

An Equal Opportunity Institution
of Higher Learning of the
Tennessee Board of Regents

*Jackson State Community College is accredited by
The Commission on Colleges of the Southern Association of Colleges and Schools
1866 Southern Lane, Decatur, Georgia 30033-4097, 1-404-679-4501
to award the Associate degree.*

2005-2006 COLLEGE CATALOG AND STUDENT HANDBOOK

*Jackson State Community College began its educational
operation on September 27, 1967.*

2046 North Parkway, Jackson, TN 38301-3797
Telephone: (731) 424-3520
1-800-355-5722
www.jscc.edu

Jackson State Community College, a Tennessee Board of Regents institution,
is an equal opportunity/affirmative action school.

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FOR ASSISTANCE

Inquiries will receive prompt attention if directed to the appropriate office.

<u>Inquiries about</u>	<u>Office</u>	<u>Phone</u>
Admission	Admissions	425-2644
Financial Aid, Scholarships and Loans	Financial Aid	425-2605
GED	Assessment Center	425-2604
Non-Credit Courses	Continuing Education	425-2627
Transcripts	Records	425-2654
Veterans Affairs	Veterans Affairs	425-2618
Tuition and Fees	Business Services	425-2603

Jackson State Community College
2046 North Parkway
Jackson, Tennessee 38301-3797
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HOW TO USE THIS CATALOG

This catalog has been prepared for students as a guide to the current policies, procedures, and academic curricula of the college. Every effort has been made to print the most current and correct information. However, every student **MUST** check with his/her advisor to verify the correct requirements for graduation. The college will not be responsible for misprints or incorrect information regarding program requirements.

This catalog is set up in sections. Listed below is an outline of the catalog.

Location map is on page 4.

The academic calendar is on page 6. A student is responsible for knowing and complying with the dates listed in the academic calendar.

The college's mission statement is on page 7.

General information of the college's history, policy statement, accreditation, and EEOC information is in the first section.

Admission information. This section details all admission requirements and policies of the college by categories. This section also lists programs that have additional admission requirements. Fees and expenses are listed here also. Included are registration and tuition fees and any other miscellaneous fees that may be applied.

Student services information can be found under "How We Help You." This section details general regulations and services that are provided for students. This section also includes financial aid and veterans affairs information.

The academic information section details information relating to the grading policies, academic retention standards, and general academic policies relating to students.

Academic programs. This section first gives some general information concerning a program of study followed by the academic programs that Jackson State offers. Graduation policy requirements are listed next, followed by each program description. Each program includes curriculum requirements and a suggested semester by semester course guide. In alphabetical order, the college/university transfer majors are listed first, then the two-year professional and technical majors, the technical certificates of credit and finally the career advancement certificates.

When you have selected the course of study your academic program you will find details about the individual courses listed alphabetically by course letters. (ex. ACC, ENGL etc.) under the section entitled "What You Can Expect."

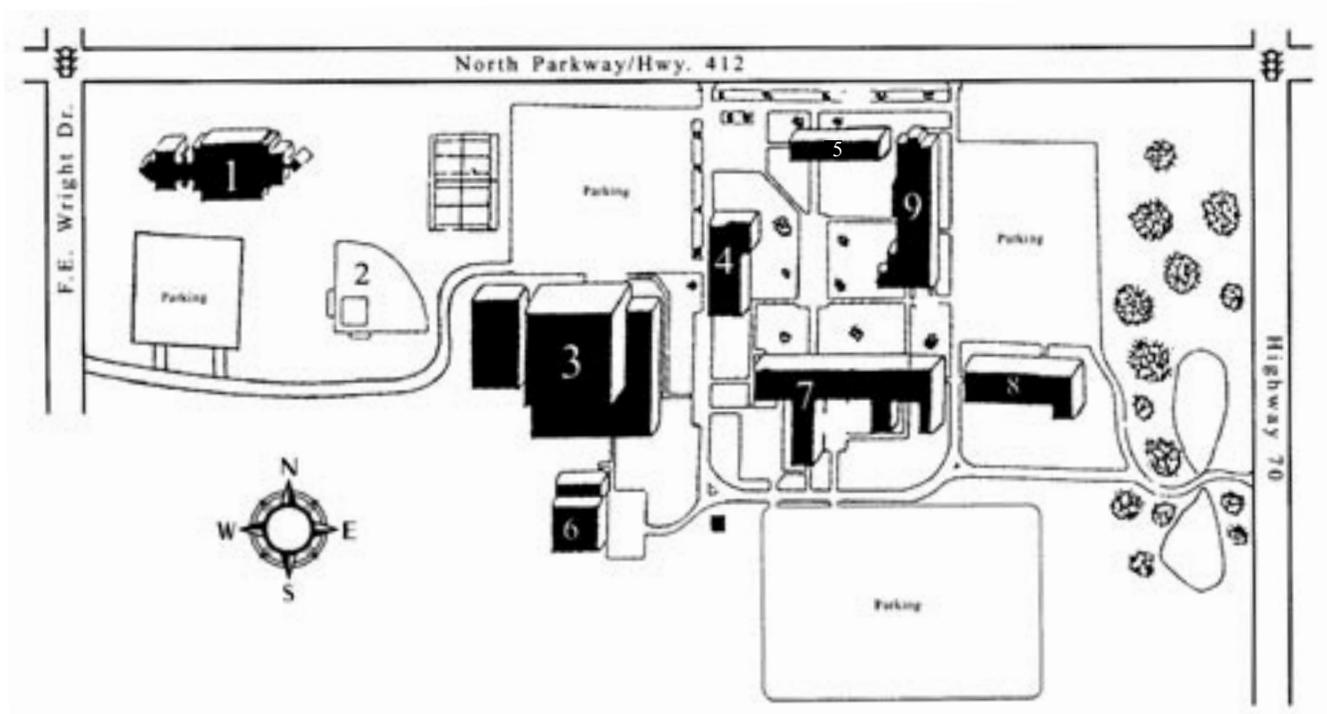
The programs and services of Jackson State's Division of Economic and Community Development are located in the last part of this section.

The course description section follows next in "What You Can Expect." This section lists, in alphabetical order, all courses that are offered by the college with a brief description of each course. This information also includes prerequisites or co-requisites that a course may require.

Administration, faculty, and staff section is the next to the last section of the catalog. The Tennessee Board of Regents' board members are listed as well as community advisory committees.

The Student Handbook is the last section. This handbook is a valuable guide for students who attend Jackson State. It offers general information about services and expectations for the student community.

WHERE WE ARE



1. McWherter Center (MC)

- Agriculture
- Ayers Auditorium
- Computer Information Systems
- Economic and Community Development
- Industrial Technology
- Kisber Board Room
- Tech Prep
- Dean, Professional and Technical Studies

2. Jack Martin Baseball Field

3. Gymnasium and Music (P)

- Athletics
- Fitness and Art Studio (Art)
- Music Department

4. Library (L)

- Academic Assistance Center (AAC)
- Van Veatch Room

5. F.E. Wright Administration Building

- Academic Affairs
- Admissions
- Business Office
- Financial and Administrative Affairs
- Human Resources
- Institutional Advancement
- Institutional Effectiveness
- Public Relations
- Records

6. Maintenance and Operations

7. Walter L. Nelms Classroom Building (CBLDG)

- Allied Health
- Classrooms
- Night Office
- Nursing
- Print Shop
- Dean, Arts and Sciences

8. Math and Science Building (SCI)

- Classrooms
- Science Auditorium

9. Student Union (SU)

- Advising Center
- Bookstore
- Counseling
- Financial Aid
- Foundation Board Room
- Student Health Services
- Student Placement Services
- Student Union Commons
- Assessment Center

WHAT WE LOOK LIKE

BUILDINGS AND FACILITIES

Jackson State occupies a 97-acre main campus located in Jackson, Tennessee and maintains two college centers, one in Lexington, Tennessee and one in Savannah, Tennessee. The main campus contains 80 acres of open land with wooded areas, a pond, performance area, and walkways.

The F. E. Wright Administration Building, named after the first president (1967-1976) of Jackson State and located on the Jackson campus, houses the office of the president and the offices of the vice presidents of Finance and Administration, Academic Affairs, Institutional Advancement, and Student Services. Additionally the administration building houses the college's admissions, records, business, human resources, institutional effectiveness, internal auditor, public relations, information specialist help desk, and purchasing offices.

The Student Union is a multi-purpose facility that provides services for the college community. It houses many offices, including financial aid and veterans affairs, advising, job placement, GED and placement testing, student activities, the Student Government Association (SGA), health services, and counseling, which includes disabled student services and orientation. A cafeteria featuring hot meals, salads and grilled items, and a dining area with vending machines are available. Other amenities include the bookstore, career resource center, and the Foundation Board Room. The hub of the Student Union, the Commons, offers a convenient area in which social, cultural, educational and recreational activities and events are held throughout the year.

The Science Building contains the departments of chemistry, physics, and biology as well as mathematics offices and classrooms. A new state-of-the-art chemistry classroom/laboratory as well as biology and physics laboratories and a large multimedia lecture hall support the extensive natural sciences and mathematics offerings at Jackson State.

The Walter L. Nelms Classroom Building is named after the second president (1976-1997) of Jackson State. This building serves as the instructional center for most of the pre-collegiate courses and the Arts and Sciences including communications, social sciences, education, and languages and literature. The department of business also is located in this building. To support these academic areas, computer labs and numerous specialized areas are among the general teaching classrooms. The nursing program and allied health programs in radiography, respiratory care technology, medical laboratory technician, emergency medical service, and physical therapy assistant are located in the Nelms building complex. The print shop, Office of Information Technology, and the night office that serves as an information and service center, also are housed in this facility.

The Library is an information center for the college and the community. It also serves as a study area for the campus.

The Academic Assistance Center (AAC) is on the second floor of the library building. In addition to self-study and supplementary course materials, there is an open computer lab for student use.

The Advising Center is located in the Student Union Building, Room 23. The center is open to all students during open registration periods prior to each semester. Refer to the schedule of classes for dates and times of open registration.

The Ned R. McWherter Center for Advanced Industrial Technologies, named after a former governor of the state of Tennessee, provides facilities for Jackson State's technology programs that include agriculture, industrial technology, and computer information systems technology. The center contains computer laboratories and specialized laboratories in electronics, fabrication, quality assurance, machining, metal forming and agriculture labs, which include a Global Positioning System (GIS) lab, and Geographic Information Systems (GIS) lab. The offices of Business, Industry, and Government Training, and Continuing Education also are located in the McWherter Center.

The Gym and Music Building provides a gymnasium for physical education activity classes and classroom, studio, and individual practice rooms for music students.

The Fitness and Art Studio Building has art studios for students and a physical fitness room to support the athletic programs and the physical education classes.

The Maintenance and Operations Building provides the workspace for various maintenance support activities including security, the motor pool, and central receiving for the college.

The Lexington and Savannah Centers both are contained in academic buildings located in their respective city-county locations. These facilities each contain computer laboratories, a science laboratory, and regular classrooms. Each has a library and learning resource area, testing facilities, faculty offices and an administrative office. Both provide admission, registration, financial aid, and counseling and advising as part of their student support resources. Each center has a schedule of courses designed to meet the needs of their respective service areas.

WHEN THINGS HAPPEN

ACADEMIC CALENDAR FOR 2005-2006

Fall Semester 2005

Aug 12	Last Day to Register and Pay for Challenge Exam
Aug 17	Last Day to Pay Fees or Confirm your Registration
Aug 19	Challenge Day
Aug 22-23	Regular Registration
Aug 22-26	Faculty and Staff In-Service
Aug 28	Last Day to Receive 100% Refund
Aug 29	Classes Begin and Late Registration
Sept 4	Last Day to Register Late or Add a Class
Sept 5	Labor Day Holiday - College Closed
Sept 11	Last Day to Receive 75% Refund
Sept 24	Last Day to Receive 25% Refund
Oct 15-18	Mid-Term Break
Oct 31	Last Day to Drop a Class or Withdraw from College
Nov 11	Last Day to File Spring Graduation Proposals
Nov 14-23	Priority Registration for Spring 2006 Begins for Currently Enrolled Students
Nov 23	College Closes at 6 p.m. for Thanksgiving Holiday
Nov 24-27	Thanksgiving Break - College Closed
Nov 28	Open Registration for Spring 2006 Begins For All Students
Dec 7	Final Day for Classes Fall 2005
Dec 8-10, 12-14	Final Exams
Dec 26-Jan 2	Winter Break - College Closed

Spring Semester 2006

Jan 3	Last Day to Register and Pay for Challenge Exam
Jan 4	Last Day to Pay Fees or Confirm your Registration
Jan 6	Challenge Day
Jan 10	Regular Registration
Jan 9-13	Faculty/Staff In-Service
Jan 16	Last Day to Receive 100% Refund
Jan 16	Martin Luther King Holiday - College Closed
Jan 17	Classes Begin and Late Registration
Jan 23	Last Day to Register Late or Add a Class
Jan 30	Last Day to Receive 75% Refund
Feb 12	Last Day to Receive 25% Refund
Feb 24	Last Day to File Graduation Proposals for Summer
Mar 6-12	Spring Break
Mar 23	Last Day to Drop a Course or Withdraw from College
April 3-13	Priority Registration for Summer/Fall 2006 Begins for Currently Enrolled Students
April 14-16	Good Friday Holiday - College Closed
April 26	Final Day of Classes
April 27-29, May 1-3	Final Exams
May 6	Graduation

Summer 2006 – 1st Session

May 15-18	Open Registration for Summer 2006 Begins for All Students
May 17	Last Day to Register and Pay for Challenge Exam
May 18	Last Day to Pay Fees or Confirm your Registration
May 22	Challenge Day
May 23	Regular Registration for all Summer Sessions
May 29	Memorial Day Holiday - College Closed
May 29	Last Day to Receive 100% Refund
May 30	Classes Begin and Late Registration
May 31	Last Day to Register Late or Add a Class
June 2	Last Day to Receive 75% Refund
June 6	Last Day to Receive 25% Refund
June 12	Open Registration for Fall 2006 Begins For All Students
June 20	Last Day to Drop a Course or Withdraw from College
June 28	Final Exams - Night Classes
June 30	Final Exams - Day Classes

Summer 2006 – 2nd Session

July 2	Last Day to Receive 100% Refund
July 3	Classes Begin and Late Registration
July 4	Independence Day Holiday - College Closed
July 5	Last Day to Register Late or Add a Class
July 6	Last Day to Receive 75% Refund
July 10	Last Day to Receive 25% Refund
July 25	Last Day to Drop a Course or Withdraw from College
Aug 2	Final Exams - Night Classes
Aug 4	Final Exams - Day Classes

Summer 2006 – 10 Week Session

May 29	Last Day to Receive 100% Refund
May 30	Classes Begin and Late Registration
June 6	Last Day to Register Late or Add a Class
June 7	Last Day to Receive 75% Refund
June 15	Last Day to Receive 25% Refund
July 13	Last Day to Drop a Class or Withdraw from College
Aug 2	Final Exams - Night Classes
Aug 4	Final Exams - Day Classes

NOTE: This calendar is subject to change at any time prior to or during an academic term due to emergencies or causes beyond the reasonable control of the college including severe weather, loss of utility services, or orders by federal or state agencies. Check the Jackson State Web site <www.jscc.edu> for any updates.

For your convenience: Use the Web to register, pay fees, change your schedule, drop classes and withdraw during scheduled dates. Additional dates for these activities (web only, not on campus) may be available by checking the web site. *The Web for Students is closed between 9:00 p.m. and 8:00 a.m. every night.*

WHAT WE STAND FOR

CORE VALUES

INTEGRITY

We value unconditional integrity based on fairness, honesty, and the pursuit of truth.

SERVICE

We value service to the student in the areas of academic, personal, and professional development and leadership in the community through the stimulation of economic growth and quality of life.

EXCELLENCE

We strive for high quality and effectiveness in education, communication, and leadership while accepting responsibility and accountability in all our endeavors.

EDUCATION

We value higher education as the key to a better quality of life. Jackson State is the foundation. We value learning and the continuous pursuit of knowledge. To this end, we provide a learner-centered, affordable opportunity to our students and community.

BELIEFS

WE BELIEVE IN PEOPLE.

We are committed to building and maintaining quality relationships among our faculty, staff, students, and the communities we serve. Teamwork and mutual respect are powerful forces.

WE BELIEVE IN SUCCESS.

We strive to provide the tools and the expertise to educate the whole student in order that each may reach his/her fullest potential.

WE BELIEVE IN INNOVATION.

We are committed to positive change while continuing to honor and safeguard our institutional history.

WE BELIEVE IN LEADERSHIP.

We are committed to assuming leadership roles in our greater community as well as on our campus, while accepting the responsibilities and accountability expected of leaders. We strive to enable our students to become the leaders of tomorrow.

MISSION

Jackson State Community College provides accessible learning opportunities and services to a diverse student population and community. The College enhances quality of life by offering associate degrees, certificates, and enrichment courses as preparation for further higher education and for career entry or advancement.

ACCREDITATION

Jackson State is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, 1866 Southern Lane, Decatur, Georgia 30033-4097; 404-679-4501 to award the Level I Associate Degree. Career programs in the Health Sciences are accredited by agencies recognized by the U.S. Department of Education. Inquiries to the Commission should regard only accreditation status.

GOVERNANCE

Jackson State Community College is a public, nonresidential institution of higher education governed by the Tennessee Board of Regents of the State University and Community College System of Tennessee.

SERVICE AREA

Jackson State's physical community consists of a 14-county service area in predominantly rural West Tennessee. Through the Regents Online Degree Program and locally-developed online courses, the College also serves students from across the state of Tennessee as well as from many other states and some foreign countries.

GENERAL INFORMATION

History

In 1963, the Tennessee General Assembly responded to recommendations made in the Pierce-Albright Report by establishing a group of state community colleges. Jackson State was selected as the first such institution in West Tennessee.

Dr. F.E. Wright was appointed the first President of Jackson State on March 15, 1967, and served the institution with distinction until his death on May 15, 1976. Dr. Walter Nelms assumed the presidency in July 1976 and led the college toward continued progress until his retirement in June 1997. In July 1997, Dr. Charlie D. Roberts, Jr., became Jackson State's third president and continued the journey to bring greater opportunities to the people of West Tennessee until his retirement in February of 2004. The current president, Dr. Bruce Blanding, began his tenure on February 16, 2004, and is leading Jackson State to a greater fulfillment of its vision to serve as the community's college.

Catalog Policy Statement

The course offerings and requirements of the institution are continually under examination and revision. This catalog presents the offerings and requirements in effect at the time of publication, but is no guarantee that they will not be changed or revoked. However, adequate and reasonable notice will be given to students affected by any changes. This catalog is not intended to state contractual terms and does not constitute a contract between the student and the institution.

The institution reserves the right to make changes as required in course offerings, curricula, academic policies and other rules and regulations affecting students to be effective whenever determined by the institution. These changes will govern current and formerly enrolled students. Enrollment of all students is subject to these conditions.

Current information may be obtained from the following sources:

Admission Requirements	Admissions Office
Course Offerings	Department Offering the Course
Degree Requirements	Office of Academic Affairs
Fees and Tuition	Business Office

The College provides the opportunity for students to increase their knowledge by providing programs of instruction in the various disciplines and programs through faculty who are qualified for teaching at the college level. The acquisition and retention of knowledge by any student is, however, contingent upon the student's desire and ability to learn and his or her application of appropriate study techniques to any course or program. Thus, Jackson State must necessarily limit representation of student preparedness in any field of study to that competency demonstrated at that specific point in time at which appropriate academic measurements were taken to certify course or program completion.

Public Information

All college news should be channeled through the Public Relations Office. Students, faculty, and administrative staff members are encouraged to use the service for news releases, announcements, advertisements, flyers, etc.

Equal Employment Opportunity and Affirmative Action

It is the intent of Jackson State to comply fully with all parts of Executive Order 11246 dated September 24, 1965, any executive order amending such order, and any other executive order superseding such order. It also is the intent of the college to comply with Title VI of the Civil Rights Act of 1964 as amended, and Title IX of the Education Amendments of 1972. It is the policy of the administration of Jackson State that all decisions regarding recruitment, hiring, promotion, and all other terms and conditions of employment will be made without discrimination on the grounds of race, color, creed or religion, sex, national origin, age, physical or mental disability, or other factors which lawfully cannot be the basis for an employment decision. The college administers affirmative action to assure that applicants are employed and treated during employment without regard to the factors listed previously. Organizational structures and monitoring systems are established and assure effective operation of the affirmative action program, achievement of its goals, and modification of the plan as appropriate to those ends.

Title VI

Title VI of the Civil Rights Act of 1964 is the federal law that protects individuals from discrimination on the basis of race, color or national origin under any program or activity receiving federal financial assistance. Inquiries or complaints related to Title VI should be referred to the Director of Human Resources and Affirmative Action (731) 425-2621.

Title IX

Jackson State does not discriminate on the basis of sex in its education programs or operations, including employment therein and the admission of students thereto. Jackson State is required by Title IX of the Education Amendments of 1972, and regulations issued pursuant thereto (45 C. F. R., Part 86 and by Section 799A and 845 of the Public Health Service Act, and regulations issued pursuant thereto), not to discriminate in such manner. Inquiries concerning the application of the acts and regulations of Jackson State may be referred to the Director of Human Resources and Affirmative Action, room 40, Administration Building, (731) 425-2621.

Special Facilities for Persons with Disabilities

It is the policy of Jackson State to provide facilities that are accessible to the disabled. These facilities include, but are not limited to, elevators, curb cuts, specially equipped rest rooms, special parking, public telephone service, water fountains, entrance ways, and classroom tables as needed. It also is the policy of Jackson State to eliminate any physical barriers that may exist because of special situations that involve disabled persons. To report such barriers or for further information, contact the Director of Physical Plant, (731) 425-2617.

Americans with Disabilities Act

Jackson State does not discriminate on the basis of disability in the admission and access to academic programs, services, or employment. The college has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act. Title II of the Act states, in part, that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination" in programs or activities sponsored by Jackson State. Complaints should be directed to Disabled Student Services Coordinator, (731) 425-2616 (see page 145).

Miscellaneous and General Information

Students and prospective students may obtain information concerning the institution, instruction, educational costs, financial aid, and rules and regulations, which have not been covered by this catalog, by contacting the appropriate office or the Office of Institutional Effectiveness, Room 20, Administration Building.

Reporting Fraud, Waste, or Abuse at Jackson State Community College

State law requires all public institutions of higher education to provide a means by which students, employees, or others may report suspected or known improper or dishonest acts. In addition, Jackson State Community College is committed to the responsible stewardship of our resources.

Whether you are part of departmental management, a faculty or staff member, a student, or an interested citizen, we encourage you to report known or suspected dishonest acts by employees, outside contractors, or vendors.

What Should I Report?

Dishonest acts, either known or suspected, should be reported, such as:

- Theft or misappropriation of funds, supplies, property, or other institution resources
- Forgery or alteration of documents
- Unauthorized alteration or manipulation of computer files
- Improper and wasteful activity
- Falsification of reports to management or external agencies
- Pursuit of a benefit or advantage in violation of institution's conflict of interest policy
- Authorization or receipt of compensation for hours not worked

Think Before You Speak!

Before making allegations of dishonesty, be reasonably certain of any claims. Such allegations can seriously and negatively impact the accused individual's life and adversely affect the working environment of the department.

Reporting Options

Several options are available to all Jackson State Community College employees, students and others for reporting known or suspected dishonest acts.

You may report your concerns:

- To your supervisor or department head
- To the president of Jackson State Community College or the directors at Jackson State's Lexington-Henderson County and Savannah-Hardin County centers
- To Jackson State Community College Internal Audit (731) 424-3520, ext. 347
- To the Tennessee Board of Regents by e-mail at ReportFraud@tbr.state.tn.us
- To the Tennessee Comptroller's Hotline for Fraud, Waste and Abuse at 1-800-232-5454

If you are a supervisor, department head, or campus official and you receive a report of a dishonest act, contact Internal Audit at (731) 424-3520, ext.347 for further assistance.

Investigations

When Internal Audit receives allegations of dishonesty or other irregularity by an employee, outside contractor, or vendor, they are required to conduct an investigation.

Departmental management should not attempt to conduct investigations nor alert suspected employees of an impending investigation.

In an investigation, objectives include verifying the facts, maintaining objectivity and confidentiality, determining responsibility, and recommending corrective actions to help ensure that similar actions do not occur in the future.

Protection under State Law

As Internal Audit investigates allegations of dishonesty, the reporting individual's confidentiality is protected under Tennessee Code Annotated Title 10, Chapter 7 (subject to court action requiring disclosure). Also, state law prohibits discrimination or retaliation of any kind against employees who report allegations of dishonest acts.

Reporting Responsibility

Internal Audit has reporting responsibility to the Audit Committee of the Tennessee Board of Regents through the Director of System-wide Internal Auditing. This reporting relationship enables them to independently and objectively review matters involving any level of administration at Jackson State Community College.

Preventing Fraud, Waste and Abuse

Jackson State Community College management is responsible for establishing and implementing systems and procedures to prevent and detect fraud, waste and abuse.

The basic elements of a proper control system include:

- Creating a culture of honesty and high ethics
- Evaluating risks and implementing processes, procedures and controls to prevent, deter and detect fraud, waste and abuse
- Developing an appropriate oversight process

Management at all levels of the institution should review the information that is available from the American Institute of Certified Public Accountants in the document, Management Antifraud Programs and Controls: Guidance to Help Prevent and Deter Fraud, at their web site:

<http://www.aicpa.org/download/antifraud/SAS-99-Exhibit.pdf>

Please contact Internal Audit at (731) 424-3520, ext. 347 if you need assistance in reviewing risks, processes, procedures or controls, or in providing internal control training.

