available, find the nearest low-level ditch and lie flat with your hands covering your head.
- DO NOT seek shelter under a bridge or overpass.
- Beware of flying debris and possible flooding.

Emergency Procedures: WINTER WEATHER

Emergency Procedures: WINTER WEATHER

Definitions

Winter Storm Watch - Issued by the National Weather Service when a winter storm is possible in the area.

Winter Storm Warning - Issued by the National Weather Service when a winter storm is occurring or will soon occur in the area.

Freezing Rain - Rain that freezes upon hitting the ground by creating a coating of ice on roads, walkways, trees, and power lines.

Sleet - Rain that turns to ice pellets before reaching the ground. Sleet can create moisture on the roads that freezes, becoming slippery.

Frost/Freeze Warning - Issued by the National Weather Service when below freezing temperatures are expected in the area.

General Tips

- Monitor local news media for weather reports and emergency information.
- Check the college website at www.suscc.edu for class cancellations/college closings.
- Stay clear of dropped or sagging power lines.

- Stay inside if possible. Use extreme caution when walking outside or driving.

If you must travel:

- Travel during the day
- Stay on main roads; avoid back-road shortcuts
- Carry emergency supplies or kits
- Dress warmly to prevent frostbite or hypothermia

Emergency Procedures: WORKPLACE VIOLENCE

Emergency Procedures: WORKPLACE VIOLENCE

General Tips

- Remain calm
- Notify supervisor immediately

Signs of Workplace Violence

- Consider the specific circumstances when evaluating the following signs. The presence of one characteristic may not necessarily mean a person is prone to workplace violence, but if in doubt, call SUSCC Police.
- Threats, threatening behavior, displays of aggression, or excessive anger
- A history of threats or violent acts
- Unusual fascination with weapons
- Verbal abuse of coworkers and/or customers, or harassment via phone/email
- Bizarre comments or behavior, especially if it includes violent content
- Holding grudges, inability to handle criticism, habitually making excuses, and/or blaming others
- Chronic, hypersensitive complaints about persecution or injustice
- Making jokes or offensive comments about violent acts
- Significant changes in mood or behavior

Call SUSCC Police or 911 (depending on the situation) and tell the dispatcher:

- Your location
- Person's physical description
- Person's location and direction of travel
- Person's behavior: what, when and where it happened
- Stay on the phone until released by the dispatcher