WHAT IS REQUIRED

STUDENT RESPONSIBILITIES

All Jackson State students are responsible for obtaining a Jackson State Catalog and Handbook and being familiar with its contents. Students are responsible for following the policies, processes, and guidelines in the catalog and handbook as well as for knowing and complying with the dates when things are due, such as payment of fees, registration, and graduation proposals. It is the student's responsibility to know and comply with the dates by which action must be initiated, such as last day to add a course, last day to drop a course, and last day to withdraw from classes. Such information is in the catalog, on the web, and in the printed class schedules.

All students must know the graduation requirements for their major. If a student is planning to transfer to a college or university, he/she needs to know the requirements for graduation for that school and select courses at Jackson State accordingly. The student is responsible for providing appropriate test scores and transcripts and for making and keeping appointments with advisors. The student is responsible for supplying current address and phone numbers to the Records Office. The student also is responsible for confirming his/her intent to attend the classes for which they have pre-registered by paying fees or authorizing the application of financial aid or third-party resources toward payment of fees *on or before* the term's last day to pay, as published in the catalog and class schedule. The student must learn to access their JSCC e-mail account and is responsible for communicating with instructors regarding progress and attendance.

There are many support resources available to the Jackson State student and he/she is responsible for making use of these.

ADMISSION INFORMATION

Obtain applications as well as additional admissions information:

- By calling (731) 425-2644 or 1-800-355-5722 in the 731 or 901 area code.
- By using the Jackson State web site: www.jsc.edu.
- By visiting the Admissions Office in the F. E. Wright Administration Building, Suite 74.
- By applying at the Savannah or Lexington Centers.
- Pay \$10.00 nonrefundable application fee if first time at Jackson State.

Degree-Seeking or Certificate-Seeking Applicants

To ensure adequate time for processing, admissions applications and all required transcripts and documentation should be submitted at least one month before you plan to register.

Qualified degree-seeking and certificate-seeking applicants are considered for admission to the college after all required documents are received and processed by the Admissions Office. This also applies to transfer and re-admitting students. All TBR placement or ACT testing requirements also must be met before students are formally accepted.

All the above requirements must be met before non-degree seeking students can change to degree-seeking. As of the first day of class, students cannot change to degree-seeking status until the next semester except under extenuating circumstances.

When all admission documents have been received by the Admissions Office, applicants will be sent a letter indicating acceptance for admission or will be advised by letter that further action is necessary to be eligible for admission.

Non-degree seeking applicants will be admitted following guidelines listed under Special Admission on page 11.

Admissions Requirements

Regular Admission

Regular Admission is granted to eligible applicants who are seeking to earn a degree at Jackson State. Students who graduate from Tennessee public high schools must have earned regular diplomas. Students who earn Special Education diplomas or Certificates of Attendance are not admissible to Jackson State.

If you plan to earn a degree you must meet the following requirements:

First-Time Freshmen

- Submit completed admission application.
- Submit official copy of high school transcript or official GED scores.
- If applicant is under 21 years old: Submit official ACT scores that are not over three years old. Make sure all ACT scores are sent to Jackson State when you apply for admission. ACT subscores in English, math, and reading are used to place the applicant in the appropriate level class as indicated in the table below.
- If applicant is 21 years or older: take the TBR placement test.

If a student places into two or more subject areas, the student also must enroll in Learning Strategies, DSPS 0800.

ACT Placement Scores

English			
Score Placement	14 and below Basic DSPW0700	15-18 Developmental DSPW 0800	19 or above College-Level English Comp I

Reading			
Score Placement	11 and below Basic DSPR 0700	12-18 Developmental DSPR 0800	19 or above College-Level

Mathematics		
Score Placement	14 and below Basic Math DSPM 0700	15-16 Elementary Algebra DSPM 0800
Score Placement	17-18 Intermediate Algebra DSPM 0850	19 or above College-Level Depends on Major

Transfer Students

- Submit completed admission application.
- Submit official transcripts from each undergraduate institution attended. Omission of college or universities attended may result in immediate dismissal from Jackson State.
- Submit official high school transcript or official GED scores unless a degree has been earned.

Transfer students may be permitted to attend Jackson State for one semester regardless of academic standing. Transfer students will not be permitted to register for college-level English or mathematics courses until appropriate ACT or TBR placement test scores and prior high school and college coursework is presented and evaluated.

Students' transcripts are evaluated during the initial term of enrollment. The institution reserves the right to accept all, none, or a portion of courses. Jackson State may accept completed college-level credit of "D" or above from institutions based upon transfer evaluation. Accepted courses will be posted on the academic record as earned hours only. Grades and quality points will not be calculated in the Jackson State grade point average.

Credit for courses taken at other institutions not corresponding with the prescribed Jackson State curriculum will be entered as elective credit if possible and will not be reflected in the Jackson State cumulative grade point average.

All required official transcripts must be on file in the Admissions Office before students are permitted to register.

Re-enrolling Students

Degree-seeking students who have missed at least one term at Jackson State, excluding summer session, must reapply to Jackson State and must:

- Submit completed admission application.
- Submit official transcripts from each undergraduate institution attended since leaving Jackson State.
- Complete any outstanding testing requirements.

International Students

Degree-seeking students who are not permanent resident aliens or U.S. citizens are considered international and out-of-state for admission and fee rate purposes. Students defined by INS as "out of status" are not eligible for admission. Transportation and housing are solely the students' responsibility. International students interested in attending Jackson State are to follow the procedure below:

- Submit completed admission application. Generally, because of federal regulations, the application deadline for international students is about one month prior to the date classes begin.
- Provide U.S. physician's statement indicating student is free from tuberculosis. The test cannot be over 30 days old at the beginning of the semester.
- Submit an official TOEFL score of at least 500 or 173 on computerized test.
- Submit certified or notarized copy of academic records translated in English. These records should describe courses and years in school, with grades earned in each subject.
- Submit letter from U.S. bank indicating evidence of financial capability.
- Submit official transcripts from any U.S. colleges or universities attended.
- Provide documentation indicating student has adhered to all Immigration and Naturalization Services (INS) regulations.
- Meet transfer requirements.
- Provide proof of medical and hospitalization insurance as a condition of admission and continued enrollment at Jackson State. International students who cannot prove current medical coverage must obtain and maintain medical insurance through the TBR Student/Scholar Health & Accident Insurance Plan at www.healthbenefitconcept.com/tennessee.htm before they will be eligible to register for classes. Students who, for some reason, do not enroll will be automatically enrolled in the plan and the cost of coverage will be added to the student's registration fees.
- Pay SEVIS I-901 fee. Go to www.ice.gov/graphics/sevisi901/index.htm for details.

Tennessee Board of Regents

High School Admission Requirements

Students who graduated from high school in spring 1989 and thereafter and who plan to transfer to institutions that grant four-year degrees should have completed the high school requirements listed below. In order to earn the associate's degree in the College/University Transfer track, students who did not successfully complete the following courses in high school must complete them at Jackson State with at least a "C" grade, preferably within the first 30 hours of college credit. Secondary courses or courses taken through other locally-approved education programs after high school

graduation can be used to remove high-school deficiencies if students earn at least a grade of "C".

These courses can only be used for general elective credit and do not fulfill graduation requirements.

<i>English</i>	4
<i>Algebra I and II</i>	2
<i>MATH 099</i>	1
<i>Natural/Physical Science</i> , including a lab, in biology, chemistry, or physics	2
<i>U.S. History I or II</i>	1
<i>Social Studies</i> , World History I or II*	1
<i>A single Foreign Language</i>	2
<i>Visual/Performing Arts</i> from Art Appreciation, Music Appreciation, or Theatre Appreciation	1

*Students who graduated from high school 1989-1992 may fulfill the requirements with contemporary issues, economics, sociology, psychology, civics, U.S. Government, or anthropology.

Exceptions to the required high school curriculum are:

- High school graduates with an ACT composite score of 26 or above.
- Transfer students who have earned 60 semester hours or the associate degree or above.

Special Admission (Non-Degree seeking)

Special Admission is granted to students who wish to take courses on a limited basis for credit, but who are not pursuing a degree at Jackson State.

Special admission (non-degree seeking) students:

- Are not eligible for financial aid.
- Are not eligible for English or mathematics courses or for courses that have English or mathematics prerequisites unless appropriate test scores or prior college coursework is presented and evaluated.
- May take a maximum of 18 college-level Jackson State hours before becoming degree-seeking unless granted an exception.

Maximum hour exceptions may be made for students enrolled in the Professional and Technical Certificate of Credit program and for transient students who are enrolled at other institutions.

Students in the Emergency Medical Technology Certificate Program must meet regular admission requirements. See page 94 for further information.

Students in the remaining Professional and Technical Certificates of Credit programs must prove high-school graduation by presenting official high-school transcripts or official GED scores before admittance to these programs.

Students may enroll in the certificate programs while concurrently enrolled as a degree-seeking student in academic degree programs.

All admission requirements must be met prior to students being able to change to degree-seeking status.

Academically Talented/Gifted Students

It is the policy of Jackson State to admit academically talented or gifted students enrolled in grades 9, 10, 11 or 12 in public or private Tennessee high schools. Upon providing a written recommendation and approval from the high school principal and Jackson State, academically talented or gifted students will be admitted to the college and receive regular college credit. Students admitted under this provision must have a minimum 3.50 grade point average and 22 on all parts of the ACT. Such placement must be a part of the student's planned Individual Education Program (IEP) as established by the multidisciplinary team process.

Non-degree Seeking Students

Submit completed application for admission. Official transcripts are not required although students must verify high-school graduation.

Audit or No-Credit Admission

Audit students attend classes but do not receive college credit. Students who elect to audit a course are present only for the purpose of observing the course. Neither faculty members nor Jackson State academic support services will have any obligation to provide instruction to or evaluation of the student. Audit students must be at least 17 years old unless written approval is given by the instructor and the academic dean of the division in which the course is offered. Students must only complete an admissions application to audit a course.

Senior Citizen:*Credit Classes*

Persons 65 years and older and disabled persons as defined in Chapter 28 of the Public Acts of 1977, may enroll in courses for credit without payment of tuition charges or registration fees. A service fee will be charged for the purposes of helping to defray the cost of keeping the records of such students. This privilege may be limited or denied by the college on an individual classroom basis according to space availability. Persons 65 years and older and disabled persons enrolling for credit must meet the requirements for regular admission.

Senior Citizen:*Audit Classes*

Persons 60 years and older who are domiciled in Tennessee may audit courses at Jackson State without paying tuition charges, maintenance fees, student activity fees, or registration fees. This privilege may be limited or denied by the college on an individual classroom basis according to space availability. Senior citizens applying for audit will be required to complete an admissions application.

Joint/Dual Enrollment Programs for High School Juniors and Seniors*Joint Enrollment Program*

Students will earn only college credit.

Dual Enrollment Program

Students will be awarded both high school and college credit. Upon the execution of an agreement and approval by the local board of education and Jackson State, both high school and college credit will be awarded to students.

Criteria: High school students who have completed the sophomore year in high school may apply for either the joint enrollment or dual enrollment program. While students initially will be classified as non-degree seeking, upon high school graduation or GED completion, the course credit(s) may be applied toward an appropriate college degree program, if the requirements for regular admission are met.

In addition to the above qualifications, the applicant must submit to the Jackson State Admissions Office the following:

- Completed application for admission.
- High school transcript which includes grades earned at the end of the 10th grade and official ACT scores.
- Minimum GPA of 3.2.
- ACT composite of 20 or above, and ACT subscores of 20 or higher in the subject area of enrollment.
- Written permission from parent or legal guardian.
- Written recommendation(s) from high school principal and counselor or teacher in relevant academic area. High school students enrolled in either the joint enrollment program or the dual enrollment program must maintain a cumulative GPA of at least 2.0 in order to register for subsequent course(s) until after graduation from high school.

Additional Requirements for Admission

- **GED** recipients must provide an official diploma or test scores.
- **Graduates of non-public high schools** (including private schools, home schools, and church-related schools) must submit an official transcript showing credits earned and date of graduation.

- **Official transcripts** for home schooled students must be an official copy from an affiliated organization as defined by state law (TN Code Annotated 49-50-801), or be accompanied by certification of registration with the superintendent of the local education agency which the students would otherwise attend. Students unable to provide a satisfactory secondary school credential may substitute acceptable GED scores.
- **Out-of-State Classification:** Students who are classified as out-of-state by the Director of Admissions Services may appeal that decision to the Admissions and Standards Committee.
- **Permanent resident alien status or United States citizenship not born in the U.S.:** Must provide proof of English proficiency by a passing score on the TOEFL exam: at least 173 on computerized exam or 500 on non-computerized version.
- **Undocumented aliens must pay out-of-state fees.**
- **Selective Service:** All U.S. males between the ages of 18 and 26 must complete selective service statements.
- **Measles Immunization:** In an attempt to maintain a safe and healthy campus environment, Jackson State requires that full-time new, readmit or transfer students, born after 1956, furnish documented proof of having immunity or having been immunized with two doses of MMR vaccine on or after January 1, 1980, unless contraindicated because of pregnancy, allergy to a vaccine component, or other valid medical reasons. By state law, (Tenn. Code Ann. 49-5-5001), immunizations are not required if they “conflict with the parents’ or guardians’, (of individuals over 18) religious tenets and practices, affirmed under the penalties of perjury.” They also are not required if “a qualified physician shall certify that administration of such immunization would be in any manner harmful to the child involved.”
- **Hepatitis B:** The General Assembly of the State of Tennessee mandates that each public or private postsecondary institution in the state provide information concerning hepatitis B to all students matriculating for the first time. Tennessee law requires that such students complete and sign a waiver form provided by the institution that includes detailed information about the disease. Information provided includes the risk factors and dangers of the disease as well as information on the availability and effectiveness of the vaccine for persons who are at-risk for the disease provided by the Centers for Disease Control and the American College Health Association. The law does not require that students receive vaccination for enrollment; however, first-time students, excluding dual enrollment students, must complete the waiver form before they can enroll for classes. Furthermore, the institution is not required by law to provide vaccination or reimbursement for the vaccine.
- **Campus Sex Crimes Prevention Act:** The federal Campus Sex Crimes Prevention Act and the Tennessee College and University Campus Sex Crimes Prevention Act of 2002 require that whenever a sex offender becomes employed, **enrolls as a student** or volunteers at an institution of higher education in the state of Tennessee, he or she must complete or update the Tennessee Bureau of Investigation (TBI) sexual offender registration, monitoring form and deliver it to TBI headquarters in Nashville. (See page 137 for more information.)
- **TBR Placement Testing:** Jackson State is committed to providing the best possible opportunity for a successful college experience for all students, therefore the TBR Placement test is required for:
 - Degree-seeking freshmen 21 years and older who have no previous college work.
 - Transfer students who have not successfully completed a college-level English and/or mathematics course.
 - Special admission students who wish to enroll for an English and/or mathematics course, unless appropriate prerequisites have been met.

There is a \$10 nonrefundable and nontransferable testing fee.

Fraudulent Academic Records: Effective July 1, 2003, the misrepresentation of academic credentials is classified as a Class A misdemeanor. This occurs when a person knowingly represents, either orally or in writing a “false statement” to obtain employment at or admission to an institution of higher education in Tennessee. Public Acts, 2004 (Chapter 825).

Academic Fresh Start

Readmitted students who were formally enrolled in the institution, as well as transfer students who meet institutional requirements for admission and who have been separated from all institutions of higher education for a minimum of four (4) years, are eligible for Fresh Start. Fresh Start allows the calculation of the quality point average (QPA) and credit hours toward graduation to be based only on work done after returning to college. This plan of academic forgiveness is provided for students who have demonstrated academic responsibility following their return.

To apply for Fresh Start: At the time of readmission or admission as a degree seeking student or after the time of readmission, but prior to the completion of 15 hours of degree coursework, submit a Fresh Start application to the Admissions Office. Forms can be obtained in that office.

The student then will be referred to a special advisor for additional information and assistance in developing the academic plan. Once completed, the Fresh Start application form, along with the academic plan, must be turned in to the Admissions Office.

At least fifteen (15) semester hours of earned degree coursework with a minimum QPA of 2.0 for all work attempted must be completed before Fresh Start can be granted.

All TBR institutions will honor a Fresh Start provision granted at another TBR institution. However, non-TBR institutions may not accept the QPA as it is calculated with the Fresh Start.

Terms of the Academic Fresh Start

Once the student has satisfied the above requirements, Jackson State may grant the Academic Fresh Start.

The student’s permanent record will remain a record of all work; however, the student will forfeit the use for degree or certification purposes all college or university degree credit earned prior to the four-year separation upon the granting of the Fresh Start. Previously satisfied TBR placement (developmental studies) requirements will not be forfeited.

Upon degree seeking admission, Fresh Start applicants who did not satisfy developmental studies requirements at the time of previous enrollment and whose academic plan includes completion of a college-level English or mathematics course must meet current TBR placement (developmental studies) requirements regarding enrollment in college English and mathematics courses.

The student’s transcript will note that the Fresh Start was made and the date of the Fresh Start. The record also will carry the notation, “QPA and credit totals are based only on the work beginning [with the date of the Fresh Start].”

Additional Admission Information for Allied Health and Nursing

Because of accreditation regulations and limited clinical space, Jackson State’s allied health and nursing programs have limited enrollments and specific additional admission requirements for each program. Therefore, applicants must submit an application for admission to both Jackson State and the program of interest.

Application deadline dates are as follows:

Emergency Medical Tech.-Paramedic.....	June 15
Medical Laboratory Technician	May 15
Nursing.....	February 1(fall) or August 1(spring)
Physical Therapist Assistant.....	May 15
Radiography.....	June 1
Respiratory Care Technology.....	June 1

If the number of qualified applicants falls below the maximum enrollment, the admission date may be extended for new applicants. Applications for admission to a program are considered *for one application period only*; applicants wanting to be considered for admission to the next entering class must submit a new application.

Students are admitted on the basis of their educational qualifications, including cumulative grade-point average, evidence of acceptable mathematics and science background, and test scores. Preference may be given to applicants who exceed the minimum requirements. The Allied Health programs also conduct personal interviews and consider references, professional character, work experience, and personal grooming habits appropriate for working in a health-care environment and may give additional consideration to applicants who have medically related experience, or present above-average academic records.

Since Jackson State is a state-supported institution and enrollment in the programs is limited, state residents will be given preference in the student admission process. Students admitted to the program will be required to provide evidence that they are in good health and free from communicable diseases.

New classes, with the exception of nursing, begin each fall with maximum enrollment for each program as indicated below:

- Emergency Medical Technician-Paramedic: 35 students in the first year of the program
- Medical Laboratory Technician: 18 students in the first year of the program
- Nursing: 80 students in the fall; 80 in the spring
- Physical Therapist Assistant: 20 students in the first year of the program
- Radiography: 31 students in the first year of the program
- Respiratory Care Technology: 20 students in the first year of the program

See each Program’s description for specific general education requirements: Emergency Medical Technology, page 94; Medical Laboratory Technician, page 82; Nursing, page 84; Physical Therapist Assistant, page 87; Radiography page 89; and Respiratory Care Technology, page 91.

DEVELOPMENTAL STUDIES PROGRAM (DSP)

Dr. Teri Maddox, Director of Developmental Studies Program
(731) 425-2608 – tmaddox@jscc.edu
Office: Nelms Classroom 247

Philosophy. Proper placement leads to academic success. Academic success leads to continued enrollment and graduation.

Assessment and Placement Procedures

- No student may enroll for a Developmental Studies Program (DSP) course without proper assessment.
- Students must pay a nonrefundable/nontransferable \$10 fee in the Business Office before taking the TBR placement test.
- Degree-seeking students needing DSP courses must enroll in and satisfactorily complete those courses during their initial terms of enrollment.

- Persistence in DSP courses is essential. Most college-level classes have DSP prerequisites so students' goals will be delayed if they withdraw from DSP classes. Students who want to withdraw from DSP courses must have approval from the DSP director and must check financial aid consequences.
- Learning Strategies (includes a co-requisite -- Orientation) is required for students who place in two or more subject areas.

Screening by ACT/SAT

- Assessment decisions are based on valid ACT/SAT scores.
- Valid ACT/SAT scores are those earned within three years prior to the first day of a student's entering term.
- No assessment is required of any student with a valid ACT composite score of 26 or higher.

Assessment Criteria:

- Degree-seeking students less than 21 years of age:
 - Will be assessed for DSP placement according to valid ACT/SAT scores.
 - An ACT score that is less than 19 in the subject areas of reading, writing, or math will require placement in DSP or further assessment.
- Degree-seeking students 21 years old or older:
 - May submit valid ACT/SAT scores and will be placed accordingly, or
 - Will be required to complete assessment tests in reading, writing and math.
- Transfer students:
 - Without college-level English composition credit will be assessed in writing based on a valid ACT score or other appropriate assessment test.
 - Without college-level mathematics credit will be assessed in mathematics based on a valid ACT score or other appropriate assessment test.
- Non-degree-seeking students:
 - Without college-level English composition credit will be assessed in writing prior to enrollment in college level English or any course with English as a prerequisite.
 - Without college-level mathematics credit will be assessed in mathematics prior to enrollment in college.
 - Who change to degree-seeking status will be screened under guidelines for degree-seeking students.
- Students entering with the GED credential must complete assessment tests in reading, writing and math or they may present a valid ACT score.
- Students with High School Deficiencies may remove deficiencies in English or mathematics units by:
 - Scoring at college level on placement tests or ACT.
 - Completing DSP requirements.
 - Scoring 26 or above on the ACT composite.
- International students:
 - May submit valid ACT/SAT scores and then follow appropriate guidelines, or
 - Complete assessment tests in reading, writing and math.
- Screening adjustments:
 - Students who are not required to undergo assessment may request testing.
 - Instructors may recommend testing for students who did not undergo assessment but later showed deficiencies.

Attendance. Attendance in DSP classes is mandatory. Instructors may impose grade penalties at their discretion for students' absences. Student absences may be reported to the Director of Developmental Studies for review.

Drops and Withdrawals. Persistence in DSP courses is essential. Since most college-level classes have DSP prerequisites, student goals will be delayed and there may be financial aid consequences for withdrawing from DSP classes. Students enrolled in DSP classes may not drop these classes

without the approval of the DSP Director. Students who are withdrawing from college, that is, all their classes, may do so by following the appropriate withdrawal procedures.

Credit Hours. Credit hours earned in DSP classes may not be used to meet any degree requirement. These credits are institutional credit only. The grades made in DSP classes become part of the academic record and will be used to determine semester GPA and cumulative GPA for retention, probation, and suspension purposes, as well as eligibility for financial aid and athletics, but will not be used when determining eligibility for dean's list, honor roll, or graduation honors.

Grade Assignments. Letter grades assigned to DSP classes are A, B, C, F, I (Incomplete), PR (Progress), or W (Withdraw). Students are eligible to earn a PR Progress grade only during their first attempt taking a DSP class. A grade of C or better is necessary for students to complete DSP classes and progress to the next higher class. Students who earn grades lower than C must repeat the course. A grade of "I" is not considered an attempt. Grades of "PR" and "F" and "W" are considered as attempts. Students may not receive a "W," or "I" without permission of the Director of Developmental Studies.

Audit. Students may not audit DSP classes.

Appeal. Students with DSP suspension may appeal in writing to the Admissions and Standards Committee. Appeals, other than suspension, should be made directly to the Director of Developmental Studies.

Financial Aid. Providing students are eligible, federal financial aid programs may pay for up to 30 semester hours of attempted DSP classes.

Transfer. Developmental courses passed at non-TBR institutions do not automatically transfer to Jackson State. ACT or TBR placement testing will be required.

Challenge Testing. Students may challenge their DSP placement on Challenge Day, held before each semester. Check the college calendar for the date. Students must pay a \$20 nonrefundable and nontransferable fee to the Business Office and register in the Assessment Center by the established deadline. Students who have received a grade for a course (including a PR or a W) may not challenge the class. Instead, they must retake the class to replace the grade. ACT study materials are available at area bookstores and libraries.

Tutoring. Free tutoring is available at the Academic Assistance Center (AAC), located on the second floor of the Library. (731) 425-2614.

Labs. Reading, writing, and mathematics labs are available for students. The Reading Lab is in Nelms Classroom 2E6, the Writing Lab is in Nelms Classroom 202, and the Math Lab is in Nelms Classroom 101. Hours for open labs will be posted on the lab door because they vary by semester.

College-Level Enrollment. Enrollment in college-level courses will depend on which DSP courses are required.

HONORS PROGRAM

Jackson State, in its expanded mission to better serve students in the new century, continues to develop high quality, comprehensive, academically sound, and technologically enhanced programs that serve the community and West Tennessee. The Honors Program at Jackson State is designed to stimulate and challenge academically strong students. By enrolling in the Honors Program, students who have talent and motivation can simultaneously develop their intellectual potential and become members of their academic communities and societies. Admission to the Honors Program requires either a cumulative GPA of 3.5 or higher or a score of 31 or higher on the ACT or an equivalent score on a comparable test. If you are interested in the Honors Program, please contact the Dean of Arts and Sciences at 731-425-2607 or by e-mail at sscott@jssc.edu. For an overview of the Honors Program visit our web site at www.jssc.edu/users/artsci/honors_program.htm

TUITION AND FEES

Fees are to be paid during registration each semester. No student may be admitted to class without having met his/her financial obligations. All payments are to be made in cash, check or by credit card (VISA, MasterCard, or Discover Card) for the amount due. If a student's fees are to be paid by someone other than the student (such as Vocational Rehabilitation, private scholarship, employer, etc.), arrangements must be made at the Business Office before registration.

Students who pre-register for classes will be required to confirm their intent to attend the classes for which they registered and authorize the application of financial aid resources toward payment of fees on or before the term's last day to pay as published in the catalog and class schedule.

According to the Tennessee Board of Regents' policy of Payment of Fees and Enrollment of Students, if any student pays his/her fees by a check that is later returned for insufficient funds, the student will be considered enrolled and will be assessed the applicable returned check fee and late registration fee. When the Business Office receives a returned check, the student will be notified through one certified letter. The student will be denied grade reports, transcripts and future registration privileges including schedule changes until such dishonored check is redeemed.

There is a \$20 fine charged for all returned checks. Returned checks must be cleared in the Business Office with cash, cashier's check, money order or credit card (Visa, MasterCard, and Discover only). All fines, as with any debt to the college, must be paid before re-enrolling for future semesters. Students whose checks repeatedly are returned may be requested to pay all future financial obligations with cash.

The Tennessee Code Annotated, TCA 499-108, states that all colleges and universities of the State College and University System are authorized to issue diplomas, transcripts or grade reports only after the student involved has paid all debts or obligations owed to the college or university including, but not limited to, college bookstores, libraries, food service centers, etc. As a result, no student may re-enroll, graduate, or receive a transcript or grade report until all financial obligations (such as returned checks, library fines, traffic fines, etc.) are paid.

Deferred Payment Plan

Although all charges are due and payable in full at the beginning of each term, students in good financial standing at Jackson State Community College may request the deferment of up to 50% of their tuition and fees for the current semester.

Eligibility

To be eligible for the deferred payment plan, each participant must be enrolled in a minimum of six credit hours and be prepared to make a minimum down payment of 50% of the tuition and fees allowed for deferment. All financial aid awarded and disbursed, including loan funds, must be applied toward payment of tuition and fees before a deferment plan will be considered on the remaining balance. Prior term charges and nondeferrable charges must be paid in addition to the 50% payment.

Terms

The amount deferred will be payable in two monthly installments to be determined each semester by the Business Office. Jackson State is not obligated to send notice before the payment is due.

Service Charge & Fines

Each participant will be charged a \$10 service fee. An additional nonrefundable late payment charge of \$25 will be assessed for each installment not paid on or before the payment due date. Late payment charges are subject to change without notice by action of the Tennessee Board of Regents.

If a payment is not received in the Business Office on or before the due date, a hold will be placed on all services for the student, including grades, transcripts and future registration until all fees have been paid in full.

Refunds/Withdrawal from Classes

All existing rules and policies pertaining to returned checks, refunds, withdrawals, dropped classes, and collection costs are applicable to the deferred payment policy. Withdrawals and drops do not negate deferred balance due. The refund percentage is not applied to the amount of payment, but rather as a percentage of adjustment of total fees.

Delinquent accounts are referred to a collection agency and credit bureau. Any student account referred for collection will not be eligible for the deferred payment plan in future enrollment periods.

Registration Fees and Tuition

All fees are subject to change without notice by action of the Tennessee Board of Regents. Changes are anticipated for 2005-2006. Refer to the schedule of classes bulletin for current fees and tuition.

	Full Time Students (12 hours or more)		
	Registration	Tuition	Total
Residents of Tenn.	\$976	\$ -	\$ 976
Non-residents	976	\$2,923	\$3,899

	Part-time Students (less than 12 hours)		
	Registration	Tuition	Total
Residents of Tenn.	\$83 per Sem. Hr. not to exceed \$976.00	\$ -	
Non-residents	Registration \$83 per Sem. Hr. not to exceed \$976	Tuition \$253 per Sem. Hr. not to exceed \$2,923	Total \$336 per Sem. Hr. not to exceed \$3,899

Regents Online Degree Program (RODP)

	Registration	Tuition	Course Fee	Total
Residents of Tenn.	\$83 per Sem. Hr.	\$ -	\$34 per Sem. Hr.	\$117 per Sem. Hr.
Non-Residents	\$83 per Sem. Hr.	\$253 per Sem. Hr.	\$34 per Sem. Hr.	\$370 per Sem. Hr.

RODP registration, tuition and course fees are in addition to Jackson State registration, tuition and course fee.

Audit Courses

Students auditing regular courses will pay the same fees as those enrolling for credit. Persons more than 60 years old refer to section on admission as a special student, page 11.

Summer Term

Registration and tuition fees for the summer term will be charged at the per-semester hour rate regardless of hours taken. Deferred payment plan not available during summer term.

Books and Supplies

Barnes & Noble provides textbooks and supplies needed by students in their educational program. Every attempt is made to provide the best available service and products at an economical price.

Since the cost of books varies from semester to semester and from one program of study to another, only the average cost can be included in publications. The average cost of books and supplies is approximately \$400 per semester.

Books and supplies may be purchased with cash or credit card (VISA, MasterCard, Discover or American Express). Checks made payable to Barnes and Noble for the amount of purchase only will be accepted with a current student ID card.

A refund of the full purchase price of textbooks will be made during the drop-add period only for course change or cancellation, provided the books have not been damaged. Therefore, students should not mark in or write their names in the books until the drop/add period is over. A drop form and cash register receipt is required to process a refund. Cash will not be refunded for credit card charges. A credit will be issued to the credit card account.

Used books will be repurchased for 50 percent of the purchase price, provided they are current, resalable editions and the student can produce the sales receipt. This buy-back period is the last week of final exams.

A bulletin board outside the bookstore entrance displays store hours, buy-back dates, special supply sales and other pertinent information. The bookstore opens additional hours during the first week of each semester.

Other Fees

Deferred Payment Service Fee – A nonrefundable fee of \$10 is assessed for participating in the Deferred Payment Plan per semester. (Fall and Spring only. Deferred payment is not available Summer semester.)

Late Payment Fee – A nonrefundable fee of \$25 will be assessed on each monthly billing balance that is past due.

Late Registration – A nonrefundable fee of \$25 will be charged throughout late registration. It begins the day after the end of regular registration as identified for each semester in the Academic Calendar printed in this catalog.

Change of Schedule – No course may be added after the drop/add period designated for each term. Courses may be dropped through the “drop only” dates shown in the Academic Calendar.

Transcript – Students may get their transcripts free of charge with a limit of 10 copies at one time. A fee of \$1 each will be charged for more than 10 copies. Requests for transcripts must be submitted to the Records Office.

Graduation Fee – A nonrefundable fee of \$25.

Laboratory Fee – This fee will be eliminated except for those courses using off-campus facilities such as horsemanship. The elimination does not include private music fees and does not affect Continuing Education fees.

Application Fee – All first-time applicants for admission pay a nonrefundable \$10 application fee for processing.

Parking Decals – There is no charge for the decal. However, all students utilizing parking facilities on campus are required to display decals in their motor vehicles parked on campus. Students who do not display decals will be subject to a fine. Decals are good through their printed expiration date. They are available in the Business Office, Savannah Center, Lexington Center, or the Night Office upon completion of a parking decal application.

Campus Access Fee - All students enrolled for campus courses will be charged a \$10 access fee each semester for use of college streets and parking lots at Jackson, Savannah and Lexington campuses.

Nursing Fees – Students enrolled in the Nursing Program are assessed a testing fee each semester. Achievement Test fees are based upon the cost of the test taken—approximately \$25 per semester. Nursing testing fees are nonrefundable after the cost for testing has been incurred by the institution.

In addition to tuition and college fees, nursing students will incur additional expenses and fees specific to their program of study. These include: current health status verification, practice liability insurance, laboratory and clinical practice supplies, uniforms, and travel to and from clinical agencies. A detailed list of expected fees and expenses is available from the Department of Nursing or from the National League for Nursing Accreditation Commission, 61 Broadway, New York, New York, 10006, telephone (212) 363-5555.

Respiratory Care Technology Fee – Students enrolled in the second fall and spring semesters of the Respiratory Care Technology Program are assessed a testing fee. CRT, RRT, and Clinical Simulation Self Assessment Examination fees are based upon the cost of the tests taken, approximately \$200 total. Respiratory Care Technology fees are nonrefundable after the cost for testing has been incurred by the institution.

Allied Health Fees - In addition to tuition and college fees, allied health students will incur additional expenses and fees specific to their program of study. These include: Current health status verification, practice liability insurance, uniforms, travel to and from clinical affiliates, and drug testing. A detailed list of expected fees and expenses for each program is available from the Department of Allied Health.

Miscellaneous Fees

Activity Fee.....\$4.00
(assessed to students registered for credit classes)

Music Lessons - Private (nonrefundable)
Two-credit course\$110
Replacement of Lost ID Card\$10.00
Technology Fee per credit hour\$9.00
not to exceed \$112.50

The Technology Fee is assessed to all students registering for credit courses to help pay for the cost of increased use of new technologies within the classroom.

Service Fee..... not to exceed \$75.00
The Service Fee is charged to persons with disabilities or persons who are 65 years old or older. Please refer to the section on admissions regarding Chapter 28 of Public Acts 1977 (page 12). The fee is one-half of the registration fee per semester. It is subject to change without notice by action of the Tennessee Board of Regents.

Testing Fees

ACT Residual Test\$30.00
Challenge Test.....\$20.00
GED\$55.00
Compass.....\$10.00

All testing fees are nonrefundable and nontransferable.

*All fees subject to change without notice by action of the Tennessee Board of Regents.

Refunds

Refunds of fees will be made when students withdraw from college or change their schedule as stated below.

- One hundred percent of fees will be refunded for withdrawals before the first official day of classes stated in the Academic Calendar of this catalog. Withdrawals are not processed during the official registration period.
- When courses for the summer term's second session are included in that term's official registration process for administrative convenience, but do not begin until later in the term, a refund for the second session will be based on the first official day of classes for that session.
- Seventy-five percent of maintenance fees, out-of-state tuition, access, activity, and technology fees will be refunded for drops or withdrawals processed within 14 calendar days beginning with and including the first official day of classes, or within an equivalent period for summer terms or short-term courses.
- Twenty-five percent of maintenance fees, out-of-state tuition, access, activity, and technology fees will be refunded after expiration of the 14-day period and through the first one-fourth of the term. No refunds will be made after that time.
- One hundred percent of fees will be refunded for classes canceled by the institution.
- One hundred percent of fees will be refunded in case of death of the student.

Refunds for Students Receiving Financial Aid

Federal and state policies govern the responsibilities of students and institutions granting financial aid. Always consult with the Financial Aid Office before you make any changes in your enrollment status, whether dropping or adding a course or withdrawing from the institution.

CHANGE OF STATUS

Add and Drop Courses

After officially registering, students can adjust their schedules according to the Academic Calendar.

Add Course

- Add through the end of the first week of classes during fall and spring terms and through the second day of classes for first and second terms of summer session. Adjustments are made for the deadline for adding classes for full-term summer and short-term courses. See your advisor, advising center, records office or business office for these dates.
- On-campus adds are done at the Advising Center or Night Office.
- On-line adds are available if courses are open. Use Web for Students at www.jbcc.edu.
- After the semester starts, all students who add in person must clear the Business Office for an add to be valid.

Drop Course

Students are strongly encouraged to discuss their progress with the instructor prior to dropping a course. If a student stops attending a class without officially dropping it by the last day to withdraw for the term, "F's" will be recorded for each course.

If you decide to drop a class, find a computer with Internet access and go to the Jackson State home page at www.jbcc.edu. In the Quick Links drop-down box, pick Web for Students. Enter your student I.D. number or social security number and your PIN number to access Web for Students. Then proceed to conduct your drop, following the instructions on the screen. *Make certain that the drop was accepted.* If you receive financial aid, veteran's assistance or vocational rehabilitation, you are encouraged to talk with the respective office to be aware of how your drop will affect your future eligibility and if you will have to pay money back.

If you need assistance with your drop and you are on the Jackson campus, go to the Counseling Office in Room 12 of the Student Union or to the Night Office in Room 104 of the Nelms Classroom Building and follow their instructions. Students cannot drop developmental studies, nursing and some allied health courses on-line or without special permission from the appropriate department head.

If you are at the Lexington or Savannah Center, you can drop the class at the center administrative office.

After the last day to drop as indicated by the academic calendar, students are not permitted to drop and receive a "W" grade unless documented proof can be provided of hardship circumstances such as serious injury, serious illness or severe job-related problems that occurred after the last date to drop, or could not be resolved before then, can be provided. Drops after the deadline must be approved by the Dean of Enrollment Management.

To request to drop a class after the deadline, obtain a "Request to Drop or Withdraw After the Deadline" form from a dean's office, the Night Office, or a Savannah or Lexington Center Office. If you are receiving financial aid, talk with the Financial Aid office to determine whether you will need to repay financial aid funds. You then need to obtain concurrence with the decision to withdraw and the signature of the instructor and Dean of Enrollment Management before taking the form to the Records Office. In any case, a drop will not be approved after the beginning of final exams as published in the academic calendar. *Please note: Continue attending classes if at all possible until permission and all signatures have been obtained. Submitting a request does not signify permission will be granted.*

Change to Audit

Students may change their enrollment status in a course from credit to audit at any time until the last day students may add a course. After that date you may, with the permission of the faculty member teaching the course, change from credit to audit status until the last day to drop a course or withdraw from the college. Change of status after this date also must be approved by the Vice President for Academic Affairs.

Students who elect to audit a course are present only for the purpose of observing the course. Neither faculty members nor Jackson State academic support services will have any obligation to provide instruction to or evaluation of the student.

You may not audit basic or developmental classes. Please note that if you are receiving financial aid, whether a grant or scholarship, or veteran benefits, changing status from credit to audit may affect your eligibility or repayment. See the Financial Aid Office for implications.

Follow these procedures to change from credit to audit status:

1. Obtain a Change of Credit to Audit form from the Division Dean, Night Office or Center Office.
2. Obtain approval signature from the instructor of the class for which enrollment status is changed.
3. Return the course status change form to the Records Office no later than 4:30 p.m. on the posted last day to withdraw from the college.

Withdrawal from the College

Students who stop attending classes at Jackson State must officially withdraw from the college. The last day to withdraw without penalty is indicated in the academic calendar; in such cases, the "W" grade will be recorded for each course involved. Students who stop attending classes and do not officially withdraw from the college will receive a grade of "F" in all courses.

If you decide to withdraw from the college, find a computer with Internet access and go to the Jackson State home page at www.jscc.edu. In the Quick Links drop-down box, pick Web for Students. Enter your Student I.D. number or social security number and your PIN number to access Web for Students. Then proceed to conduct your withdrawal, following the directions on the screen. If you receive financial aid, veteran's assistance or vocational rehabilitation, you are encouraged to talk with the respective office to be aware of how your withdrawal will affect your future eligibility and if you will have to pay money back.

If you need assistance with your withdrawal and you are on the Jackson campus, go to the Counseling Office in Room 12 of the Student Union or the Night Office in Room 104 of the Nelms Classroom Building and follow their instructions. If you are at the Lexington or Savannah Center, go to the center's administrative office for assistance. Students cannot drop developmental studies, nursing and some allied health courses on-line or without special permission from the appropriate department head. The date used to determine withdrawal date and any refund will be the date the written request is received by the college.

In case of serious illness, serious injury, death, or failure to comply with school policy regarding the repeat of a grade of "B" or higher, the college may administratively withdraw a student. In such cases, the "W" grade will be recorded.

After the last day to withdraw from the college, as indicated in the academic calendar, students will not be permitted to withdraw and receive the grade of "W" unless documented proof can be provided that hardship circumstances such as serious injury, serious illness, or job-related problem (Example: shift change or transfer) developed after the withdrawal deadline. Withdrawal after the above date must be approved by the Dean of Enrollment Management. In any case, withdrawal will not be approved after the beginning of final exams as published in the academic calendar.

To request to withdraw from Jackson State obtain a "Request to Drop or Withdraw After the Deadline" from the Dean's office in room 22 of the Student Union Building, the Night Office in the Classroom Building, or the Savannah or Lexington Center office. If you are receiving financial aid, talk with the Financial Aid Office to determine whether you will need to repay financial aid funds. You then need to obtain concurrence with the decision to withdraw and the signature of the instructor and Dean of Enrollment Management before taking the form to the Records Office. Although a request to withdraw from the college should be accomplished in person, permission to withdraw in writing may be granted in special situations. *Please note: Continue attending classes if at all possible until permission and all signatures have been obtained. Submitting a request does not signify permission will be granted.*

Cancellation of Classes

The College reserves the right to cancel classes which do not meet established criteria, including:

- Availability of qualified instructors.
- Appropriate facilities.
- Sufficient enrollment.

In case any class is cancelled, the College will drop and/or withdraw the students.

GRADING SYSTEM

The following grading system is used at Jackson State:

A	Outstanding
B	Above Average
C	Average
D	Passing but below average
F	Failing
I	Incomplete
N	Audit, no grade or credit
W	Withdraw
PR	Progress

Incomplete "I" Grade

The grade of "I" will be awarded only in exceptional cases when illness, accident, or unavoidable circumstances prevent the student from taking the final exam or completing the course requirements. An "I" grade will appear on the student's transcript.

A student must complete the necessary course requirements within six weeks of the end of the term in which the "I" grade was received; otherwise, the "I" grade will be changed to an "F" grade. When the "I" grade is changed to an "F" grade, it will become part of the student's permanent record. Some programs and courses require completion of prerequisite courses prior to enrollment. An "I" grade will not satisfy the prerequisites to such requirements.

Withdrawal "W" Grade

The grade of "W" is assigned for a student who officially drops a course or withdraws from the college prior to or on the last day to drop or withdraw. The last day to drop a course or withdraw from the college is listed each semester in the academic calendar. The "W" grade is non-punitive and will appear on the student's transcript.

Developmental Studies Grades

Grades assigned in developmental studies (DSP) courses are: "A," "B," "C," "F," "PR" (progress), "W" (withdrew from college), and "I" (Incomplete). No grades of "D" are assigned. Students are not permitted to audit DSP classes. Because withdrawal from DSP will delay completion, persistence in the program is essential. Students cannot drop DSP classes or receive a grade of Incomplete without the permission of the DSP director. Grades for DSP classes are used in determining financial aid eligibility, probation, and suspension, but not academic honors or credit hours required for graduation.

Withdrawal "W"

Successful completion of DSP courses is required for most college-level classes, so students should complete their DSP requirements during their initial terms of enrollment. Students placed and enrolled in DSP classes may not withdraw except with permission of the DSP director. Financial aid consequences should also be considered before deciding to withdraw.

Progress "PR" Grade

The "PR" grade is used only in DSP courses and may be assigned to students who meet attendance requirements but do not fully master all the course competencies. Minimum requirements for each course will be determined by the department offering the course, but will not be less than fifty percent of the work required for the full semester. A student receiving a "PR" grade must register for the same course the following semester (summer semester may be exempted) or the PR will be changed to an F. The PR grade does not impact GPA negatively or positively. When the course is repeated, the student will be assigned a grade. A grade of "PR" may be earned only on the first attempt in any specific DSP class, so a student who withdraws is not eligible for the grade on the next attempt.

Grade Appeal Procedure

Students may appeal a grade they believe is based upon *prejudice, discrimination, arbitrary and capricious action or other such reasons*. They may *not* appeal a grade based upon *academic performance*.

The first steps in a grade appeal must be taken on or before Friday of the first full week of the next term. Therefore, if the grade is given for:

- Fall semester: By Friday of the first full week of spring classes.
- Spring semester: By Friday of the first full week of summer classes.
- Summer (either session): By Friday of the first full week of fall classes.

The grade appeal procedure is a step-by-step process. You must complete each step in the required order and within the time limit given within the process. Failure to do so will result in automatic denial. You must also provide proof substantiating the claim. Full details are available in the Deans' Offices.

Quality Point Average

To determine the Quality Point Average (QPA), the following quality points are assigned to grades:

For each credit hour of A	4 quality points
For each credit hour of B	3 quality points
For each credit hour of C	2 quality points
For each credit hour of D	1 quality point
For each credit hour of F	0 quality points

QPA (Quality Point Average) is determined by dividing the total number of quality points earned by the total number of credit hours which the student attempted, except for credit hours in courses from which the student withdraws in good standing or for courses in which the student receives credits which are not considered when determining the QPA. In computing the quality point average of a student who has repeated one or more courses, the college will count only the last grade received in the repeated course or courses and count hours attempted only once, provided that the number of repeats in any single course does not exceed two (three attempts). In the event that a student repeats a course more than twice, the grade and credit hours attempted in the third and subsequent attempts shall be used in determining the quality point average. The credit hours earned by repeating a course will be counted only one time in the cumulative total of hours earned.

A student's transcript will include the following for each term as well as a cumulative Quality Point Average (QPA):

- A QPA comprised only of hours taken in courses numbered 100 and above (college level only).
- A QPA comprised of hours taken in courses numbered 100 and above and hours taken in the developmental studies program (combined QPA).

Calculations are performed in the following ways:

The "college only" QPA is used:

- In calculating the required QPA for graduation.
- In determining term honors.
- In determining graduation honors.

The "combined" QPA will be used in determining:

- Probation and suspension.
- Financial aid eligibility.
- Athletic eligibility.

Grades for Transfer

Students need to be aware that some colleges and universities accept as transfer courses only those courses in which a student has earned a grade of "C" or above.

Full-Time Student Credit Load

Recommended Credit Load.....	16-18 hours
Maximum Credit Load (without permission*).....	20 hours
Maximum Credit Load (with permission).....	22 hours
Minimum Credit Load for Full-time Status	12 hours

*Any student desiring a credit load of more than 20 hours, including summer semester, must secure permission from the Academic Affairs Office before registering. A student should have a 3.00 cumulative QPA to request more than 20 hours of work. The QPA along with other criteria will be considered in determining overload approval.

Part-Time Student Credit Load

Any student with a credit load of 1-11 hours will be considered a part-time student.

Academic Classification

For administrative purposes, a student will be classified as a freshman until he/she completes 28 semester hours of credit. After such time, the student will be classified as a sophomore. Those not accepted as degree students will be classified as special students.

Academic and Retention Standing

A minimum 2.0 college-level QPA is required to achieve the Associate Degree. In addition, a student must meet the following retention standards of the college which indicate satisfactory academic progress on the part of the student:

- Attain a 2.0 QPA for current semester or
- Meet one of the following retention standards

Credit Hours Attempted*	Minimum Cumulative QPA
.0 - 14.0.....	1.4
14.1 – 26.0.....	1.6
26.1 – 40.0.....	1.75
40.1 – 48.0.....	1.9
48.1 – 56.0.....	1.95
56.1 and above	2.0

Quality-Point Average Required for Good Standing in Certificate Programs

Percentage of Cumulative Hours Attempted*	Cumulative GPA Required
1 – 25%	1.00
26 – 50%	1.50
51% and above.....	2.00

*Hours attempted include credit hours for which a grade (except W) is assigned.

Good Academic Standing

This status indicates that a student has met the required retention standards of the college for his/her semester of study and is making satisfactory academic progress.

Academic Probation

This status indicates that a student did not meet the retention standards of the college and is no longer in good academic standing. It requires that a student immediately seek the assistance of his/her advisor in developing a plan of study and support activities which will include one or more of the following guidelines:

- Taking a course load of twelve (12) semester hours or less
- Registering for one or more courses for which he/she received a "D," "PR," or an "F" grade
- Establishing regular appointments with a member of the counseling staff. Failure to comply with this option will result in the student being required to drop his/her course load to twelve (12) semester hours or less

Students who meet the retention standards of the college while on academic probation shall regain good academic standing.

Students who fail to meet the retention standards of the college while on academic probation shall be placed on academic suspension for the subsequent semester (excluding summer term). The summer term cannot be used for this purpose when suspension occurs upon completion of the spring semester.

Academic Suspension

This status indicates that a student did not meet the required retention standards of the college while on academic probation. The student shall be placed on academic suspension and required to stay out of college the following semester (excluding summer term). The summer term cannot be used for this purpose when suspension occurs upon completion of the spring semester.

A student who has been on suspension for one semester or more excluding summer shall be readmitted to the college on academic probation, and shall be subject to the special advisory guidelines and retention standard requirements of probation.

If the academic calendar is such that a student registers before the official suspension lists are communicated to all concerned, the student's current registration will be canceled and all paid fees will be refunded.

Appeal of Academic Suspension

A student may appeal his/her suspension for failure to meet college retention standards to the Admissions and Standards Committee of the college. The procedure of appeal includes:

- The suspended student must appeal the suspension in writing to the Admissions and Standards Committee and provide documentation of extenuating circumstances or unusual hardships which were responsible for his/her poor academic record.
- The decision of the Admissions and Standards Committee may be appealed in writing to the Dean of Enrollment Management. Appeals should include additional information the committee might not have considered.

Repeat a Course

A student may be permitted to repeat a course in which his/her final grade was "C" or lower when such a repeat is necessary to increase mastery in a course for successful performance in a subsequent course or for the purpose of increasing his/her quality point average. A student may be permitted to repeat a course in which a grade of "B" or higher was earned only with the approval of the Vice President for Academic Affairs. (Failure of a student to comply with this policy will result in automatic withdrawal.)

Only the last grade received in the repeated course or courses will be used in computing the student's quality point average, provided that the number of repeats in any single course does not exceed two (three attempts). In the event that a student repeats a course more than twice, the grade and credit hours attempted in the third and subsequent attempts shall be used in determining the quality point average. The credit hours earned by repeating a course will be counted only one time in the cumulative total hours earned.

Academic Honesty

Academic honesty is central to the educational process. Acts of academic dishonesty are serious offenses at Jackson State and can result in suspension from the college. Therefore, no students shall:

- Claim or submit the academic work of another as one's own.
- Procure, provide, accept or use any materials containing questions or answers to any examination or assignment without proper authorization.
- Complete or attempt to complete any assignment or examination for another individual without proper authorization.
- Allow any examination or assignment to be completed for oneself, in part or in total, by another without proper authorization.
- Alter, tamper with, appropriate, destroy or otherwise interfere with the research, resources, or other academic work of another person.
- Alter, tamper with, appropriate, destroy or otherwise interfere with the use of institutional property, including but not limited to classroom fixtures, laboratory and/or computer equipment and supplies, and instructional materials.
- Fabricate or falsify data or results.
- Commit plagiarism if you submit as your own work:
 - Part or all of an assignment copied or paraphrased from another person's manuscript, notes or talk (lecture).
 - Part or all of an assignment copied or paraphrased from anything published.
- Act as an accomplice in plagiarism if you:
 - Allow your work, in outline, draft or finished form, to be copied and submitted as the work of another.
 - Prepare an assignment for another student which he/she submits as his/her own work.
 - Keep or contribute to a file of papers or presentations which anyone other than the author adopts and submits as his/her own work.

Class Attendance and Absences

Regular class attendance is a reliable predictor of student learning and retention. Students are expected to attend all sessions of classes in which they enroll. It is the responsibility of each student to know the attendance policy of each teacher in whose class he/she is enrolled. Each teacher formulates an attendance policy and provides it in writing to students of each class. Faculty should work with students who are absent from classes due to travel caused by college-sponsored activities. The policy statement contains an explanation of grade penalties that result from failure to comply with the attendance policy. Faculty monitor attendance and assign an "FA" grade with a student's last date of attendance, if they stop coming to class without officially dropping.

If a student is absent the equivalent of three weeks, an "FA" may be recorded, indicating the student has failed the class because of attendance. This may affect a student's financial aid eligibility or result in penalties.

Inclement Weather

Jackson State will examine weather and road conditions and will announce a decision regarding cancellation of classes for broadcast by all Jackson radio and TV stations. The college will also attempt to notify as many radio stations as possible in cities outside of Jackson/Madison County. Occasionally it is impossible to notify a station because of weather-related problems. It is suggested that the student listen to a Jackson station when in doubt. **Announcements regarding cancellation of classes are normally called in to the stations by 6:00 a.m. for day classes and 4:00 p.m. for evening classes. Information also will be posted on the college web site and on the main switchboard by 6:00 a.m. for day classes and by 4:00 p.m. for evening classes.**

Jackson State will attempt to offer classes on a regular schedule or a snow-day delayed schedule unless weather conditions are extremely severe area-wide. When in doubt, students are urged to use their own judgment regarding attendance. Students will be responsible for any academic work missed due to absences caused by severe weather conditions.

NOTE: Decisions regarding the cancellation of classes and activities at Jackson State are made independent of other local schools' decisions.

Awards and Honors

Awards and honors have been established for the recognition of outstanding achievement in several areas of college life.

Honor Roll is reserved for students who are enrolled for twelve (12) or more hours of college-level work (Basic and Developmental excluded) and who complete a semester's work with a quality point average between 3.00 and 3.49.

Dean's List is reserved for students who are enrolled for twelve (12) or more hours of college-level work and who complete a semester's work with a quality point average between 3.50 and 4.00.

Academic graduation awards will be noted on the student's diploma as follows:

3.80-4.00 Summa Cum Laude
3.50-3.79 Magna Cum Laude
3.25-3.49 Cum Laude

Faculty Award will be given to the graduating student who, in the opinion of the college faculty, has contributed most to the advancement and betterment of Jackson State. An appropriately-inscribed plaque will be awarded to the student.

President's Award will be given during commencement to the graduating student(s) who has/have maintained the highest grade point average. An appropriately-inscribed plaque will be awarded to the recipient(s).

Who's Who Among Students in American Junior Colleges is a publication that honors selected outstanding graduating sophomores. These students are selected by the college faculty according to scholastic ability, participation and leadership in academic and extracurricular activities, citizenship and service to Jackson State and potential for future achievement. The students receive an appropriately inscribed Who's Who certificate.

ALTERNATIVE SOURCES OF CREDIT AND ADVANCED PLACEMENT

College credit may be granted by Jackson State for courses in areas for which a student has demonstrated satisfactory achievement and proficiency. Options are:

- Armed Services Credit
- Articulation Credit by Examination
- Challenge Examination Credit
- Course Exemption
- Credit by National Examination
- Credit for Life Experience
- Tech Prep Education

Jackson State accepts up to 21 credit hours from national college-level exams. A maximum of 30 semester credit hours may be accrued through alternative sources. See individual options for specific limitations.

Armed Services Credit

Some education courses that are successfully completed in the armed services may be accepted for credit. Jackson State uses the recommendations of *A Guide to the Evaluation of Educational Experiences in the Armed Services* from the American Council on Education as one basis for evaluating credit.

The Registrar will review credit and if deemed necessary refer specific courses to academic divisions for evaluation. The Registrar will make the final recommendation of credit that can be accepted. Jackson State accepts a maximum of 21 semester credit hours.

Note: Jackson State is a member of Service Members Opportunity Colleges (SOC). SOC is comprised of a network of more than 700 colleges who work together to expand and improve post-secondary education opportunities for military personnel and veterans. Efforts are made to minimize loss of credit and to avoid duplication of coursework. Contact the Records Office at (731) 425-2654 for additional information.

Challenge Examination Credit

Students may receive credit by challenge examination for selected courses approved by the appropriate dean. To receive credit by challenging a course, students must:

- Make application to the department chair no later than the last day of late registration. Both the department chair and the division dean must acknowledge that the student has a reasonable chance to challenge the courses successfully.
- Register for the course to be challenged.
- Take the challenge exam within the first two weeks of classes.
- Attend class regularly until the exam is graded and final approval is given by the Dean and the Vice President for Academic Affairs. Final approval will be given prior to the end of the third week of classes.

Note: Applications completed after the last day of late registration will not be considered until the next semester.

The grade earned on the challenge exam will be entered on the student's transcript. Students who receive less than a "C" grade on the challenge exam may elect to attend class for the remainder of the semester with the final grade being that which is earned in the course during the semester.

Students cannot challenge elementary level courses in a field in which they already have received credit for advanced work. Students cannot challenge any course for which they will receive transfer credit from another institution. Students may challenge a course only once and the grade cannot be used to remove an "I" grade, "F" grade, or to improve a grade already earned. A maximum of 12 semester credit hours may be earned by challenge exams. For additional information, contact the chair of the appropriate academic department.

Advanced Placement (Course Exemption)

Exemptions for any given course will be established on the basis of achievement in the corresponding high school courses or on tests administered by Jackson State. Although Jackson State does not grant credit for course exemptions, students are benefited by obtaining such exemptions because they will not need to take courses in which they are already proficient. They can pursue more advanced courses while meeting degree requirements. Course exemptions will not reduce the number of credit hours required for the associate degree.

For consideration of course exemptions for academic advanced placement, students should contact an academic advisor or the dean of the appropriate division. Final approval rests with the dean of the division.

Credit by National Examination

AP

Jackson State participates in the nationally recognized Advanced Placement Program (AP). Advanced Placement Examinations are offered to give high school students opportunities to demonstrate college-level achievements. To be eligible for credit, a student must score at the 3, 4, or 5 level on the Advanced Placement Test. In some laboratory courses the student may be required to demonstrate proper laboratory skills and safety precautions before credit is awarded. Only students who have been admitted or are currently enrolled at Jackson State may receive credit upon submission of their official AP test scores. Contact the Records Office for additional information.

CLEP

Students may receive credit based on their performance on a College Level Examination Program (CLEP) test sponsored by the College Entrance Examination Board (CEEB) if their score is at the acceptable level designated by Jackson State. Effective July 2001, the CLEP minimum acceptable score is 50. For specific information consult the web address: collegeboard.com or contact the Records Office. Jackson State does not administer the tests.

Credit for Life Experience

Credit for Life Experience may be awarded to students who have demonstrated evidence that the material taught in the course has been mastered through sources outside the college setting. Students wishing to apply for such credit should begin the process by meeting with the department chair in which the course is taught at least two semesters prior to graduation.

Tech Prep Education

Contact person: Mr. Philip Spence
425-2633 – pspence@jssc.edu

Tech Prep is a national program combining four years of high school and two years of postsecondary education or training, preferably an associate degree. Tech Prep combines challenging academics and technical courses in high schools and community colleges to equip students with lifelong learning skills and high-paying high-tech careers. In order to deliver this program to the students of West Tennessee, Jackson State, the Tennessee Technology Centers (TTCs) at Crump, Jackson, Lexington, McKenzie, Paris, and Whiteville, the 20 secondary school systems in our 14-county service area, and numerous business, industry, and chamber of commerce representatives have formed the Greater West Tennessee Tech Prep Consortium.

Articulation Credit With Tennessee Technology Centers

Opportunities exist for Tech Prep articulation between Jackson State and certain area high schools and Tennessee Technology Centers. Tech Prep students may earn no more than 21 hours of credit through articulation by examination; however, in combination with AP, CLEP, or other national exams, a total of 30 credit hours may be awarded. Tech Prep articulation exams may be attempted one time only. There is no fee for the test or for the course when credit is earned. All articulated credit will be held in escrow until the student has successfully completed 3 additional college credit hours in classes at Jackson State.

Opportunities exist for service area program articulation between Jackson State and the Tennessee Technology Centers. Students who meet the criteria for admission to Jackson State may transfer up to 30 credit hours from service area tech centers, under certain conditions. This credit is held in escrow until successful completion of 3 additional credit hours at Jackson State. For more information, contact the Dean of Professional and Technical Studies at (731)425-2632.

Tech Prep Careers

According to the Perkins Act, Tech Prep careers include all occupations which fall within the fields of “engineering technology, applied sciences, mechanical, industrial, or practical art or trade, or agriculture, health, or business” (Perkins Act, Final Regulations 34 C. F. R. § 406.5).

Tech Prep Articulation Credit by Examination

Articulation is a planned process to help students make a smoother transition from some high school and TTC courses to programs at Jackson State with credit and at no cost. Students who have completed the three credits, plus one related, in a related technical concentration in high school and have maintained at least a “C” average are eligible.

Because area high school, TTC, and Jackson State instructors have reviewed what they teach and identified similar work in some courses, agreements have been made to permit eligible students to complete an articulation exam at the college. If the students pass the exam(s) at the specified level, they will earn *free credit!* Articulated postsecondary credit by competency checklists is also an option only at the Tennessee Technology Centers.

Please read all eligibility requirements, procedures, and restrictions listed below.

Articulation Eligibility Requirements

- Regular high school diploma with three credits in one technical concentration.
- “C” average or higher overall GPA.
- Written recommendation of the high school instructor and guidance counselor on the Tech Prep Articulation Application (attached to the high school transcript).

Articulation Procedures

1. Complete the Tech Prep Articulation Application which is available from high schools, Tennessee Technology Centers and the office of Tech Prep Education at Jackson State. The applicant and the high school technical instructor and counselor must sign the application.
2. Submit all copies of the Tech Prep Articulation Application to the Tech Prep Office at Jackson State. Copies will be distributed to applicants and high school counselors when the results are final.
3. Complete and submit a Jackson State Application for Admission and an official copy of your high school transcript to the Office of Admissions.
4. Upon receipt of a letter of articulation eligibility from the Tech Prep Office:
 - Student will be contacted by the Tech Prep Office to schedule a time for the articulation exam(s), or
 - Review the pathways competencies with the appropriate dean and director of Tech Prep Education.
5. Take the exam(s).
6. Review exam results with the testing instructor/Tech Prep personnel, and sign the Results of Tech Prep Articulation Examination forms.
7. **DO NOT REGISTER** for any course that you are planning to articulate.

Articulation Restrictions

- Must attempt articulation within two (2) years of completing high school unless otherwise specified as in the case of articulation from a Tennessee Technology Center.
- May attempt a course articulation one time only.
- Must meet the Escrow Requirement in order for earned Articulation Credit by Examination or Pathways checklist to be posted to the transcript. The Escrow Requirement is the completion of 3 additional hours of credit at Jackson State.
- May earn no more than 21 hours of credit through Tech Prep articulation by examination.
- CANNOT attempt articulation on courses previously completed in an attempt to raise grades on those courses.
- Negative results of attempted course articulation will **not** be recorded on students’ transcripts. Test results will be on file in the Tech Prep Office only.

Tech Prep Programs and Courses With Existing Articulation Agreements (*Passing Scores Are Indicated in Parentheses*)

Accounting (70)

ACC 105 Fundamentals of Accounting

Agriculture (70)

AGR 120 Intro. to Agricultural Engineering (70)

AGR 130 Intro. to Animal Science (70)

AGR 140 Intro. to Plant and Soil Science (70)

AGR 250 Greenhouse Management I (78)

AGR 241 Ornamental Horticulture (78)

AGR 280 Lawn and Turf Management (78)

Basic EMT (84)

HSC 100 Basic Life Support for the Health Sciences

Business (70)

BUS 111 Introduction to Business

Computer (70)

CIS 101 Software Applications

Electro-Mechanical Technology (75)

EET 100 Electrical Circuits I

EET 120 Digital Circuits

EET 160 Electrical Circuits II

EET 170 Electronics I

EET 175 Electronics II

EET 180 Programmable Logic Controllers I

EET 240 Fluid Power

EET 245 Microprocessors

[MET 100 also available; see below for score.]

Manufacturing Technology (70)

MET 100 Engineering Drawing

MET 107 Principles of Machining I

MET 109 Technical Math

MET 110 CAD I

Marketing (74)

MKT 211 Principles of Marketing

Nursing (75)

CIS 101, HSC 100 Basic Life Support, and HSC 111 Medical Terminology also available.

Office Systems (77)

CIS 103 Keyboarding Fundamentals

CIS 111 Information Processing

CIS 262 Administrative Office Procedures

Physical Therapist Assistant (75)

HSC 111 Medical Terminology

[CIS 101 also available; see Computer for score.]

COOPERATIVE EDUCATION

It is desirable for persons entering occupations to be able to translate theory into application on the job with a minimum of adjustment. Work experience rounds out education, eases the progression from knowledge to performance, and, for those still in school, eases the difficulty of adjustment encountered as beginning employees.

Cooperative Work Experience provides students with opportunities for on-the-job training in conjunction with on-campus educational experiences. Six hours of academic credit earned in either of the work experience programs is applicable to a certificate or associate degree. The maximum amount of cooperative work experience is 6 credit hours.

Cooperative Work Experience positions have been identified and approved by the Cooperative Work Experience Coordinator. However, students may utilize their existing jobs if they are career related and have the approval of the Cooperative Work Experience Coordinator.

After the application is reviewed, every effort is made to place the student in already existing cooperative work experience positions which fit employer and student needs.

Cooperative Work Experience courses exist in Business, Computer Information Systems, Electro-Mechanical, Graphic Design Technology, Industrial Technology, and Manufacturing Technology.

Six hours of cooperative work experience credit can be applied in a student's program of study as elective credit. Additional credit hours earned will be entered on the student's transcript, but will not be included in the credit hours required for graduation.

Every effort will be made to arrange for colleges and universities to accept work experience courses for credit, but transferability of courses is not guaranteed.

HOW WE HELP YOU

FINANCIAL AID

For students who need financial assistance to attend college, the Office of Financial Aid Services offers the following programs and services. Applications may be requested for all programs on the JSCC web page at www.jsc.edu.

Institutional Aid Programs

Academic Service Scholarships: The State of Tennessee permits Jackson State to award a limited number of scholarships each year. The scholarship covers tuition and fees for four academic semesters. Students on academic scholarship are required to work 75 hours each semester. Entering freshmen and returning sophomores should contact the Financial Aid Services Office for more information. Applications must be submitted no later than April 1.

Institutional Work Program: College student employment may be available to students who do not qualify for the federal work program. Students should check with the Financial Aid Services Office for employment applications.

Minority Incentive Program: As a part of the Geier vs. Sundquist desegregation settlement, the State of Tennessee has made funds available to increase the minority student enrollment and retention at Tennessee Board of Regents universities and community colleges. Incentive awards are available to African-American students only at Jackson State. The award will cover maintenance, technology, activity and access fees.

Jackson State Community College Foundation Scholarships: The Jackson State Community College Foundation was organized as the F. E. Wright Memorial Foundation in 1977 as a tribute to the late Dr. Francis Everett Wright, the first president of Jackson State. When the name of the Foundation was changed in the spring of 2000, the Foundation board of trustees elected to reorganize the general scholarship fund as an endowed fund and name it after Dr. Wright. Scholarships from this fund are intended to increase access to Jackson State. Most will be awarded on the basis of financial need. Income from other Foundation funds has been used to provide scholarships for area students chosen for scholastic excellence and evidence of leadership ability.

General criteria for scholarship consideration:

- Scholarships require the completion of an application as specified by the contact.
- Applications must be submitted by **April 1** unless otherwise indicated.
- Applicants must be a high-school graduate or hold a G.E.D.
- Applicants must apply for admission prior to consideration for scholarships.
- Applicants must be enrolled as a regular student in a degree or certificate program.
- Applicants must enroll as a full-time student unless otherwise indicated.

Note: The Financial Aid Services Office reserves the right on behalf of the Jackson State Foundation to review, change or cancel an award because of changes in financial status or lack of required satisfactory progress. All foundation scholarship offers and awards are tentative and are contingent upon actual funding each year. Unless noted otherwise, institutional and foundation awards do not cover out-of-state tuition or additional charges for Regents Online Degree Program (RODP) classes.

Jackson State Foundation Scholarships

Agriculture Scholarship Agriculture Dept.

- Agriculture major
- Active member of JSCC FFA
- Typed essay on need for scholarship
- Maintain 2.5 GPA; 3.0 GPA in Agriculture classes

Alumni Scholarship Financial Aid Office

- Varies, maximum award will be full tuition and fees
- Resident within the JSCC service area
- Have a demonstrated financial need
- Renewal for second semester requires 2.25 GPA

Askew Nixon Ferguson Architect's Scholarship Industrial Technologies Dept.

- \$250 per semester for books and supplies
- Second year Graphics Design Technology major
- Registration in GDT 140, 150 and/or 160
- Renewable for second semester

Brandenburg Endowed Scholarship Radiography Dept.

- \$250 per semester
- Second year Radiography major
- Resident of Henry County
- Assigned to Henry County Medical Center for clinical education

Brooks Metts Scholarship and Jesse Jones Scholarship Radiography Dept.

- Be a second-year student
- Demonstrate outstanding clinical performance
- Have a GPA of 3.0 or above
- Must be recommended by clinical instructor
- Financial need not met by other financial aid

Colinas Verdes Scholarship Meda Falls, Director Savannah-Hardin Center

- Full tuition and fees per semester
- Reside within the Hardin County area
- Enroll for 6 or more hours at the Hardin County Center
- Renewal for second semester requires 2.9 GPA

Computer Services Scholarship Information Technology

- Covers tuition up to 6 credit hours
- Submit written statement
- Committee stipulates course/books
- Application is on web at <http://www.jsc.edu/oit/scholarship-info.htm>

Con T. Welch Endowed Scholarship Meda Falls, Director Savannah-Hardin Center

- \$250 to full tuition and fees per semester
- Reside within Hardin County

Credit Professionals International Financial Aid Office

- \$500 per semester
- Reside within West Tennessee, exclusive of Shelby and adjoining counties
- Preference given to non-traditional student
- Enroll as a full-time business major
- Renewal for second semester requires 2.5 GPA

Dr. William R. Durham Memorial Scholarship
 **Financial Aid Office**

- \$500 per semester award
- High school graduate or GED
- Enroll in Industrial Technology Program
- Reside in Decatur, Henderson, or McNairy Co.
- ACT score of 19 or above
- Maintain a GPA of 2.25
- Maintain full-time status
- Renewable for four consecutive semesters based on availability of funding

Durward Denley Scholarship..... **Financial Aid Office**

- \$150 award
- Computer major
- Incoming freshman
- High school graduate or GED
- GPA of 2.5 or better
- Letter of recommendation
- Maintain GPA of 2.5
- Maintain full-time status

Dr. F. E. Wright Merit Scholarship.....**Financial Aid Office**

- Covers tuition and fees
- Current high school graduates only
- ACT score of 20 or above
- High school activities and leadership abilities are considered
- Maintain GPA of 2.75 each semester
- Maintain full-time status
- Renewable up to four semesters based on availability of funds

Granville Hinton Memorial Scholarship Award
 **Meda Falls, Director Savannah-Hardin Center**

- \$625 per semester award
- Reside in Hardin County
- High school graduate or GED
- Enrolled full time with the majority of courses being taken at the Savannah-Hardin Center
- Maintain a GPA of 2.5 and remain full-time to receive the award for a second semester

Harold Stephenson Memorial Scholarship.....
 **Nursing/Allied Health Departments**

- \$250 per semester for books for approved classes
- Nursing or allied health program major
- Be employed as a care-giver in a recognized institution

Haywood Co. Scholarship **Financial Aid Office**

- \$500 per semester award
- Haywood County high school graduate
- ACT score of 19 or above
- Enroll in an Industrial Technology Program
- Submit letters of recommendation
- Maintain a GPA of 2.25
- Maintain full-time status
- Eligible for four consecutive semesters based on availability of funds

Hazel Culver Memorial Scholarship..... **Financial Aid Office**

- Cover tuition and fees
- Criteria same as F.E. Wright Merit Scholarship
- Enrolled full time in a college/university transfer program
- Awarded by a selection committee
- Maintain a 3.0 grade point average
- Renewable based on availability of funds

Henderson County Scholarship..... **Financial Aid Office**

- \$1,000 per semester
- Reside within Henderson County
- Enroll as a full-time student
- Have a demonstrated need for financial assistance
- Maintain a 2.5 grade point average
- Renewable based on availability of funding

Henry Co. Medical Center Scholarship.....**Radiography Dept.**

- Be a sophomore student
- Demonstrate outstanding clinical performance
- Have a GPA of 3.0 or above
- Must be recommended by clinical instructor
- Financial need not met by other financial aid
- Must be assigned to Henry County Medical Center

Huneycutt-Adams Memorial Scholarship**Music Dept.**

- Per semester award
- Students audition for the music faculty
- Students are required to be active in a JSCC music ensemble
- Awarded at the beginning of the semester

Independent Radiology Associates**Radiography Dept.**

- Be a sophomore student
- Demonstrate outstanding clinical performance
- Have a GPA of 3.0 or above
- Must be recommended by clinical instructor
- Financial need not met by other financial aid
- Must be assigned to Methodist Hospital of Dyersburg or Baptist Memorial Hospital of Union City

Innovation Scholarship.....**Karen Dale**

- Demonstrate excellence in vocal ability and performance
- Must maintain a GPA of 2.25
- Must be active in Innovation
- Must be available for on and off campus performances
- Must be a positive representative for JSCC

JMC General Hospital Volunteer Auxiliary Scholarship Fund **Director of Volunteer Services, JMCGH**

- \$1,000 award
- Two-semester award
- Student interested in a health-related career
- Awarded to a second year student
- Maintain a GPA of 2.75 or better

Jerry Hardison II Memorial Scholarship
 **Communications Dept.**

- Second-year communications major

Kastner Family Endowed Scholarship..... **Financial Aid Office**

- \$250 to full tuition and fees per semester
- Reside within West Tennessee
- Demonstrated need for financial assistance

Linda Mays Memorial Scholarship..... **JSCC Business Office**

Manufacturing Industrial Group Scholarship
 **Financial Aid Office**

- \$1,000 per semester
- Be of a minority race, with first preference to African-Americans
- Reside within Henderson County, with first preference to residents of Lexington
- Enroll in an industrial technology program
- Demonstrate need for financial assistance
- Maintain a 2.0 grade point average
- Renewable based on availability of funds

Dr. A.L. Middleton, Jr. Medical Lab Technician Scholarship MLT Dept.

- \$1,000 award (\$500 per fall and spring semesters)
- Awarded to one first-year and one second-year MLT student per year.
- Recipient must be assigned to Jackson- Madison County General Hospital for clinical rotations.
- Awarded by a Selection Committee based on academics and financial need.
- Maintain a 2.5 cumulative GPA to continue from semester to semester.

Phi Theta Kappa Phi Theta Kappa Advisor
 • Based on service to Chi Omicron Chapter and Phi Theta Kappa

Philhours, Fletcher & Associates Scholarship..... Financial Aid Office

- \$300 per semester award
- Reside within West Tennessee
- Enroll in 6 or more credit hours
- Have completed two semesters in the accounting program
- Have a demonstrated need for financial assistance.

Physical Therapist Assistant Scholarship Physical Therapist Dept.

Proctor and Gamble Industrial Tech Scholarship Financial Aid Office

- \$1250 per semester award
- Reside within West Tennessee for two years
- High School graduate with 2.5 GPA
- Enroll full-time in an Industrial Technology Program
- Have a demonstrated need for financial assistance
- Renewal requires 2.5 GPA
- Renewable for four consecutive semesters

Radiography Loans and Scholarships Radiography Dept.

Respiratory Care Technology Respiratory Care Dept.

Stephanie Hurt Britton Memorial Nursing Scholarship Nursing Dept.

- Second-year nursing student who demonstrates sensitivity and compassion in the care of patients.

Town & Country, Inc. Realtors Scholarship Financial Aid Office

- \$250 to full tuition and fees per semester
- Reside within Tennessee
- Demonstrate need for financial assistance

Billy Wesson Scholarship Billy Wesson

- Covers full tuition and fees for two semesters
- Enroll as a full-time student taking DSP courses
- Demonstrate need for financial assistance
- Recipients may apply for second year contingent upon availability of funds

West Tennessee CPA Chapter Scholarship Financial Aid Office

- \$250 per semester
- Reside within West Tennessee exclusive of Shelby and adjoining counties
- Business major, preferring an emphasis in accounting
- Completed 18 credit hours above remedial level with a GPA of 2.5 or higher
- Must agree to attend at least one meeting of the West Tennessee CPA chapter
- Renewal for second semester requires 2.5 GPA

Federal and State Aid Programs

The Federal Pell Grant Program

This program is sponsored by the federal government and provides grants to full- and part-time students. Information and applications may be obtained from high school guidance counselors or the Financial Aid Office.

The Federal Supplemental Educational Opportunity Grant Federal grant money, which is reserved for students who meet the priority deadline and show exceptional financial need. Funding for this program is limited. The application deadline is April 1.

The Federal Work-Study Program

Campus jobs offered to students who cannot contribute significantly toward the cost of higher education. The average work-study award will be for 10 hours per week. Application deadline is April 1.

The Federal Perkins Loan Program

Provides long-term, low-interest loans to qualified students. Funding for this program is limited. The deadline for application is April 1.

Tennessee Education Lottery Scholarship Program

There are five scholarships within the Tennessee Education Lottery Scholarship Program. They are administered by the Tennessee Student Assistance Corporation (TSAC) and are funded by the Tennessee Lottery Education Act. Jackson State does not determine eligibility for or award the lottery scholarships. For more information, contact TSAC at 1-800-342-1663 or review their lottery information at <http://www.tnscholarsdollars.org>

The Tennessee Student Assistance Award

Partial tuition grants that are available for needy students who are qualified residents of Tennessee and attend a Tennessee college or university. Contact the high school guidance office or the Financial Aid Office for applications and further information before February 15.

How to Apply for Federal/State Assistance

All federal financial aid programs require that the college evaluate the student's financial need. This is based on the ability of the parent (and/or student) to contribute toward educational expenses. Students should complete and mail the *Free Application for Federal Student Aid (FAFSA)* provided by the U.S. Department of Education using Jackson State's Federal School Code of 004937. Students also may apply over the internet at <http://www.fafsa.ed.gov>.

Financial aid can be awarded only after the following requirements are met:

- The student must qualify for regular admission to the college, working toward a degree or certificate in an eligible program.
- The office must receive the student's eligibility papers, the Student Aid Report (SAR), resulting from the completion of the FAFSA. The student must make application for federal funds each year.
- The office must receive from the student a completed Jackson State application for financial aid.
- The student must meet all other federal student eligibility requirements as specified in the Student Guide from the U.S. Department of Education.

Deadlines to Apply For Federal/State Assistance

Preferred deadline in applying for fall semester aid is April 1. After that, aid will be awarded as long as funds are available.

A new federal application for financial aid is required each year. The renewal application may be submitted any time after January 1st. Application results must reach our office by our April 1st priority deadline for applicants to be considered for funding beyond the Federal Pell Grant.

To allow sufficient time for processing for fall semester payment, the SAR should be received by Jackson State by *June 15* for returning students and *July 15* for new, first-time students. Submission of the SAR by *November 1* for spring term and *April 1* for summer term is generally necessary for processing. Transfer students should contact the Jackson State Financial Aid Services Office eight to ten weeks before registering. Jackson State cannot honor any financial aid award letter from another institution.

Practices Governing Student Financial Assistance

The Financial Aid Services Office reserves the right, on behalf of Jackson State to review, change or cancel an award at any time because of changes in a student's financial status, lack of satisfactory academic progress or the discovery of errors, clerical or other. Any commitment of federal funds to a student is tentative and contingent upon subsequent congressional and state appropriations and actual receipt of the funds at Jackson State.

Students who receive financial assistance from Jackson State are to notify the Financial Aid Office of any other scholarships or loans extended to them from sources outside the college.

Neither Jackson State nor any other institution may pay a student federal funds simultaneously for the same period of enrollment without prior approval from both schools. Students who receive unauthorized payments are required to repay the Department of Education.

When all eligibility requirements have been met, financial aid is awarded. A letter is issued to you notifying you of the award. At that time, *you become responsible for all financial aid applied to your tuition and fees or moneys issued to you.*

If you register early:

You must confirm your registration and intent to attend classes through the Business Office before your financial aid funds will be applied to your account. Estimated financial aid will appear on your tuition statement through the last day to pay fees or confirm registration as published in the school catalog and in the class schedule. If you do not have sufficient aid to cover all tuition and fees, you must contact the Business Office to pay the remaining balance or set up a deferred payment plan. You will be dropped from classes if payment or confirmation is not received by this deadline. *If you do not plan to attend classes for which you are registered, you must drop all classes by this date and contact the Financial Aid Office so that your financial aid can be cancelled.*

If you register during regular or late registration:

Contact the Financial Aid Office *the same day you register* to have your financial aid credited to your account and applied toward paying tuition and fees.

Note: If you registered for class and do not plan to attend:

- You must drop all classes for which you are registered by the "last date to pay fees."
- You must also contact the Financial Aid Office.

Failure to do so will require you to repay all financial aid for which you qualified, including the tuition and fees, even though you do not attend classes.

Eligibility for federal funds will be based on the number of hours for which a student is enrolled at the close of the registration period before the first day of class. No adjustments will be made for Federal Pell Grants for classes added on or after the first day of class. Students who establish eligibility after this point in time will be paid for the actual number of hours for which the student is enrolled at the time the student is awarded. Students cannot be paid federal funds to audit courses.

Recipients should consult the financial aid handbook concerning the impact of withdrawal from college, cancelled classes or changes to his/her class schedule on federal funds. Students are to report any changes in enrollment status to the Financial Aid Office.

Class attendance is monitored. Non-attendance may require you to repay part or all of the federal aid. Additionally, courses by cassette and web online courses may require proof from your instructor that you have attempted course work. Each instructor will monitor class attendance and report students who do not attend class. The Financial Aid Services Office will determine if repayment is required.

Financial need will be evaluated on an annual basis, and appropriate increases or decreases in the amount of the assistance offered will be made.

Details concerning the administration of federal, state and institutional funding are provided in the Financial Aid Handbook available in the Financial Aid Services Office. More information about financial aid may be obtained by writing to the Financial Aid Services Office.

Any information in this catalog concerning financial aid at Jackson State may be subject to change or corrected as necessary without prior notice.

Policies for the Return of Federal Funds

A student who officially withdraws, drops out of school, stops attending all classes, or otherwise fails to complete the period of enrollment for which he/she was granted federal financial aid, may be liable to repay federal funds. (Calculation of a federal repayment may differ from the state refund policy.) The amount the student must repay is determined by the official withdrawal date or the last date the student attended classes.

- If you *officially withdraw* before the first day of class, all federal funds awarded to you will be canceled and you will not need to make any repayment.
- If you register for class *but do not attend*, all federal funds applied to pay tuition or fees or paid to you is considered an overpayment. *You must repay the overpayment in full.*

Changes in your enrollment status may also require you to repay federal funds.

- If you drop a course(s) which you have attended after your federal aid is disbursed, you will be given any institutional refund of tuition.
- If a class is canceled or you did not begin attending a course(s), Jackson State will notify you of the amount of federal aid, if any, you must repay.

If a student owes a repayment of federal funds, he/she is not eligible for further federal or state aid at Jackson State *or any other institution* until the repayment is made. Jackson State is obligated to report any overpayment to the U.S. Department of Education.

Students may ask for examples of the return of unearned federal aid calculation from the Financial Aid Office.

Financial Aid Suspension and Appeal Process

As a financial aid recipient, you are required to make satisfactory academic progress toward a degree or certificate. Progress is measured each semester based on your grade point average (semester and cumulative) and the number of hours you successfully complete for the term. There are also limitations on the number of attempted hours for which you can be paid, including transfer hours.

When a student does not meet the minimum financial aid standards, a letter is sent to the student to notify them of their financial aid status. A probationary period is allowed under some conditions. However, most violations place the student on automatic financial aid suspension.

Any termination of financial assistance which occurs as a result of this policy may be appealed in writing to the Student Aid & Awards Committee of the college. An appeal form is available to assist the student with their written appeal. The appeal procedure is as follows:

- The student must appeal in writing to the Student Aid & Awards Committee using the guidelines on the appeal form. The written appeal must be signed by the student and should provide documentation of extenuating circumstances or unusual hardships which were responsible for his/her poor academic record. The student will be notified in writing of the results of the appeal.
- The decision of the Student Aid & Awards Committee may be appealed in writing to the Dean of Enrollment Management.

A student also may regain financial aid eligibility when he/she enrolls without financial aid assistance to improve their grade point average or satisfy lack of hours earned. It is the responsibility of the student to inform the Financial Aid Office at the time he/she has satisfied the minimum financial aid progress standards.

The financial aid satisfactory academic progress policy is more restrictive than the academic and retention standards of the college, and separate decisions are made concerning continued enrollment and eligibility for financial aid.

Veterans Affairs Benefits

The Office of Veterans Affairs helps students eligible to receive veterans affairs (VA) benefits through the Selected Reserve Educational Assistance Program (Chapter 1606), Montgomery G.I. Bill (Chapter 30), Vocational Rehabilitation for Veterans (Chapter 31), and Survivors' and Dependents' Assistance program (Chapter 35). The enrollment procedure for students receiving VA benefits is separate from the admission procedure for admittance to Jackson State and is handled through the Veterans Affairs Office located in the Financial Aid Office, Student Union Building, Room 24-C.

Students receiving VA benefits should be aware of the following VA regulations while attending Jackson State:

- You must be a degree-seeking or certificate-seeking student.
- Last dates of attendance reported by instructors must be reported to the VA which could result in the reduction of your benefits effective the date of last attendance.
- Any change of major and applicable credit must be reported to the VA.
- Physical Education courses taken by Chapter 30 or Chapter 1606 veteran students will not be certifiable if physical education credit has been given by Jackson State for military service, unless they can be counted as elective credit.
- All Chapter 30 veterans must submit military credit for evaluation, or signed statement declaring no military credit was received. This evaluation will be done by the Registrar's Office, located in the Administration Building, Room 33.
- **All** prior credit must be reported to the VA.

Courses Not Eligible for VA Benefits: In planning a semester program of study, a student receiving VA benefits should note that the following Jackson State courses, enrollment status, and grades do not meet VA certification requirements for payment:

- Any course being audited
- Any course being challenged
- Any course in which a non punitive grade of "I" (incomplete) or "W" has been assigned
- Any course in which a grade of "PR" is earned, effective date first day of classes

- Repeat of any course in which a grade of "D" or above has been earned, unless it is required for a degree
- Academic Fresh Start
- Any Basic/Developmental courses taught on line

Advance Payment: When veterans, servicepersons, reservists or eligible persons, enrolled half-time or more, first enter training or reenter training after an interval of 30 days or more, and are not eligible for an interval payment, they may elect to be paid in advance for the first month, or fraction thereof, in which the term will begin plus the amount payable for the following month. Advance payment checks will be available in business services at Jackson State sometime during the month of the first day of classes. VA pays benefits at the end of the month for the preceding month.

Deferment of Tuition/Fees: Service members, veterans, and dependents of veterans who are eligible beneficiaries of U.S. Department of Veterans Affairs education benefits, or other governmentally funded educational assistance, subject to the conditions and guidelines set forth in Tennessee Code Annotated 49-7-104 as amended, may elect, upon formal application, to defer payment of required tuition and fees until the final day of the term for which the deferment has been requested. Application for the deferment must be made no later than 14 days after the beginning of the term, and the amount of the deferment shall not exceed the total monetary benefits to be received for the term. Students who have been granted deferments are expected to make timely payments on their outstanding tuition and fees balance once education benefits are being delivered, and eligibility for such deferment shall terminate if the student fails to abide by any applicable rule or regulation, or to act in good faith in making timely payments. This notice is published pursuant to Public Chapter 279, Acts of 2003, effective July 1, 2003.

Satisfactory Progress: Veterans who are placed on academic suspension by the college and are not allowed to re-enroll for the next semester will be reported promptly to the VA by the Jackson State Veterans Affairs Office. This notification is done so that benefit payments will be terminated as the law requires.

Contact Phone Numbers:

- Monthly certification to continue receiving VA benefits: 1-877-823-2378
- VA Toll-Free Number: 1-888-442-4511
- Web site Address: WAVE@www.gibill.va.gov

STUDENT SERVICES

Student Activities and Student Government

See the Student Handbook beginning on page 135.

Check Cashing Service

A check cashing service for up to \$15.00 per check is available in the Business Office for currently enrolled students. This service is limited to one check per day. No checks will be accepted within two weeks before the last day of classes each semester unless the student has a paid receipt for the next semester.

Computer Facilities

Jackson State provides many state-of-the-art computer facilities allowing students access to the latest technology. General-purpose open computer labs are maintained in the Academic Assistance Center on the second floor of the library and in many classrooms. The library and specific-purpose computer facilities are available for instructional and research purposes. Users of college computer facilities are to act in a responsible, ethical and legal manner. Specific procedures and rules are available for each area and available for all students and authorized users. Purposeful or knowing misuse of any of these facilities will be subject to disciplinary action by the college.

Academic Assistance Center (AAC)

The AAC is on the second floor of the library building. Many of the academic areas of the college have self-study and supplementary materials on file in the AAC. There is a large collection of videotapes, videodiscs and computer CD-ROM instructional material. The AAC has an open computer lab for the entire college. There also is a free tutoring service. The AAC is responsible for the inventory of materials and testing for the College-by-Media program. It is staffed by support personnel and student workers dedicated to assisting students in their academic pursuits.

Assessment Center

The Assessment Center, located in room 13 of the Student Union Building, is the site of specialized testing on campus. For those seeking admission to Jackson State, the ACT Residual and TBR placement test are administered during registration periods to determine appropriate placement of students in basic, developmental, or college-level classes. Special ACT Residual testing dates also are established for students applying to the Jackson State nursing program and who need to obtain or update such scores. A schedule of testing dates is printed in the Jackson State class schedule and is available from the Assessment Center at (731) 425-2604 or its web site at www.jbcc.edu/students/assessment.

The General Education Development (GED) test is administered typically each Tuesday and Thursday for adults who have not obtained a high school diploma. A schedule of testing dates is available from the Assessment Center or its web site.

Students who have special needs for their testing conditions may work with their instructor(s) to make arrangements for special testing in the Assessment Center. In order to receive special testing as an accommodation, students first must work through the Office of Disabled Student Services, located in the Counseling Office next door to the Assessment Center, to verify their disability.

Disabled Student Services

The Office of Disabled Student Services, located in the Counseling Office, Room 13 of the Student Union Building, is available to assist students and prospective students with documented disabilities. The coordinator can facilitate in-class accommodations and campus access for students with documented disabilities.

Information regarding the availability of assistance for individuals with documented disabilities at Jackson State appears in the college catalog/student handbook, in each course syllabus, and is announced at each New Student Orientation program. Any accommodation starts with the completed processing of the Special Accommodation Agreement form. No accommodation is given prior to the point of student disclosure. Following is the procedure for a student who wishes to receive accommodations.

1. Student contacts Jackson State.
2. Student may disclose they have a disability in admissions and/or advising.
3. Student discloses to classroom instructor that they have a disability, preferably no later than the first week of class, but they are not required to disclose the specific disability.
4. Student contacts Coordinator for Disabled Student Services, located in the Counseling Office in the Student Union Building, Room 13F.
5. The student provides medical and/or psychological information that is no more than three years old from a provider within the scope of practice.
6. Upon receipt of verification documents, the Coordinator gives the student Special Accommodation Agreement Forms designating recommended accommodations for each class in which the student seeks assistance.

7. The student is to meet with the instructor(s) and discuss the parameters of the accommodation(s), detail the agreed upon parameters on the Special Accommodation Agreement form, and sign the agreement.
8. The student and the instructor each keep copies of the completed form, and the student returns the remaining copies to the Coordinator.
9. If there is a disagreement concerning accommodations between a faculty member and a student, the Coordinator shall be contacted and included in the discussion as a mediator.
10. The student may appeal decisions made during this process by following the grievance procedure detailed on page 145 in the Jackson State catalog/student handbook.
11. The college has a right to seek additional medical/psychological evaluations paid for by the college, but must provide disputed accommodation until such information is obtained.
12. The student attends class with the allowed accommodation.

Library

The Library is an information center for the college and the community. It provides a large number of electronic resources, as well as books, periodicals, microforms, audiotapes and videotapes designed to support the academic programs of the college and the research needs of library users. Instruction in library use is stressed in a program of information literacy that is part of many of the college courses. The library also serves as a study area for the campus. Jackson State students, staff and faculty can access many resources from home through the library's web page at <http://library.jbcc.edu>. The library staff consists of professional librarians and support personnel who are committed to providing the best service possible to all users.

Wellness Center

The Wellness Center encompasses two key areas of the Jackson State campus, Counseling and Student Health Services. The professionals in these two offices work closely together to provide students, staff and faculty with care and education in the areas of physical, mental and spiritual health.

Counseling Office

Current and prospective students are provided confidential educational, vocational and personal assistance, and referral to additional resources. Lists of such resources are available from the Counseling Office staff or on the counseling web site at www.jbcc.edu/students/counseling/. Students may come to the Counseling Office in Room 13 of the Student Union on their own initiative, or may be referred by members of the faculty. College personnel do not make decisions for students. They provide information upon which students may make their own decisions regarding such issues as career choice, college major, senior college, and other personal and academic concerns. A computerized assessment called CareerScope is available for students and prospective students to take, free of charge, to assist in identifying their highest interest and aptitude areas and to recommend potential occupational choices. To schedule an appointment to take CareerScope, call (731) 425-2616. Staff also are available to assist faculty members in understanding and guiding their students.

Student Health Services

The College Student Health Services Office offers a variety of health services provided by a Registered Nurse. These services are available to all enrolled students in well-equipped, comfortable surroundings. All information in any form received in the Student Health Services Office is treated in a professional manner and is used only for medical purposes. The Student Health Services Office is located in the Student Union Building, Room 15.

The objectives of the Student Health Services Office are:

- To promote health and help prevent the spread of diseases.
- To provide first aid and palliative treatment in minor injuries and illness.
- To advise students in matters relating to both physical and mental health needs.
- To assist in making clinical appointments.
- To develop projects and improve conditions in the interest of good campus health.

Student Insurance

Jackson State students may enroll in a group accident and health insurance plan and may acquire accidental death and dismemberment insurance in an optional plan. Coverage begins on the first day of fall registration or the plan enrollment date, whichever occurs later, and continues until fall registration of the following year. If a student enrolls after March 1, the premium is pro-rated through the remainder of the year. This policy is provided by the State University and College System of Tennessee and is designed especially for students. Details are available from the Student Health Services office in Room 15 of the Student Union and on the Student Health Services web site at www.jsc.edu/students/health.

Identification Cards

You, as a student, are required to obtain and carry at all times an official Jackson State identification card (ID). An ID card is to be obtained or, if you are a returning student, validated at the main campus or at off-campus centers upon payment of your fees each semester. The ID card features your name, signature, color photo, and other information necessary for proper use. You will be issued an ID after presenting one form of photo identification (e.g., driver's license) and your paid fee receipt. The ID card is used to:

- Identify you as a current Jackson State student.
- Allow you to check out materials from the library.
- Allow you to cash checks in the Business Office.
- Allow you to obtain your federal financial aid checks.
- Allow you to purchase or sell books.
- Allow you to process forms in the Records Office.
- Allow you to gain admission to certain events sponsored by the college or student organizations.
- Allow you to obtain discounts from area businesses.

New student ID cards are made in the Counseling Office or at the Lexington or Savannah centers. ID cards can be validated in either of those locations, in the Night Office or in the Business Office. A \$10 fee will be charged to replace all lost or inaccessible cards. The \$10 replacement fee must be paid in the Business Office and a receipt shown before a new ID card is produced. Any college official has the right to reclaim a student ID card for misuse or when deemed necessary, such as in cases of student conduct code violations. Failure to do so may result in disciplinary action.

Lost and Found

Found items should be turned in to one of the following offices:

- Administration Building - Receptionist's Desk
- Classroom Building - Arts & Sciences (C-165)
- Gymnasium - Physical Education and Music (P-18)
- Library - Circulation Desk
- Science Building - Math and Science (S-102)
- Student Union Building - Counseling Office (SU-12A)
- McWherter Center - Continuing Education Registrar's Desk
- Night Office (C-104)
- Lexington and Savannah Centers - Administrative Office

Each individual location will forward items to the Library after holding them for one day. The Library will hold all items for sixty days. After that time, they will forward unclaimed items to Physical Plant.

Night Office

The Night Administration Office on the main campus is open 4:30 to 9:30, Monday through Thursday to provide assistance to faculty and students. The office is a communication and information center, providing assistance in the areas of student services and academic programs. For further information, call (731) 424-3520 ext. 212, or 1-800-355-5722, or come to Room 104, Classroom Building.

Off-Campus Instruction

To make academic programs and services more accessible, Jackson State provides off-campus general education courses at various high schools and Tennessee Technology Centers in the Jackson State 14-county service area. Students can register online at www.jsc.edu for these off-campus courses.

The Office of Off-Campus Instruction is the contact and provides support throughout the semester to students and faculty participating in classes at off-campus sites. For more information call (731) 425-2637 or 1-800-355-5722 ext. 637, or come to Room 16-B of the Student Union Building on the Jackson campus.

Placement Services

Assistance by the Placement Services Office, located in the Student Union Building, Room 22, is available to all current and former Jackson State students. The primary emphasis is providing individuals with direction and the tools needed in their job search and transfer to four-year institutions.

In addition, the Placement Services Office maintains contact with area employers and provides job placement referral services, provides assistance with resume preparation, cover letters, interviewing techniques, and general job search tactics. These subjects also are addressed through seminars conducted in the fall and spring semesters.

The Placement Services Office hosts Career and College Fairs, and each spring distributes "The Resume CD," a catalog of resumes from fall, spring and summer graduates to employers throughout the college's service area.

The Placement Services Office also houses the Career Resource Center (CRC). The CRC offers interest, personality and aptitude assessments, as well as a wealth of information about various careers, job search strategies, area employers, and four-year colleges and universities.

Records Services

Records of each student's grades are kept on permanent file in the Records Office, Administration Building.

- All transcript requests must be made via letter or fax to the Records Office. *Telephone requests will not be accepted.*
- Official copies will not be released to a student. An official transcript will be sent to another school or a business upon written request.
- Upon completion of a course or courses, Jackson State Community College students in dual or joint enrollment programs may receive or have issued by the college a transcript indicating their completed coursework and the corresponding grade(s) they were awarded. Credit for such coursework will be applied to their degree program upon their admittance to the college as a degree-seeking student.
- Unofficial copies may be given to students and/or their academic advisors.
- There is no charge for transcript copies unless more than 10 are requested at one time.
- No transcripts will be released for or to a student who has any financial debts with the school or who has not completed all admission requirements.
- An official high school transcript verifying graduating with a regular high school diploma must be on file in the Admissions Office before the official college transcript is released.

Change of Degree, Major or Concentration

To change your degree, major, or concentration, obtain a form from the Records Office in the Administration Building; the Night Office; Advising Center; or the Lexington or Savannah Centers or see your advisor. The change of major will take effect during the next registration period.

Remember that such a change *may* require you to meet additional requirements such as providing additional official transcripts, taking a placement test, and completing different general education and major or concentration courses. Please note that if you are receiving financial aid and change to a non-degree seeking status, you will lose your financial aid.

Student Union

A Student Lounge with comfortable furniture and a big-screen television is located in the Student Union Building, next to Martin's Cafeteria. The lounge is available for students to gather, socialize and relax between classes. In addition, mounted televisions featuring College Television Network programming of music videos, sports and news are stationed around the cafeteria area, vending machines are available, and pool tables are provided.

Comfortable conversation areas are located in the main lobby of the McWherter Building. A break room with tables, chairs, vending machines, and a microwave for student use also is available on the first floor of the building.

WHAT WE OFFER

GENERAL EDUCATION

The purpose for general education is to provide students with a common set of learning experiences that will increase their potential to function effectively in society. These experiences are broad enough and include enough options to allow students to prepare for the future in accordance with individual abilities, needs and interests.

General education focuses on a broad understanding of the past and present and on general principles for living in a period of rapid and continual change rather than isolated bits of knowledge or training which may soon become obsolete.

Jackson State believes that education should help students prepare for lifelong learning and responsible citizenship in a rapidly changing global community. Economic, political, social and personal issues as well as demands of a career require the individual to:

- Develop an appreciation of beauty as it appears in nature, in literature, in music, and in other art forms.
- Acquire an understanding of some of the basic concepts of science, the place of science in human culture, and the use of a scientific attitude and method of problem solving.
- Read, write, listen, and speak effectively and utilize computers and other technological resources for personal and professional development.
- Use the language of mathematics as an indispensable tool in the expanding areas of science, technology, world-wide business, and finance.
- Have knowledge of cultural diversities in order to promote the exchange of ideas and information in all areas of the college curriculum.
- Acquire the knowledge and skills necessary to maintain physical and mental well-being throughout one's life.
- Understand the nature and function of social organizations and institutions.
- Think critically and make reasoned choices by acquiring, analyzing, synthesizing, and evaluating knowledge.

Jackson State offers the courses listed below to fulfill the general education requirements at Jackson State. If transferring to a TBR institution, see pages 36-37 for information on fulfilling general education requirements system-wide. If transferring to a non-TBR institution, check with that institution *and your advisor* to see which courses you should take at Jackson State to fulfill their general education requirements.

Communication - 9 credit hours
ENGL 1010 English Composition I
ENGL 1020 English Composition II
SPE 211 Fundamentals of Speech

Humanities and Fine Arts - 9 credit hours
One course must be a Literature course.
ART 1010 Art History Survey I
ART 1020 Art History Survey II
ART 1030 Art Appreciation
COMM 1030 Film Appreciation
ENGL 2210 Survey of British Literature I
ENGL 2220 Survey of British Literature II
ENGL 2310 Survey of World Literature I
ENGL 2320 Survey of World Literature II
MUS 1030 Music Appreciation
PHIL 1030 Introduction to Philosophy
THEA 1030 Introduction to Theatre

Social and Behavioral Sciences - 6 credit hours
ECO 211 Principles of Economics I
ECO 212 Principles of Economics II
PHED 2050 Health and Wellness
POLS 1100 U.S. Government and Politics I
POLS 1200 U.S. Government and Politics II
PSY 101 General Psychology I
PSY 102 General Psychology II
SOC 201 Introduction to Sociology
SOC 202 Social Problems

History - 6 credit hours
American History is required at TBR universities.
World Civilizations is required at UT universities.
HIST 1110 Survey of World Civilizations I
HIST 1120 Survey of World Civilizations II
HIST 2010 Survey of American History I
HIST 2020 Survey of American History II

Natural Sciences - 8 credit hours
BIOL 1110 General Biology I
BIOL 1120 General Biology II
BIOL 2010 Human Anatomy and Physiology I
BIOL 2020 Human Anatomy and Physiology II
CHEM 1110 General Chemistry I
CHEM 1120 General Chemistry II
PHYS 2010 Non-Calculus Based Physics I
PHYS 2020 Non-Calculus Based Physics II
PHYS 2110 Calculus Based Physics I
PHYS 2120 Calculus Based Physics II
PSCI 1010 Survey of Physical Science I
PSCI 1020 Survey of Physical Science II

Mathematics - 3 credit hours
MATH 1410 Topics in Contemporary Math I
MATH 1420 Topics in Contemporary Math II
MATH 1530 Statistics and Probability
MATH 1630 Finite Mathematics
MATH 1710 Precalculus Algebra
MATH 1720 Trigonometry
MATH 1830 Applied Calculus
MATH 1910 Calculus I

PROGRAMS OF STUDY

College/University Transfer Programs

Associate of Arts Degree

Associate of Science Degree

Because the objectives of students vary, educational opportunities at Jackson State are diversified and flexible.

Jackson State offers the Associate of Science degree and the Associate of Arts degree with a major to be selected from 27 choices. This program is designed for the student who plans on transferring to a four-year college or university.

When a transfer student has satisfactorily completed a Jackson State associate degree designed for transfer to a university in the State University and Community College System of Tennessee, with a major which is the same as the degree major to be pursued at the university, current policy of the Tennessee Board of Regents requires that the university shall grant credit toward completion of the baccalaureate degree for all courses completed for the associate degree, subject to requirements for junior and senior level courses and residence at the university, provided that credit need not be granted for any courses which would not be acceptable by the university for its native students.

When a transfer student is not awarded an associate degree designed for transfer purposes, each university will accept those freshman and sophomore courses completed which have been determined to be equivalent courses offered by the university. Each university will determine which courses are creditable toward completion of relevant requirements for their degree programs, to the same extent that the courses would be creditable toward completion of the degree programs by the university's native students with the same degree major.

Jackson State offers the Associate of Arts and Associate of Science degree in the following majors:

College/University Transfer Majors	Page
Accounting.....	38
Agriculture.....	39
Art.....	40
Biology.....	41
Business Administration.....	42
Chemistry.....	43
Communications.....	44
Criminal Justice.....	45
Education.....	46
English.....	47
General Studies.....	48
Health and Physical Education.....	49
History.....	50
Information Systems.....	51
Mathematics.....	52
Philosophy.....	53
Physical Science.....	54
Political Science.....	55
Pre-Engineering.....	56
Pre-Law.....	57
Pre-Medical Professions.....	58
Pre-Nursing.....	59
Psychology.....	60
Public Administration.....	61
Social Work.....	62
Sociology.....	63
General Studies RODP.....	64

Regents Online Degree Programs (RODP)

You can earn the Associate of Art degree with a major in General Studies, the Associate of Science degree with a major in General Studies, or the Associate of Applied Science in Professional Studies Concentration: Information Technology *100 percent online*. This means you can take classes where and when you want, at your convenience. For more information see pages 35 and 64.

Second Degree

A student may earn a second degree at Jackson State by fulfilling the following:

- Complete a minimum of twenty-four additional hours in a second major for a second degree in the same area (AA, AS, or AAS).
- Comply with the graduation requirements for the initial degree.
- General education requirements will apply to the major in the second degree, unless there is a specific general education requirement unique to the second major.
- Student may need to take a major exit exam for the second degree earned.

The student will be governed by the provisions of the catalog in effect at the time he or she re-enters Jackson State for work toward the second degree.

Professional and Technical Programs

Associate of Applied Science Degree

Jackson State offers the Associate of Applied Science degree in 14 majors. Technical certificates also are offered. A wide variety of professional and technical programs in business, technology, and the health professions is available. Each professional and technical program is designed to meet the needs of those preparing for employment and those employed who need to retain or upgrade their skills.

Jackson State offers the Associate of Applied Science degree in the following majors:

Professional and Technical Majors	Page
Agriculture Technology.....	66
Precision Agriculture Concentration.....	67
Business and Management Technology.....	68
Computer Information Systems	
Microcomputer/Networking Concentration.....	69
Office Systems Technology Concentration.....	70
Programming Concentration.....	71
Web Development and Administration Concentration.....	72
Early Childhood Education.....	73
General Technology.....	74
Emphasis A, B, C, and D.....	74
Graphics Design Technology	
Technical Illustration Concentration.....	76
Industrial Technology	
Electro-Mechanical Concentration.....	77
General Concentration.....	78
Industrial Supervision Concentration.....	79
Manufacturing Concentration.....	80
Machine Tool Emphasis	
Mechanical Design Concentration.....	81
Medical Laboratory Technician.....	82
Nursing.....	84
Physical Therapist Assistant.....	87
Radiography.....	89
Respiratory Care Technology.....	91
Professional Studies	
Information Technology Concentration RODP.....	93

Regents Online Degree Programs (RODP)

You can earn the Associate of Applied Science degree with a major in Professional Studies and concentration in Information Technology *100 percent online*. This means you can take classes where and when you want, at your convenience. See pages 35, 64 and 93.

Professional and Technical Certificates of Credit

Jackson State offers the following certificates of credit:

Certificates	Page
Emergency Medical Technology Certificates	
Basic Emergency Medical Technician Concentration	94
Emergency Medical Technician Paramedic Concentration	95
Home Manager	95
Manufacturing Technology	
Machine Tool Concentration	95
Molding Concentration	96

Career Advancement Certificates

Manufacturing Technology Certificates	Page
Machine Operator	96
Set-Up Machinist	96
CNC Machinist	96
Metal Fabrication Process Technician	97
Drafting Technician	97
Quality Technician	97

Electro-Mechanical Technology Certificates

Electronics Technician	97
Programmable Logic Controller Programmer	97
General Maintenance Technician	97
Automation Maintenance Technician Certificate	97

PLANNING A PROGRAM OF STUDY

The choice of a program of study rests with each student. This includes the choice of an academic program, location of classes, and method of delivery. The faculty and counselors at Jackson State are available to assist students in the selection of a course of study and specific courses as well as a location and method of study.

Choosing an Academic Program

Career Counseling

Students who may be undecided concerning the selection of an educational program are encouraged to schedule a career counseling session in either the Counseling Office or Career Resource Center, both located in the Student Union Building. These counseling sessions are geared to help the student select a program of study based on their aptitudes, interest and lifestyle requirements.

Academic Advisor

At the beginning of each semester, registered incoming freshmen and readmit students are assigned to an advisor in their major area. Faculty advisors will assist students in choosing proper courses, interpreting course requirements, and selecting a well-balanced program. Students should feel free to call on their advisors any time they feel they need help. Students are encouraged to make an appointment and meet with their assigned advisor at least twice a semester. To inquire about your academic advisor contact the Office of Advising Services, Student Union Building Room 16-B.

Advising Center

The Advising Center is located in the Student Union Building. The center is open to all students during open registration periods. Refer to the schedule of classes for dates and times each semester.

The Advising Center provides quality advising in all programs and is a nurturing first step for all incoming freshman and readmit students. Students have the opportunity to sit and discuss with advisors their educational goals and opportunities. Emphasis is placed on helping students start their educational career on the right path to success. Once a student has declared a major, the student will be assigned a permanent advisor during the fall or spring semesters. Students can earn only 18 credit hours as a non-degree seeking student. Students who plan to transfer to a university may view the transfer equivalency tables on the JSCC web page, www.jsc.edu, click Web for Students.

The center is staffed by volunteer master advisors who are dedicated to seeing that students receive the best information available concerning their specific academic interests. These advisors consist of approximately 35 full-time faculty and staff who have made a commitment to Jackson State and its students to provide the best quality advising possible. These advisors are knowledgeable of all programs and services that Jackson State provides and are trained to help students complete the registration process.

Choosing a Location of Classes

You have a choice of attending classes at several locations.

The main campus, located at 2046 North Parkway in Jackson, Tennessee offers the full schedule of classes as well as student and business services. See the map on page four and description of buildings on page five.

The college also has two centers: The Lexington-Henderson County Center of Higher Education located at 932 East Church Street, 731-968-5722 and the Savannah-Hardin County Center of Higher Education located at 601 South Pickwick Road, 731-925-5722. You may earn an Associate of Science Degree with a General Studies emphasis at either center. Or, you may fulfill the general education requirements for most majors at either of these centers. Many of the required courses for the majors also are offered at the centers. Continuing Education non-credit classes are conducted on an as-needed basis. Student and business services are available at these centers as well.

To make academic programs and services each semester more accessible, Jackson State provides off-campus general education core courses at various selected high schools and Tennessee Technology Centers in its 14-county service area. The Office of Off-Campus Instruction is the contact on campus and provides support throughout the semester to students and faculty participating in off-campus classes. For more information call (731) 425-2637, 1-800-355-5722, ext: 637, or come to room 16-B Student Union, at the Jackson State campus. Students also can register on-line at www.jsc.edu for any off-campus site course(s).

Choosing a Method of Study

You may select from a variety of instructional delivery methods at Jackson State. The traditional classes are held at scheduled times and places. Students come together with an instructor who provides face-to-face content delivery, class discussions and activities. The Virtual College classes allow the student to complete course requirements at times and places suited to the student's needs. Students are able to complete class components at a self-paced rate and the instructor is only contacted as needed by the student. There are, typically, established dates for assignments and examinations. Courses delivered through Virtual College require good time-management skills and self-discipline. The amount and difficulty of work is as rigorous as traditional classes.

The student is encouraged to select their method of study after careful consideration and after discussion with their faculty advisor as to which method best suits their need, their study habits, and their abilities.

Traditional Classes

Traditional classes are offered at the main campus at Jackson, the Lexington-Henderson County Center and the Savannah-Hardin County Center. Jackson State also offers classes in communities, businesses and industries in our 14-county service area on an as-requested basis.

Classes are offered Monday through Thursday during the day or evening hours and during the day on Friday or Saturday. The typical three-credit hour day class meets three times weekly for 55-minute sessions or two times weekly for 85-minute sessions. The typical three-credit hour night class meets one night a week for three hours and a Saturday class meets for one 165-minute session. Classes meet for a term of approximately 15 weeks. Classes carrying a greater credit hour load meet for additional minutes each week and classes carrying a lesser credit hour load meet for fewer minutes each week.

You will meet each class session with your instructor and other class members. The instructor will conduct your class sessions and the instructor will control the pace of the course. The instructor will be available to answer questions and to lead you through the course content.

Note: Classes are offered during the summer term as either a 5-week session or as a 10-week session. The 5-week session classes allow students to take two sequence courses during the summer term. Each three-credit hour five-week class meets seven hours and 20 minutes per week in either four or five sessions. Night classes during each summer session typically meet 9 hours per week in three sessions.

Virtual College

It is the aim of Jackson State's Virtual College to deliver quality, college-level instruction in the distance education environment. Distance education is defined as instruction that takes place outside the traditional classroom. This means of instruction allows for the greatest degree of flexibility in scheduling for the student but demands that the student be responsible for keeping deadlines and completing assignments on schedule. The Virtual College offers classes through the following three delivery methods: College-By-Media, Online Web Based, and Interactive Television. All coursework taken by distance education is accredited and accepted by Jackson State to meet degree requirements and is transferable to other institutions. Students register for Virtual College classes at the same time as traditional classes and fees are considered the same as other Jackson State classes.

College-By-Media (CBM) Classes

In this method of instructional delivery you will receive your class lectures, assignments, and class activities on videotapes (VHS) or computer or video discs (CD-ROM and DVD). Similar in content to traditional classes the CBM classes will allow you the flexibility in scheduling that many students need. Typical classes include a set of videotapes, CD-ROMs or DVDs, a student study guide, and a textbook. To successfully complete one of the CBM classes you must have access to a VHS videotape player and TV receiver (for videotape based classes) or a computer with CD player (DVD player) or a DVD player and TV receiver for the CD-ROM and DVD based classes. Many of the CBM classes are videotapes of actual Jackson State classes so you will be receiving the same delivery as the traditional classes. Instructors can be reached by telephone, e-mail, and office visits if you need assistance in the class. Jackson State also provides a Virtual College Help Desk at <http://virtualcollege.jsc.edu>.

Online Web Based Classes

In this method of instructional delivery, you will receive your class lectures, assignments, and class activities using the Internet. Instructors have developed classes similar in content to traditional classes offered, except the classes have included the power of the Internet in their activities. Typical classes include an interactive web page, a student study guide, and a textbook. The online classes are self-paced and lessons can be completed at a time that is suitable to your schedule. Instructors can be reached by telephone, e-mail, and office visits if you need assistance in the class. Jackson State also provides a Virtual College Help Desk at <http://virtualcollege.jsc.edu>. To successfully complete one of the "online" classes you must have access to a computer with internet capability at your home, place of work, or at one of the Jackson State centers.

Interactive Television Classes

In this method of instructional delivery, you will attend class with other students at a remote location from the instructor. You will attend classes, receive lectures and participate in class activities just as those students attending at the instructor's "home" location. Currently Jackson State offers

classes from the Jackson Campus to the Lexington-Henderson County Center and from the Jackson Campus to the Savannah-Hardin County Center.

As you would in any other live class, you will attend classes at the times specified in the class schedule. The equipment allows for two-way video and audio so that you will be able to see and hear your instructor and your instructor will be able to see and hear you.

For more information concerning The Virtual College contact Dr. Charles Cooper at Jackson State by phone, fax, e-mail or web.

Phone: 1-800-355-5722 ext. 623 • Fax: 731-425-9562

E-mail: virtualcollege@jsc.edu • Web: <http://virtualcollege.jsc.edu>

Regents Online Degree Programs (RODP)

The Tennessee Board of Regents Online Degree Program aims to increase access to higher education for adult Tennesseans by maximizing the collaborative, effective use of technology to deliver quality, college-level instruction. The program includes two associate's degrees, the Associate of Arts Degree or Associate of Science Degree (A.A. or A.S.) designed for transfer to a university, and the Associate of Applied Science (A.A.S.) degree in professional studies for students directly entering the workforce.

The classes are delivered using web-based technology, thus allowing the student maximum flexibility in "going to class." Students are able to receive instruction, assignments, and evaluations at a location of their choosing at a time that is convenient for them. All that is needed is a computer with access to the Internet. Instructors are just a few keystrokes or a telephone call away. Technical support is available 24 hours a day, seven days a week by a toll-free number. The classes are offered by and taught utilizing faculty from all Tennessee Board of Regents institutions.

When you choose Jackson State as your home institution, you receive the same services and support as traditional students and your degree will be awarded by Jackson State. Classes taken toward the Regents Degrees can be mixed with classes taken at Jackson State, the Centers, or through Jackson State's Virtual College.

The RODP offers three degrees. The first two are the Associate of Arts Degree College/University Transfer and the Associate of Science Degree College/University Transfer, both requiring 41 credit hours of general education courses and 19 credit hours of pre-major courses (see page 60). The third degree offered is the Associate of Applied Science Degree in Professional Studies Concentration: Information Technology with 21 credit hours of general education courses, 27 credit hours of technical studies courses, and 6 credit hours of electives (see page 91).

All Regents Degree credits are transferable to any Tennessee Board of Regents four-year institution. Credits meet all accreditation requirements and are transferable to area colleges and universities.

The registration for Regents Degree classes begins after your admission to Jackson State. You register for RODP classes using the same procedure as for traditional and Virtual College classes.

Regents degree classes are considered separately from on-campus classes and fees for these classes are charged per hour at the current part time, per hour Jackson State maintenance fee rate or out-of-state fee, as applicable—plus an online class fee. Students will pay the RODP fee even if they have achieved full-time status. (Because the RODP Online Course Fee is considered a "special course fee," TBR, UT and other state employees who are entitled to a fee waiver are still required to pay this fee.) See [Fees and Expenses](#) for more information.

For more information concerning the Regents Online Degree Program contact: Jackson State's RODP officer at:

Phone: 731-425-2644 • 1-800-355-5722 • Fax: 731-425-9559

E-mail: yhenning@jsc.edu • Web: www.jsc.edu

Statewide information on the Regents Online Degree Program can be found on the web at www.tn.regentsdegrees.org

COLLEGE/UNIVERSITY TRANSFER PROGRAMS

Associate of Arts Degree Associate of Science Degree

The College/University Transfer Program (C/UTP) consists of majors in 27 academic and pre-professional areas designed for students desiring to transfer to a four-year college or university to work toward a baccalaureate degree. Please check with the institution to which you plan to transfer to make sure that you are fulfilling their requirements. Also, be aware that some colleges and universities accept as transfer courses only those courses in which a student has earned a grade of "C" or above.

Information about other institutions is available in the Advising Center, Counseling Office, or Career Resource Center in the Student Union Building.

Upon the successful completion of graduation requirements and courses specified by major, a student will receive an Associate of Arts Degree or an Associate of Science Degree. The Associate of Arts Degree requires two semesters of a foreign language.

Only one A.A. or one A.S. degree is typically awarded in the C/UT program although more than one major may be completed.

A student may earn a second degree by fulfilling the following:

- Complete a minimum of twenty-four additional hours in a second major for a second degree in the same area (AA or AS).
- Comply with the graduation requirements for the initial degree.
- General education requirements will apply to the major in the second degree, unless there is a specific general education requirement unique to the second major.
- May need to take a major exit exam for the second degree earned.

The student will be governed by the provisions of the catalog in effect at the time he or she re-enters Jackson State for work toward the second degree.

Tennessee Board of Regents

Common General Education Core Curriculum

Effective Fall Semester 2004, each institution in the State University and Community College System of Tennessee (The Tennessee Board of Regents System) share a common lower-division general education core curriculum of forty-one (41) semester hours for baccalaureate degrees and the Associate of Arts and the Associate of Science degrees. Lower-division means freshman and sophomore courses. The courses comprising the general education curriculum are contained within the following subject categories:

Baccalaureate Degrees and Associate of Arts and Associate of Science Degrees*

Communication	9 hours**
Humanities and/or Fine Arts (At least one course must be in literature.)	9 hours
Social and Behavioral Sciences	6 hours
History	6 hours***
Natural Sciences	8 hours
Mathematics	<u>3 hours</u>
Total	41 hours

*Foreign language courses are an additional requirement for the Associate of Arts (A.A.) and Bachelor of Arts (B.A.) degrees. The B.A. degree requires proficiency in a foreign language equivalent to completion of two years of college-level work. The A.A. degree requires proficiency in a foreign language equivalent to completion of one year of college-level work.

**Six hours of English Composition and three hours in English oral presentational communication are required.

***Students who plan to transfer to Tennessee Board of Regents (TBR) universities should take six hours of United States History (three hours of Tennessee History may substitute). Students who plan to transfer to University of Tennessee System universities are required to take World Civilizations. Students who plan to attend out-of-state or private universities should check requirements and take the appropriate courses.

Although the courses designated by Tennessee Board of Regents (TBR) institutions to fulfill the requirements of the general education subject categories vary, transfer of the courses is assured through the following means:

- Upon completion of an A.A. or A.S. degree, the requirements of the lower-division general education core will be complete and accepted by a TBR university in the transfer process.
- If an A.A. or A.S. is not obtained, transfer of general education courses will be based upon fulfillment of complete subject categories. (Example: If all eight hours in the category of Natural Sciences are complete, then this "block" of the general education core is complete.) When a subject category is incomplete, course-by-course evaluation will be conducted. The provision of block fulfillment pertains also to students who transfer among TBR universities.
- Institutional or departmental requirements of the grade of "C" will be honored. Even if credit is granted for a course, any specific requirements for the grade of "C" by the receiving institution will be enforced.
- In certain majors, specific courses must be taken also in general education. It is important that students and advisors be aware of any major requirements that must be fulfilled under lower-division general education.

Courses designated to fulfill general education by Jackson State are on page 32 of this catalog. A complete listing of the courses fulfilling general education requirements for all system institutions is available on the TBR web site www.tbr.state.tn.us under Transfer and Articulation Information.

Jackson State Requirements

Residence Requirement

Twenty-five percent of the overall semester hours of credit needed for graduation must be from Jackson State. Fifteen of the last twenty-four semester hours of credit should be from Jackson State.

Educational Requirements

- High school credit deficiencies must be removed with a grade of "C" or above. These courses can be used only for general elective credit in fulfilling graduation requirements.
- If the TBR placement scores indicate that you need additional preparation courses for college, you must fulfill those requirements before beginning college-level work in courses with basic or developmental requirements.
- Total semester credit hours: Minimum of 60.
- Cumulative quality point average: Minimum of 2.00.
- Only grades of "D" and above will be accepted to satisfy program requirements.

Course Requirements

General Education

See page 32 for statement of purpose and courses that fulfill the general education requirements at Jackson State. The courses listed there will transfer to all TBR institutions if you complete the subject category. If you transfer before obtaining an A.A. or A.S. degree from Jackson State and a subject category is not complete, a course-by-course evaluation will be conducted by the institution to which you transfer. Please note that even if credit is granted for a course, any specific requirements for the grade of "C" by the receiving institution will be enforced.

See the information listed under *General Education* on the page describing your major for the courses that will fulfill the general education requirements for your particular major at Jackson State.

If transferring to a non-TBR institution, check with that institution and your advisor to see which courses you should take at Jackson State to fulfill their general education requirements as well as those of Jackson State.

Communication: 9 credit hours

- English Composition - 6 hours
- Oral Presentation - 3 hours

Humanities and Fine Arts: 9 credit hours

- English Literature - 3 hours
- Two other courses selected from the category (page 32) - 6 hours

Social and Behavioral Sciences: 6 credit hours

History: 6 credit hours

TBR universities require six semester hours of American History for most majors. Three credit hours of Tennessee History may be substituted for three credit hours of American History.

Natural Science: 8 credit hours

Mathematics: 3-4 credit hours

Majors

Each college/university transfer major includes required courses of study which must be completed and are dependent upon the major selected by the student. See each major's description for specific course requirements.

Elective Courses

Courses to be included as electives should be chosen toward a specific transfer program to a specific four-year college or university.

Foreign Language

Required for Associate of Arts degree: Six semester credit hours of courses, or satisfied by successful completion of a proficiency examination.

Graduation Proposal Requirements

A student must complete requirements set forth preceding spring graduation for the degree sought and file a Graduation Proposal no later than the date indicated in the Academic Calendar preceding spring graduation. Students ordinarily are allowed to graduate under the requirements of the catalog under which they entered, provided graduation is within seven years of entrance date.

Exit Testing Requirement

All students are, as a prerequisite for graduation, required to take one or more tests. These tests are designed to measure achievement in general education and in the major for the purpose of evaluating the effectiveness of the institution or the program as required by public policy. Participation in testing may be required of all students, of students in selected programs, and of students selected on a sample basis. In order to comply fully with this provision, students must authorize the release of their scores to the institution. Individual student scores, of course, will be treated as confidential.

Graduation Instructions

At least one semester prior to your anticipated graduation, initiate the following steps:

- Request a copy of your transcript from the Records Office, in the Administration Building.
- Make an appointment with your academic advisor who will assist you in completing the Graduation Proposal and Degree Requirements form. All forms are electronic and available to your academic advisor. Night students may complete proposals in the Night Office, Room 104 in the Walter Nelms Classroom Building. Lexington and Savannah students may complete proposals in their respective centers. Waiver or substitution request forms must be prepared by your advisor, approved by the appropriate department chair and division dean, and submitted with the graduation materials.
- Pay the \$25 nonrefundable graduation fee in the Business Office after completing the required paperwork. The fee is subject to change without notice by action of the Tennessee Board of Regents.
- Submit the following to the Office of Academic Affairs when completed:
 - Graduation Proposal
 - Degree Requirements form
 - \$25 graduation fee receipt from the Business Office
 - Copy of your transcript
 - Graduation Testing Form (CBASE)
- Submit completed cap and gown card to the Counseling Office, Student Union Building, Room 12A, no later than Friday, March 3, 2006.
- All forms must be completed and returned to the Office of Academic Affairs no later than November 11, 2005 for spring graduation or February 24, 2006 for summer graduation. Students who submit forms after these dates will be considered for the next graduation term.

COLLEGE/UNIVERSITY TRANSFER MAJORS

Associate of Arts Degree

Associate of Science Degree

The College/University Transfer Program consists of majors in 24 academic and pre-professional areas designed for students desiring to transfer to a four-year college or university to work toward a baccalaureate degree. Upon the successful completion of the requirements specified on page 36 a student will receive an Associate of Arts or an Associate of Science degree.

Accounting Major

College/University Transfer Program
Contact person: Mary Jo Boehms
424-3520 ext. 262 – mboehms@jsgcc.edu

The Accounting Major is a two-year transfer program designed for students planning to earn a Baccalaureate Degree from a four-year institution in preparation to pursue a career in the accounting or finance field.

PROGRAM REQUIREMENTS

Check with the institution to which you are transferring to determine which General Education courses to select.

A course cannot fulfill requirements in two different categories.

See page 34 for additional requirements for completing an A.S. degree.

General Education Courses - 41 credit hours

Communication - 9 credit hours	Hours
ENGL 1010 English Composition I	3
ENGL 1020 English Composition II	3
SPE 211 Fundamentals of Speech	3

Humanities and Fine Arts - 9 credit hours	Hours
<i>One course must be a Literature course.</i>	

ART 1010 Art History Survey I	3
ART 1020 Art History Survey II	3
ART 1030 Art Appreciation	3
COMM 1030 Film Appreciation	3
ENGL 2210 Survey of British Literature I	3
ENGL 2220 Survey of British Literature II	3
ENGL 2310 Survey of World Literature I	3
ENGL 2320 Survey of World Literature II	3
MUS 1030 Music Appreciation	3
PHIL 1030 Introduction to Philosophy	3
THEA 1030 Introduction to Theatre	3

Social and Behavioral Sciences - 6 credit hours	Hours
ECO 211 Principles of Economics I	3
ECO 212 Principles of Economics II	3

History - 6 credit hours	Hours
<i>American History is required at TBR universities.</i>	
<i>World Civilizations is required at UT universities.</i>	

HIST 1110 Survey of World Civilizations I	3
HIST 1120 Survey of World Civilizations II	3
HIST 2010 Survey of American History I	3
HIST 2020 Survey of American History II	3

Natural Sciences - 8 credit hours	Hours
BIOL 1110 General Biology I	4
BIOL 1120 General Biology II	4
BIOL 2010 Human Anatomy and Physiology I	4
BIOL 2020 Human Anatomy and Physiology II	4
CHEM 1110 General Chemistry I	4
CHEM 1120 General Chemistry II	4
PHYS 2010 Non-Calculus Based Physics I	4
PHYS 2020 Non-Calculus Based Physics II	4
PHYS 2110 Calculus Based Physics I	4

PHYS 2120 Calculus Based Physics II	4
PSCI 1010 Survey of Physical Science I	4
PSCI 1020 Survey of Physical Science II	4

Mathematics - 3 credit hours	Hours
MATH 1710 Precalculus Algebra	3

Major Required Courses - 19 credit hours

ACC 211 Principles of Accounting I	3
ACC 212 Principles of Accounting II	3
ACC 215 Microcomputer Accounting Applications	3
BUS 231 Business Statistics	3
CIS 122 Integrated Software Applications	3
MATH 1830 Applied Calculus* or approved business elective	3
ORN 100 Orientation to College	1

*Required at TBR Universities and University of Tennessee Systems.

Minimum Credit Hours Required for:

Associate of Science degree: 60

SCHEDULE EXAMPLE

First Semester		Hours
ENGL 1010	English Composition I	3
CIS 122	Integrated Software Applications	3
_____	Humanities and Fine Arts	3
_____	Natural Science	4
ORN 100	Orientation	1
Total		14

Second Semester		Hours
ENGL 1020	English Composition II	3
_____	Humanities and Fine Arts	3
MATH 1710	Precalculus Algebra	3
_____	Natural Science	4
SPE 211	Fundamentals of Speech	3
Total		16

Third Semester		Hours
ACC 211	Principles of Accounting I	3
ECO 211	Principles of Economics I	3
HIST _____	History	3
_____	Literature Course	3
MATH 1830	Applied Calculus or approved elective	3
Total		15

Fourth Semester		Hours
ACC 212	Principles of Accounting II	3
ACC 215	Microcomputer Acctg. Appl.	3
BUS 231	Business Statistics	3
ECO 212	Principles of Economics II	3
HIST _____	History	3
Total		15

Total hours: 60

Agriculture Major
College/University Transfer Program
Contact person: Doug Teague
425-2632 – dteague@jssc.edu

Formal and informal articulation agreements exist with many four-year colleges and land-grant institutions that permit a smooth transition from the A.S. degree to four-year degrees. Check with the Agriculture Department for assistance in identifying these colleges.

PROGRAM REQUIREMENTS

Check with the institution to which you are transferring to determine which General Education courses to select.

A course cannot fulfill requirements in two different categories.

See page 36 for additional requirements for completing an A.S. degree.

General Education Courses - 41 credit hours

Communication - 9 credit hours	Hours
ENGL 1010 English Composition I	3
ENGL 1020 English Composition II	3
SPE 211 Fundamentals of Speech	3

Humanities and Fine Arts - 9 credit hours

<i>One course must be a Literature course.</i>	Hours
ART 1010 Art History Survey I	3
ART 1020 Art History Survey II	3
ART 1030 Art Appreciation	3
COMM 1030 Film Appreciation	3
ENGL 2210 Survey of British Literature I	3
ENGL 2220 Survey of British Literature II	3
ENGL 2310 Survey of World Literature I	3
ENGL 2320 Survey of World Literature II	3
MUS 1030 Music Appreciation	3
PHIL 1030 Introduction to Philosophy	3
THEA 1030 Introduction to Theatre	3

Social and Behavioral Sciences - 6 credit hours

ECO 211 Principles of Economics I	Hours
ECO 212 Principles of Economics II	3
PHED 2050 Health and Wellness	3
POLS 1100 U.S. Government and Politics I	3
POLS 1200 U.S. Government and Politics II	3
PSY 101 General Psychology I	3
PSY 102 General Psychology II	3
SOC 201 Introduction to Sociology	3
SOC 202 Social Problems	3

History - 6 credit hours

<i>American History is required at TBR universities.</i>	Hours
<i>World Civilizations is required at UT universities.</i>	
HIST 1110 Survey of World Civilizations I	3
HIST 1120 Survey of World Civilizations II	3
HIST 2010 Survey of American History I	3
HIST 2020 Survey of American History II	3

Natural Sciences - 8 credit hours

BIOL 1110 General Biology I	Hours
BIOL 1120 General Biology II	4
BIOL 2010 Human Anatomy and Physiology I	4
BIOL 2020 Human Anatomy and Physiology II	4
CHEM 1110 General Chemistry I	4
CHEM 1120 General Chemistry II	4
PHYS 2010 Non-Calculus Based Physics I	4
PHYS 2020 Non-Calculus Based Physics II	4
PHYS 2110 Calculus Based Physics I	4
PHYS 2120 Calculus Based Physics II	4
PSCI 1010 Survey of Physical Science I	4
PSCI 1020 Survey of Physical Science II	4

Mathematics - 3 credit hours	Hours
MATH 1530 Statistics and Probability	3
MATH 1630 Finite Mathematics	3
MATH 1710 Precalculus Algebra	3
MATH 1910 Calculus I	4

Major Required Courses - 19 credit hours

Thirteen (13) hours from:	Hours
AGR 110 Introduction to Agricultural Economics	3
AGR 120 Introduction to Agricultural Engineering	3
AGR 149 Principles of GPS/CIS in Agriculture	3
AGR 213 Soils	4
Six (6) hours from any course with AGR prefix.	6

Suggested Courses for General Agriculture

AGR 130 Introduction to Animal Science	Hours
AGR 140 Plant and Soil Science	3
AGR 290 Farm Surveying and Erosion Control	3

Suggested Courses for Horticulture

AGR 140 Plants and Soil Science	Hours
AGR 250 Greenhouse Management I	3
AGR 251 Greenhouse Management II	3
AGR 271 Ornamental Horticulture	3
AGR 272 Landscape Plants and Design	3

Minimum Credit Hours Required for:

Associate of Science degree: 60

SCHEDULE EXAMPLE

First Semester		Hours
ENGL 1010	English Composition I	3
SPE 211	Fundamentals of Speech	3
	Social and Behavioral Science	3
AGR 122	Computer Applications in AGR	3
AGR 140	Intro to Plant and Soil Science	3
Total		15

Second Semester		Hours
ENGL 1020	English Composition II	3
	Social and Behavioral Science	3
MATH 1630	Finite Mathematics	3
AGR 110	Intro to Agricultural Economics	3
AGR 149	Principals of GPS/GIS	3
Total		15

Third Semester		Hours
	Humanities and Fine Arts	3
	Humanities and Fine Arts	3
CHEM 1110	General Chemistry I	4
HIST _____	History	3
AGR 213	Soils	4
Total		17

Fourth Semester		Hours
ENGL _____	Literature Course	3
CHEM 1120	General Chemistry II	4
HIST _____	History	3
AGR 120	Intro to Agriculture Engineering	3
Total		13

Total hours: 60

Art Major

College/University Transfer Program
Contact person: Dr. Lisa Smith
424-3520 ext 271 – lsmith@jsc.edu

The Art Major provides you with a common set of learning experiences which will allow your transfer to a senior institution to pursue a four-year degree in art. These experiences are broad enough and include enough options to allow you to prepare for the future in accordance with your individual abilities, needs and interests.

PROGRAM REQUIREMENTS

Check with the institution to which you are transferring to determine which General Education courses to select.

A course cannot fulfill requirements in two different categories.

See page 36 for additional requirements for completing an A.S. degree.

General Education Courses - 41 credit hours

Communication - 9 credit hours	Hours
ENGL 1010 English Composition I	3
ENGL 1020 English Composition II	3
SPE 211 Fundamentals of Speech	3

Humanities and Fine Arts - 9 credit hours

<i>One course must be a Literature course.</i>	Hours
ART 1010 Art History Survey I	3
ART 1020 Art History Survey II	3
<i>Choose one:</i>	
ENGL 2210 Survey of British Literature I	3
ENGL 2220 Survey of British Literature II	3
ENGL 2310 Survey of World Literature I	3
ENGL 2320 Survey of World Literature II	3

Social and Behavioral Sciences - 6 credit hours

ECO 211 Principles of Economics I	Hours
ECO 212 Principles of Economics II	3
PHED 2050 Health and Wellness	3
POLS 1100 U.S. Government and Politics I	3
POLS 1200 U.S. Government and Politics II	3
PSY 101 General Psychology I	3
PSY 102 General Psychology II	3
SOC 201 Introduction to Sociology	3
SOC 202 Social Problems	3

History - 6 credit hours

<i>American History is required at TBR universities.</i>	Hours
<i>World Civilizations is required at UT universities.</i>	
HIST 1110 Survey of World Civilizations I	3
HIST 1120 Survey of World Civilizations II	3
HIST 2010 Survey of American History I	3
HIST 2020 Survey of American History II	3

Natural Sciences - 8 credit hours

BIOL 1110 General Biology I	Hours
BIOL 1120 General Biology II	4
BIOL 2010 Human Anatomy and Physiology I	4
BIOL 2020 Human Anatomy and Physiology II	4
CHEM 1110 General Chemistry I	4
CHEM 1120 General Chemistry II	4
PHYS 2010 Non-Calculus Based Physics I	4
PHYS 2020 Non-Calculus Based Physics II	4
PHYS 2110 Calculus Based Physics I	4
PHYS 2120 Calculus Based Physics II	4
PSCI 1010 Survey of Physical Science I	4
PSCI 1020 Survey of Physical Science II	4

Mathematics - 3 credit hours	Hours
MATH 1410 Topics in Contemporary Math I	3
MATH 1420 Topics in Contemporary Math II	3
MATH 1530 Statistics and Probability	3
MATH 1630 Finite Mathematics	3
MATH 1710 Precalculus Algebra	3
MATH 1720 Trigonometry	3
MATH 1830 Applied Calculus	3
MATH 1910 Calculus I	4

Major Required Courses - 18 credit hours

ART 121 and 122 Drawing I and II	Hours
ART 141 and ART 142 2D Design and 3D Design	6
Six (6) hours from:	
ART 131 Painting I	3
ART 132 Painting II	3
ART 241 Graphics Design I	3
ART 242 Graphics Design II	3
ART 151 Color	3

General Elective - 1 credit hour

Minimum Credit Hours Required for:

Associate of Science degree: 60

SCHEDULE EXAMPLE

First Semester		Hours
ENGL 1010	English Composition I	3
_____	Natural Science	4
MATH _____	Mathematics	3
ART 121	Drawing I	3
ART 141	2-D Design	3
Total		16

Second Semester

ENGL 1020	English Composition II	Hours
SPE 211	Fundamentals of Speech	3
_____	Natural Science	4
ART 122	Drawing II	3
ART 142	3-D Design	3
Total		16

Third Semester

_____	Humanities and Fine Arts	Hours
_____	ART 1010 (recommended)	3
HIST _____	Social and Behavioral Sciences	3
ART 131	History	3
ART 241	Painting I <i>or</i>	3
_____	Graphic Design I	1
_____	General Elective	1
Total		13

Fourth Semester

_____	Humanities and Fine Arts	Hours
_____	ART 1020 (recommended)	3
ENGL _____	Literature Course	3
_____	Social and Behavioral Sciences	3
HIST _____	History	3
ART 132	Painting II <i>or</i>	3
ART 242	Graphic Design II	3
Total		15

Total hours: 60

Biology Major

College/University Transfer Program

Contact person: Dr. Jim Grove

424-3520 ext. 204 – jgrove@jsgcc.edu

Biological scientists and medical scientists study living organisms and their relationship to their environment. Most specialize in some area of biology such as zoology (the study of animals) or microbiology (the study of microscopic organisms).

Many biological scientists and virtually all medical scientists work in research and development. Basic biological and medical research continues to provide the building blocks necessary to develop solutions to human health problems and to preserve and repair the natural environment. Today, many biological and medical scientists are involved in biotechnology, including work leading to the discovery of genes associated with specific diseases and inherited traits, such as certain types of cancer. These advances in biotechnology have opened up research opportunities in almost all areas of biology, including commercial applications in agriculture, environmental redemption, and the food and chemical industries.

PROGRAM REQUIREMENTS

Check with the institution to which you are transferring to determine which General Education courses to select.

A course cannot fulfill requirements in two different categories.

See page 36 for additional requirements for completing an A.S. degree.

General Education Courses - 41 credit hours

	Hours
Communication - 9 credit hours	
ENGL 1010 English Composition I	3
ENGL 1020 English Composition II	3
SPE 211 Fundamentals of Speech	3

Humanities and Fine Arts - 9 credit hours

One course must be a Literature course.

ART 1010 Art History Survey I	3
ART 1020 Art History Survey II	3
ART 1030 Art Appreciation	3
COMM 1030 Film Appreciation	3
ENGL 2210 Survey of British Literature I	3
ENGL 2220 Survey of British Literature II	3
ENGL 2310 Survey of World Literature I	3
ENGL 2320 Survey of World Literature II	3
MUS 1030 Music Appreciation	3
PHIL 1030 Introduction to Philosophy	3
THEA 1030 Introduction to Theatre	3

Social and Behavioral Sciences - 6 credit hours

ECO 211 Principles of Economics I	3
ECO 212 Principles of Economics II	3
PHED 2050 Health and Wellness	3
POLS 1100 U.S. Government and Politics I	3
POLS 1200 U.S. Government and Politics II	3
PSY 101 General Psychology I	3
PSY 102 General Psychology II	3
SOC 201 Introduction to Sociology	3
SOC 202 Social Problems	3

History - 6 credit hours

<i>American History is required at TBR universities.</i>	
<i>World Civilizations is required at UT universities.</i>	
HIST 1110 Survey of World Civilizations I	3
HIST 1120 Survey of World Civilizations II	3
HIST 2010 Survey of American History I	3
HIST 2020 Survey of American History II	3

Natural Sciences - 8 credit hours

BIOL 1110 General Biology I	4
BIOL 1120 General Biology II	4

Mathematics - 3-4 credit hours	Hours
MATH 1710 Precalculus Algebra or higher-level	3

Major Required Courses - 19-21 credit hours

Eleven (11) to thirteen (13) hours from:	Hours
BIOL 250 Environmental Biology <i>or</i>	4
BIO 299 Special Problems in Biology <i>or</i>	1-3
BIOL 2230 Microbiology	4
CHEM 1110 General Chemistry I <i>and</i>	4
CHEM 1120 General Chemistry II	4

Eight (8) hours from:

CHEM 2010 Organic Chemistry I <i>and</i>	
CHEM 2020 Organic Chemistry II <i>or</i>	8
PHYS 2010 Non-Calculus Based Physics I <i>and</i>	
PHYS 2020 Non-Calculus Based Physics II	8

Minimum Credit Hours Required for:

Associate of Science degree: 60-62

SCHEDULE EXAMPLE

First Semester		Hours
ENGL 1010	English Composition I	3
HIST _____	History	3
MATH _____	Precalculus Algebra or higher	3-4
BIOL 1110	General Biology I	4
Total		13-14

Second Semester		Hours
ENGL 1020	English Composition II	3
_____	Humanities and Fine Arts	3
HIST _____	History	3
BIOL 1120	General Biology II	4
_____	Major Course	3-4
Total		16-17

Third Semester		Hours
SPE 211	Fundamentals of Speech	3
ENGL _____	Literature Course	3
_____	Social and Behavioral Sciences	3
CHEM 1110	General Chemistry I	4
_____	Major Course	4
Total		17

Fourth Semester		Hours
_____	Humanities and Fine Arts	3
_____	Social and Behavioral Sciences	3
CHEM 1120	General Chemistry II	4
_____	Major Course	4
Total		14

Total hours: 60-62

Business Administration Major

College/University Transfer Program
 Contact person: Mary Jo Boehms
 424-3520 ext. 262 – mboehms@jsgcc.edu

The Business Administration Major is a two-year transfer program designed for students planning to earn a Baccalaureate Degree from a four-year institution in preparation to pursue a career in business administration, economics, finance, management, marketing, or any related business field.

PROGRAM REQUIREMENTS

Check with the institution to which you are transferring to determine which General Education courses to select.

A course cannot fulfill requirements in two different categories.

See page 36 for additional requirements for completing an A.S. degree.

General Education Courses - 41 credit hours

Communication - 9 credit hours	Hours
ENGL 1010 English Composition I	3
ENGL 1020 English Composition II	3
SPE 211 Fundamentals of Speech	3

Humanities and Fine Arts - 9 credit hours

<i>One course must be a Literature course.</i>	
ART 1010 Art History Survey I	3
ART 1020 Art History Survey II	3
ART 1030 Art Appreciation	3
COMM 1030 Film Appreciation	3
ENGL 2210 Survey of British Literature I	3
ENGL 2220 Survey of British Literature II	3
ENGL 2310 Survey of World Literature I	3
ENGL 2320 Survey of World Literature II	3
MUS 1030 Music Appreciation	3
PHIL 1030 Introduction to Philosophy	3
THEA 1030 Introduction to Theatre	3

Social and Behavioral Sciences - 6 credit hours

ECO 211 Principles of Economics I	3
ECO 212 Principles of Economics II	3

History - 6 credit hours

<i>American History is required at TBR universities.</i>	
<i>World Civilizations is required at UT universities.</i>	
HIST 1110 Survey of World Civilizations I	3
HIST 1120 Survey of World Civilizations II	3
HIST 2010 Survey of American History I	3
HIST 2020 Survey of American History II	3

Natural Sciences - 8 credit hours

BIOL 1110 General Biology I	4
BIOL 1120 General Biology II	4
BIOL 2010 Human Anatomy and Physiology I	4
BIOL 2020 Human Anatomy and Physiology II	4
CHEM 1110 General Chemistry I	4
CHEM 1120 General Chemistry II	4
PHYS 2010 Non-Calculus Based Physics I	4
PHYS 2020 Non-Calculus Based Physics II	4
PHYS 2110 Calculus Based Physics I	4
PHYS 2120 Calculus Based Physics II	4
PSCI 1010 Survey of Physical Science I	4
PSCI 1020 Survey of Physical Science II	4

Mathematics - 3 credit hours

MATH 1710 Precalculus Algebra	3
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Major Required Courses - 19 credit hours

ACC 211 Principles of Accounting I	3
ACC 212 Principles of Accounting II	3
BUS 111 Introduction to Business	3
BUS 231 Business Statistics	3
CIS 122 Integrated Software Applications	3
MATH 1830 Applied Calculus* <i>or</i> approved business elective	3
ORN 100 Orientation to College	1

*Required at TBR Universities and University of Tennessee systems

Minimum Credit Hours Required for:

Associate of Science degree: 60

SCHEDULE EXAMPLE

First Semester		Hours
BUS 111	Introduction to Business	3
CIS 122	Integrated Software Applications	3
ENGL 1010	English Composition I	3
	Natural Science	4
ORN 100	Orientation	1
Total		14

Second Semester		Hours
ENGL 1020	English Composition II	3
	Humanities and Fine Arts	3
MATH 1710	Precalculus Algebra	3
	Natural Science	4
SPE 211	Fundamentals of Speech	3
Total		16

Third Semester		Hours
ACC 211	Principles of Accounting I	3
ECO 211	Principles of Economics I	3
HIST ____	History	3
Humanities ____	Humanities and Fine Arts	3
MATH 1830	Applied Calculus <i>or</i> Business Elective	3
Total		15

Fourth Semester		Hours
ACC 212	Principles of Accounting II	3
BUS 231	Business Statistics	3
ECO 212	Principles of Economics II	3
HIST ____	History	3
	Humanities and Fine Arts	3
Total		15

Total hours: 60

Chemistry Major

College/University Transfer Program

Contact person: Dr. Karen Carey
424-3520 ext. 302 – kcarey@jssc.edu

Chemists search for and put to practical use knowledge about chemicals. Many chemists work in research and development. Other chemists perform analysis and quality control in laboratories. Students planning careers in chemistry should enjoy studying science and mathematics, be naturally inquisitive, have the ability to work independently, and be able to manipulate scientific apparatus for experimentation.

PROGRAM REQUIREMENTS

Check with the institution to which you are transferring to determine which General Education courses to select.

A course cannot fulfill requirements in two different categories.

See page 36 for additional requirements for completing an A.S. degree.

General Education Courses - 41 credit hours

Communication - 9 credit hours	Hours
ENGL 1010 English Composition I	3
ENGL 1020 English Composition II	3
SPE 211 Fundamentals of Speech	3

Humanities and Fine Arts - 9 credit hours	Hours
<i>One course must be a Literature course.</i>	
ART 1010 Art History Survey I	3
ART 1020 Art History Survey II	3
ART 1030 Art Appreciation	3
COMM 1030 Film Appreciation	3
ENGL 2210 Survey of British Literature I	3
ENGL 2220 Survey of British Literature II	3
ENGL 2310 Survey of World Literature I	3
ENGL 2320 Survey of World Literature II	3
MUS 1030 Music Appreciation	3
PHIL 1030 Introduction to Philosophy	3
THEA 1030 Introduction to Theatre	3

Social and Behavioral Sciences - 6 credit hours	Hours
ECO 211 Principles of Economics I	3
ECO 212 Principles of Economics II	3
PHED 2050 Health and Wellness	3
POLS 1100 U.S. Government and Politics I	3
POLS 1200 U.S. Government and Politics II	3
PSY 101 General Psychology I	3
PSY 102 General Psychology II	3
SOC 201 Introduction to Sociology	3
SOC 202 Social Problems	3

History - 6 credit hours	Hours
<i>American History is required at TBR universities.</i>	
<i>World Civilizations is required at UT universities.</i>	
HIST 1110 Survey of World Civilizations I	3
HIST 1120 Survey of World Civilizations II	3
HIST 2010 Survey of American History I	3
HIST 2020 Survey of American History II	3

Natural Sciences - 8 credit hours	Hours
CHEM 1110 General Chemistry I	4
CHEM 1120 General Chemistry II	4

Mathematics - 4 credit hours	Hours
MATH 1910 Calculus I	4

Chemistry Major Required Courses - 17 credit hours

	Hours
CHEM 2010 Organic Chemistry I	4
CHEM 2020 Organic Chemistry II	4
PHYS 2110 Calculus Based Physics I	4
PHYS 2120 Calculus Based Physics II	4
One hour from General Education Mathematics Course	1

Elective - 2 credit hours

Minimum Credit Hours Required for:

Associate of Science degree: 60

SCHEDULE EXAMPLE

First Semester		Hours
ENGL 1010	English Composition I	3
	Humanities and Fine Arts	3
MATH 1910	Calculus I	4
CHEM 1110	General Chemistry I	4
Total		14

Second Semester		Hours
ENGL 1020	English Composition II	3
SPE 211	Fundamentals of Speech	3
	Humanities and Fine Arts	3
CHEM 1120	General Chemistry II	4
	Elective	2
Total		15

Third Semester		Hours
ENGL ____	Literature Course	3
	Social and Behavioral Science	3
HIST ____	History	3
CHEM 2010	Organic Chemistry I	4
PHYS 2110	Calculus Based Physics I	4
Total		17

Fourth Semester		Hours
	Social and Behavioral Sciences	3
HIST ____	History	3
CHEM 2020	Organic Chemistry II	4
PHYS 2120	Calculus Based Physics II	4
Total		14

Total hours: 60

Communication Major

College/University Transfer Program

Contact person: Pamela Xanthopoulos

424-3520 ext. 219 – pxanthopoulos@jssc.edu

The communication major is a two-year program designed for students planning to seek a baccalaureate degree in communication from a university. Students seeking careers in television or film production, public relations, broadcast journalism, or theatre should consider this degree. Students will have the opportunity to work in the campus television station, participate in Jackson State theatre productions, produce films, and work in various practicum positions.

PROGRAM REQUIREMENTS

Check with the institution to which you are transferring to determine which General Education courses to select.

A course cannot fulfill requirements in two different categories.

See page 36 for additional requirements for completing an A.S. degree.

General Education Courses - 41 credit hours

Communication - 9 credit hours	Hours
ENGL 1010 English Composition I	3
ENGL 1020 English Composition II	3
SPE 211 Fundamentals of Speech	3

Humanities and Fine Arts - 9 credit hours

Humanities and Fine Arts - 9 credit hours	Hours
<i>One course must be a Literature course.</i>	
ART 1010 Art History Survey I	3
ART 1020 Art History Survey II	3
ART 1030 Art Appreciation	3
COMM 1030 Film Appreciation	3
ENGL 2210 Survey of British Literature I	3
ENGL 2220 Survey of British Literature II	3
ENGL 2310 Survey of World Literature I	3
ENGL 2320 Survey of World Literature II	3
MUS 1030 Music Appreciation	3
PHIL 1030 Introduction to Philosophy	3
THEA 1030 Introduction to Theatre	3

Social and Behavioral Sciences - 6 credit hours

Social and Behavioral Sciences - 6 credit hours	Hours
ECO 211 Principles of Economics I	3
ECO 212 Principles of Economics II	3
PHED 2050 Health and Wellness	3
PHIL 1030 Introduction to Philosophy	3
POLS 1100 U.S. Government and Politics I	3
POLS 1200 U.S. Government and Politics II	3
PSY 101 General Psychology I	3
PSY 102 General Psychology II	3
SOC 201 Introduction to Sociology	3
SOC 202 Social Problems	3

History - 6 credit hours

History - 6 credit hours	Hours
<i>American History is required at TBR universities.</i>	
<i>World Civilizations is required at UT universities.</i>	
HIST 1110 Survey of World Civilizations I	3
HIST 1120 Survey of World Civilizations II	3
HIST 2010 Survey of American History I	3
HIST 2020 Survey of American History II	3

Natural Sciences - 8 credit hours

Natural Sciences - 8 credit hours	Hours
BIOL 1110 General Biology I	4
BIOL 1120 General Biology II	4
BIOL 2010 Human Anatomy and Physiology I	4
BIOL 2020 Human Anatomy and Physiology II	4
CHEM 1110 General Chemistry I	4
CHEM 1120 General Chemistry II	4
PHYS 2010 Non-Calculus Based Physics I	4
PHYS 2020 Non-Calculus Based Physics II	4
PHYS 2110 Calculus Based Physics I	4

PHYS 2120 Calculus Based Physics II	4
PSCI 1010 Survey of Physical Science I	4
PSCI 1020 Survey of Physical Science II	4

Mathematics - 3 credit hours	Hours
MATH 1410 Topics in Contemporary Math I	3
MATH 1420 Topics in Contemporary Math II	3
MATH 1630 Finite Mathematics	3
MATH 1710 Precalculus Algebra	3
MATH 1720 Trigonometry	3
MATH 1830 Applied Calculus	3

Major Required Courses - 19 credit hours

Ten (10) hours from:	Hours
COM 120 Survey of Mass Communication	3
COM/THE 232 Practicum	1
SPE 214 Oral Interpretation	3
SPE 231 Interpersonal Communication	3

Nine (9) hours from:	Hours
COM 201 Introduction to Broadcasting	3
COM 220 Media Writing	3
COM 1030 Film Appreciation	3
THE 113 Acting I	3
THE 115 Advanced Acting	3
THE 213 Stagecraft	3

Minimum Credit Hours Required for:

Associate of Science degree: 60

SCHEDULE EXAMPLE

First Semester	Hours
ENGL 1010 English Composition I	3
COM 120 Survey of Mass Communication	3
_____ Natural Science	4
MATH _____ Mathematics	3
_____ Social and Behavioral Science	3
Total	16

Second Semester	Hours
_____ Major Elective	3
ENGL 1020 English Composition II	3
_____ Natural Science	4
_____ Social and Behavioral Science	3
SPE 211 Fundamentals of Speech	3
Total	16

Third Semester	Hours
SPE 214 Oral Interpretation	3
ENGL 2310 Survey of World Literature I	3
HIST _____ History	3
_____ Humanities and Fine Arts	3
_____ Major Elective	3
Total	15

Fourth Semester	Hours
COM 232/ or THE 232 Practicum	3
ENGL 2320 Survey of World Literature II	1
HIST _____ History	3
_____ Major Elective	3
SPE 231 Interpersonal Communication	3
Total	13

Total hours: 60

Criminal Justice Major

College/University Transfer Program

Contact person: Dr. Lawrence Gundersen, Jr.
424-3520 ext. 258 – lgundersen@jsgcc.edu

The criminal justice program is designed for students who wish to transfer to a four-year institution and pursue a career in criminal justice/police science. Most law enforcement agencies require a minimum two-year degree for career advancement. Many local and state law enforcement agencies are increasingly seeking out candidates for entry-level positions that possess a two-year degree with a broad range of preparation and abilities; first-responder/lifesaving, foreign language skills, self-defense skills, writing ability, logical thinking skills, and appropriate behavioral science, sociological, psychological, and communicative skills.

PROGRAM REQUIREMENTS

Check with the institution to which you are transferring to determine which General Education courses to select.

A course cannot fulfill requirements in two different categories.

See page 36 for additional requirements for completing an A.A. or an A.S. degree.

General Education Courses - 41 credit hours

Communication - 9 credit hours	Hours
ENGL 1010 English Composition I	3
ENGL 1020 English Composition II	3
SPE 211 Fundamentals of Speech	3

Humanities and Fine Arts - 9 credit hours

<i>One course must be a Literature course.</i>	Hours
ART 1010 Art History Survey I	3
ART 1020 Art History Survey II	3
ART 1030 Art Appreciation	3
COMM 1030 Film Appreciation	3
ENGL 2210 Survey of British Literature I	3
ENGL 2220 Survey of British Literature II	3
ENGL 2310 Survey of World Literature I	3
ENGL 2320 Survey of World Literature II	3
MUS 1030 Music Appreciation	3
PHIL 1030 Introduction to Philosophy	3
THEA 1030 Introduction to Theatre	3

Social and Behavioral Sciences - 6 credit hours

ECO 211 Principles of Economics I and	3
ECO 212 Principles of Economics II	3
PHED 2050 Health and Wellness	3
POLS 1100 U.S. Government and Politics I	3
POLS 1200 U.S. Government and Politics II	3
PSY 101 General Psychology I	3
PSY 102 General Psychology II	3
SOC 201 Introduction to Sociology	3
SOC 202 Social Problems	3

History - 6 credit hours (sequence)

<i>American History is required at TBR universities.</i>	Hours
<i>World Civilizations is required at UT universities.</i>	
HIST 1110 Survey of World Civilizations I	3
HIST 1120 Survey of World Civilizations II	3
HIST 2010 Survey of American History I	3
HIST 2020 Survey of American History II	3

Natural Sciences - 8 credit hours (sequence)

BIOL 1110 General Biology I	4
BIOL 1120 General Biology II	4
BIOL 2010 Human Anatomy and Physiology I	4
BIOL 2020 Human Anatomy and Physiology II	4
CHEM 1110 General Chemistry I	4
CHEM 1120 General Chemistry II	4
PHYS 2010 Non-Calculus Based Physics I	4
PHYS 2020 Non-Calculus Based Physics II	4

PHYS 2110 Calculus Based Physics I	4
PHYS 2120 Calculus Based Physics II	4
PSCI 1010 Survey of Physical Science I	4
PSCI 1020 Survey of Physical Science II	4

Mathematics - 3 credit hours	Hours
MATH 1710 Precalculus Algebra	3

Major Required Courses - 12 credit hours

CJUS 1100 Intro. To Criminal Justice	3
PHED 2010 First Aid and Safety	3
PSY 201 Social Psychology	3
PHED 1020 Beginning Karate I	1
PHED 1120 Karate II	1
EMT 150 Independent Study	1

General Electives - 7 credit hours

SOC 202 Social Problems (recommended)	3
PHIL 1030 Introduction to Philosophy (recommended)	3

Minimum Credit Hours Required for:

Associate of Science degree:	60
Associate of Arts degree:	60 (Six hours or equivalent foreign language proficiency required.)

SCHEDULE EXAMPLE (A.A. Degree)

First Semester		Hours
ENGL 1010	English Composition I	3
CJUS 1100	Intro. To Criminal Justice	3
_____	Natural Science	4
_____	Social and Behavioral Science	3
PHED 2010	First Aid and Safety	3
Total		16

Second Semester		Hours
ENGL 1020	English Composition II	3
PSY 201	Social Psychology	3
_____	Social and Behavioral Science	3
_____	Natural Science	4
SPE 211	Fundamentals of Speech	3
Total		16

Third Semester		Hours
HIST 2010	Survey of American History I	3
PHED 1020	Beginning Karate I	1
_____	Humanities and Fine Arts	3
MATH 1710	Precalculus Algebra	3
_____	Foreign Language	3
Total		13

Fourth Semester		Hours
_____	Humanities and Fine Arts	3
_____	Literature Course	3
HIST 2020	Survey of American History II	3
_____	Foreign Language	3
_____	General Elective	1
PHED 1120	Karate II	1
EMT 150	Independent Study	1
Total		15

Total hours: 60

Education Major

College/University Transfer Program
 Contact person: Shirley Martin
 424-3520 ext. 266 – smartin@jssc.edu

The Associate of Science with an Education Emphasis is a two-year degree program designed for students planning on earning a baccalaureate degree from a four-year institution in preparation for a teaching career in elementary education. Students desiring to teach in secondary education should choose an emphasis in the particular discipline in which they hope to teach. For example: If you plan to teach high school mathematics, you will want to pursue an associate degree with a mathematics major.

PROGRAM REQUIREMENTS

Check with the institution to which you are transferring to determine which General Education courses to select.

A course cannot fulfill requirements in two different categories.

See page 36 for additional requirements for completing an A.S. degree.

General Education Courses - 41 credit hours

*Communication - 9 credit hours	Hours
ENGL 1010 English Composition I	3
ENGL 1020 English Composition II	3
SPE 211 Fundamentals of Speech	3

*Humanities and Fine Arts - 9 credit hours

<i>One course must be a Literature course.</i>	Hours
ART 1010 Art History Survey I	3
ART 1020 Art History Survey II	3
ART 1030 Art Appreciation	3
COMM 1030 Film Appreciation	3
ENGL 2210 Survey of British Literature I	3
ENGL 2220 Survey of British Literature II	3
ENGL 2310 Survey of World Literature I	3
ENGL 2320 Survey of World Literature II	3
MUS 1030 Music Appreciation	3
PHIL 1030 Introduction to Philosophy	3
THEA 1030 Introduction to Theatre	3

*Social and Behavioral Sciences - 6 credit hours

PHED 2050 Health and Wellness	Hours
POLS 1100 U.S. Government and Politics I	3
POLS 1200 U.S. Government and Politics II	3
PSY 101 General Psychology I	3
PSY 102 General Psychology II	3
SOC 201 Introduction to Sociology	3
SOC 202 Social Problems	3

*History - 6 credit hours

<i>American History is required at TBR universities.</i>	Hours
<i>World Civilizations is required at UT universities.</i>	
HIST 1110 Survey of World Civilizations I	3
HIST 1120 Survey of World Civilizations II	3
HIST 2010 Survey of American History I	3
HIST 2020 Survey of American History II	3

*Natural Sciences - 8 credit hours

BIOL 1110 General Biology I	Hours
BIOL 1120 General Biology II	4
BIOL 2010 Human Anatomy and Physiology I	4
BIOL 2020 Human Anatomy and Physiology II	4
CHEM 1110 General Chemistry I	4
CHEM 1120 General Chemistry II	4
PHYS 2010 Non-Calculus Based Physics I	4
PHYS 2020 Non-Calculus Based Physics II	4
PHYS 2110 Calculus Based Physics I	4
PHYS 2120 Calculus Based Physics II	4
PSCI 1010 Survey of Physical Science I	4
PSCI 1020 Survey of Physical Science II	4

*Mathematics - 3 credit hours	Hours
MATH 1410 Topics in Contemporary Math I	3
MATH 1420 Topics in Contemporary Math II	3
MATH 1530 Statistics and Probability	3
MATH 1630 Finite Mathematics	3
MATH 1710 Precalculus Algebra	3
MATH 1910 Calculus I	4

Major Required Courses - 18 credit hours

Fifteen (15) credit hours from:	Hours
EDU 201 Foundations of Education	3
EDU 221 Human Growth and Development I	3
EDU 222 Human Growth and Development II	3
EDU 250 Instructional Technology in Education	3
MATH 1410 Topics in Contemporary Math I <i>or</i>	
MATH 1420 Topics in Contemporary Math II <i>or</i>	
GEO 201 Survey of World Regions	3

Three (3) credit hours from:	Hours
MATH 1410 Topics in Contemporary Mathematics I <i>or</i>	3
MATH 1420 Topics in Contemporary Mathematics II <i>or</i>	3
CIS 101 Software Applications	3

Elective - 1 credit hours

PHED 1380 Wellness and Fitness (recommended)	Hours
	1

Minimum Credit Hours Required for:

Associate of Science degree: 60

SCHEDULE EXAMPLE

*Because the course of study for an education major at colleges and universities is unique to each institution, meet with your Jackson State education advisor to determine the Jackson State courses which will best fulfill the requirements at the institution to which you are going to transfer. Planning a course of study with the assistance of a Jackson State education advisor will increase your chances at taking only those courses which will apply. This increases your chances of finishing your degree sooner.

Total hours: 60

English Major

College/University Transfer Program
 Contact person: Dr. Mack Perry
 424-3520 ext. 267 – mperry@jsc.edu

The English Major is designed not only for the student who wishes to transfer but also for the student who recognizes the importance of communication skills for success in almost any career.

The department offers a variety of courses to develop and strengthen communication skills, both written and spoken, emphasizing comprehension, planning, organization, development evaluation, analysis, and research.

PROGRAM REQUIREMENTS

Check with the institution to which you are transferring to determine which General Education courses to select.

A course cannot fulfill requirements in two different categories.

See page 36 for additional requirements for completing an A.A. or an A.S. degree.

General Education Courses - 41 credit hours

Communication - 9 credit hours	Hours
ENGL 1010 English Composition I	3
ENGL 1020 English Composition II	3
SPE 211 Fundamentals of Speech	3

Humanities and Fine Arts - 9 credit hours

<i>One course must be a Literature course.</i>	
ART 1010 Art History Survey I	3
ART 1020 Art History Survey II	3
ART 1030 Art Appreciation	3
COMM 1030 Film Appreciation	3
ENGL 2210 Survey of British Literature I	3
ENGL 2220 Survey of British Literature II	3
ENGL 2310 Survey of World Literature I	3
ENGL 2320 Survey of World Literature II	3
MUS 1030 Music Appreciation	3
PHIL 1030 Introduction to Philosophy	3
THEA 1030 Introduction to Theatre	3

Social and Behavioral Sciences - 6 credit hours

ECO 211 Principles of Economics I	3
ECO 212 Principles of Economics II	3
PHED 2050 Health and Wellness	3
POLS 1100 U.S. Government and Politics I	3
POLS 1200 U.S. Government and Politics II	3
PSY 101 General Psychology I	3
PSY 102 General Psychology II	3
SOC 201 Introduction to Sociology	3
SOC 202 Social Problems	3

History - 6 credit hours

<i>American History is required at TBR universities.</i>	
<i>World Civilizations is required at UT universities.</i>	
HIST 1110 Survey of World Civilizations I	3
HIST 1120 Survey of World Civilizations II	3
HIST 2010 Survey of American History I	3
HIST 2020 Survey of American History II	3

Natural Sciences - 8 credit hours

BIOL 1110 General Biology I	4
BIOL 1120 General Biology II	4
BIOL 2010 Human Anatomy and Physiology I	4
BIOL 2020 Human Anatomy and Physiology II	4
CHEM 1110 General Chemistry I	4
CHEM 1120 General Chemistry II	4
PHYS 2010 Non-Calculus Based Physics I	4
PHYS 2020 Non-Calculus Based Physics II	4
PHYS 2110 Calculus Based Physics I	4

PHYS 2120 Calculus Based Physics II	4
PSCI 1010 Survey of Physical Science I	4
PSCI 1020 Survey of Physical Science II	4

Mathematics - 3 credit hours	Hours
MATH 1530 Statistics and Probability	3
MATH 1630 Finite Mathematics	3
MATH 1710 Precalculus Algebra	3
MATH 1910 Calculus I	4

Major Required Courses - 15 credit hours

ENGL 2210 Survey of British Literature I and	
ENGL 2220 Survey of British Literature II or	
ENGL 2310 Survey of World Literature I and	
ENGL 2320 Survey of World Literature II	6
Sophomore-level English course	3
Electives from Foreign Language courses	6
SPAN 1010 and 1020 Spanish I and II (recommended) or	
FREN 1010 and 1020 French I and II (recommended)	

General Electives - 4 credit hours

Minimum Credit Hours Required for:

Associate of Science degree: 60
 Associate of Arts degree: 60
 (Six hours or equivalent foreign language proficiency required.)

SCHEDULE EXAMPLE

First Semester		Hours
ENGL 1010	English Composition I	3
	Humanities and Fine Arts	3
PSY 101	General Psychology I	3
MATH ____	Mathematics	3
	Spanish or French I	3
ORN 100	Orientation	1
Total		16

Second Semester		Hours
ENGL 1020	English Composition II	3
SPE 211	Fundamentals of Speech	3
	Humanities and Fine Arts	3
PSY 102	General Psychology II	3
	Spanish or French II	3
Total		15

Third Semester		Hours
ENGL ____	Sophomore Level English	3
ENGL ____	British or World Literature I	3
HIST 1110	World Civilizations I	3
BIOL 1110	General Biology I	4
	General Elective	3
Total		16

Fourth Semester		Hours
ENGL ____	British or World Literature II	3
ENGL ____	Sophomore Level English	3
HIST 1120	World Civilizations II	3
BIOL 1120	General Biology II	4
Total		13

Total hours: 60

General Studies Major

College/University Transfer Program

Contact person: Dr. Jerry Cole

424-3520 ext. 607–jcole@jssc.edu

A General Studies program, meeting broad individual interests, may be arranged with a faculty advisor. Courses can be selected from a variety of subject areas.

You may begin another major at any time, subject to specific course requirements of that major. Be aware that if an Associate of Arts or an Associate of Science degree is obtained in this General Studies program and you intend to transfer to a four-year institution, it may be necessary to take additional courses to satisfy the first two years of a four-year program leading to a baccalaureate degree.

PROGRAM REQUIREMENTS

Check with the institution to which you are transferring to determine which General Education courses to select.

A course cannot fulfill requirements in two different categories.

See page 36 for additional requirements for completing an A.A. or an A.S. degree.

General Education Courses - 41 credit hours

Communication - 9 credit hours	Hours
ENGL 1010 English Composition I	3
ENGL 1020 English Composition II	3
SPE 211 Fundamentals of Speech	3

Humanities and Fine Arts - 9 credit hours

<i>One course must be a Literature course.</i>	Hours
ART 1010 Art History Survey I	3
ART 1020 Art History Survey II	3
ART 1030 Art Appreciation	3
COMM 1030 Film Appreciation	3
ENGL 2210 Survey of British Literature I	3
ENGL 2220 Survey of British Literature II	3
ENGL 2310 Survey of World Literature I	3
ENGL 2320 Survey of World Literature II	3
MUS 1030 Music Appreciation	3
PHIL 1030 Introduction to Philosophy	3
THEA 1030 Introduction to Theatre	3

Social and Behavioral Sciences - 6 credit hours

ECO 211 Principles of Economics I	Hours
ECO 212 Principles of Economics II	3
PHED 2050 Health and Wellness	3
POLS 1100 U.S. Government and Politics I	3
POLS 1200 U.S. Government and Politics II	3
PSY 101 General Psychology I	3
PSY 102 General Psychology II	3
SOC 201 Introduction to Sociology	3
SOC 202 Social Problems	3

History - 6 credit hours

<i>American History is required at TBR universities.</i>	Hours
<i>World Civilizations is required at UT universities.</i>	
HIST 1110 Survey of World Civilizations I	3
HIST 1120 Survey of World Civilizations II	3
HIST 2010 Survey of American History I	3
HIST 2020 Survey of American History II	3

Natural Sciences - 8 credit hours

BIOL 1110 General Biology I	Hours
BIOL 1120 General Biology II	4
BIOL 2010 Human Anatomy and Physiology I	4
BIOL 2020 Human Anatomy and Physiology II	4
CHEM 1110 General Chemistry I	4
CHEM 1120 General Chemistry II	4

PHYS 2010 Non-Calculus Based Physics I	4
PHYS 2020 Non-Calculus Based Physics II	4
PHYS 2110 Calculus Based Physics I	4
PHYS 2120 Calculus Based Physics II	4
PSCI 1010 Survey of Physical Science I	4
PSCI 1020 Survey of Physical Science II	4

Mathematics - 3 credit hours	Hours
MATH 1530 Statistics and Probability	3
MATH 1630 Finite Mathematics	3
MATH 1710 Precalculus Algebra	3
MATH 1910 Calculus I	4

General Studies Major Courses - 19 credit hours

See your advisor.

Minimum Credit Hours Required for:

Associate of Science degree: 60

Associate of Arts degree: 60 (Six hours or equivalent foreign language proficiency required.)

SCHEDULE EXAMPLE

First Semester		Hours
ENGL 1010	English Composition I	3
HIST ____	History	3
_____	Natural Science	4
MATH ____	Mathematics	3
_____	Major Course	3-4
Total		16-17

Second Semester		Hours
ENGL 1020	English Composition II	3
HIST ____	History	3
_____	Natural Science	4
_____	Major Course	3-4
_____	Major Course	3-4
Total		16-18

Third Semester		Hours
ENGL ____	Literature Course	3
_____	Humanities and Fine Arts	3
_____	Social and Behavioral Science	3
SPE 211	Fundamentals of Speech	3
_____	Major Course	3-4
Total		15-16

Fourth Semester		Hours
_____	Humanities and Fine Arts	3
_____	Social and Behavioral Science	3
_____	Major Course	3-4
_____	Major Course	3-4
Total		12-14

Total hours: 60

Health & Physical Education Major

College/University Transfer Program

Contact person: Jim Swope

424-3520 ext. 239 – jswope@jsgcc.edu

The Associate of Science Degree with a Health and Physical Education major is a two-year program designed for students planning to earn a Baccalaureate Degree from a four-year institution in preparation for a career in teaching, wellness management or recreational activities.

PROGRAM REQUIREMENTS

Check with the institution to which you are transferring to determine which General Education courses to select.

A course cannot fulfill requirements in two different categories.

See pages 36 for additional requirement for completing an A.S. degree.

General Education Courses - 41 credit hours

Communication - 9 credit hours	Hours
ENGL 1010 English Composition I	3
ENGL 1020 English Composition II	3
SPE 211 Fundamentals of Speech	3

Humanities and Fine Arts - 9 credit hours

<i>One course must be a Literature course.</i>	Hours
ART 1010 Art History Survey I	3
ART 1020 Art History Survey II	3
ART 1030 Art Appreciation	3
COMM 1030 Film Appreciation	3
ENGL 2210 Survey of British Literature I	3
ENGL 2220 Survey of British Literature II	3
ENGL 2310 Survey of World Literature I	3
ENGL 2320 Survey of World Literature II	3
MUS 1030 Music Appreciation	3
PHIL 1030 Introduction to Philosophy	3
THEA 1030 Introduction to Theatre	3

Social and Behavioral Sciences - 6 credit hours

ECO 211 Principles of Economics I	Hours	3
ECO 212 Principles of Economics II	3	
PHED 2050 Health and Wellness	3	
POLS 1100 U.S. Government and Politics I	3	
POLS 1200 U.S. Government and Politics II	3	
PSY 101 General Psychology I	3	
PSY 102 General Psychology II	3	
SOC 201 Introduction to Sociology	3	
SOC 202 Social Problems	3	

History - 6 credit hours

<i>American History is required at TBR universities.</i>	Hours
<i>World Civilizations is required at UT universities.</i>	
HIST 1110 Survey of World Civilizations I	3
HIST 1120 Survey of World Civilizations II	3
HIST 2010 Survey of American History I	3
HIST 2020 Survey of American History II	3

Natural Sciences - 8 credit hours

BIOL 1110 General Biology I	Hours	4
BIOL 1120 General Biology II	4	
BIOL 2010 Human Anatomy and Physiology I	4	
BIOL 2020 Human Anatomy and Physiology II	4	
CHEM 1110 General Chemistry I	4	
CHEM 1120 General Chemistry II	4	
PHYS 2010 Non-Calculus Based Physics I	4	
PHYS 2020 Non-Calculus Based Physics II	4	
PHYS 2110 Calculus Based Physics I	4	
PHYS 2120 Calculus Based Physics II	4	
PSCI 1010 Survey of Physical Science I	4	
PSCI 1020 Survey of Physical Science II	4	

Mathematics - 3 credit hours	Hours
MATH 1530 Statistics and Probability	3
MATH 1630 Finite Mathematics	3
MATH 1710 Precalculus Algebra	3
MATH 1910 Calculus I	4

Major Required Courses - 14 hours

PHED 2010 First Aid and Safety	Hours	3
PHED 2020 Personal Health	3	
PHED 2030 Community Health	3	
PHED 2040 Introduction to Physical Education	3	
Two (1) hour activity courses	2	

Elective - 5 credit hours

Minimum Credit Hours Required for:

Associate of Science degree: 60

SCHEDULE EXAMPLE

First Semester	Hours
ENGL 1010 English Composition I	3
_____ Natural Science	4
PHED 2040 Intro. to Physical Education	3
PHED _____ Physical Education Activity	1
_____ General Elective	3
Total	14

Second Semester	Hours
ENGL 1020 English Composition II	3
_____ Natural Science	4
MATH _____ Mathematics	3
PHED 2030 Community Health	3
PHED _____ Physical Education Activity	1
Total	14

Third Semester	Hours
_____ Humanities and Fine Arts	3
_____ History	3
PHED 2050 Health and Wellness	3
PHED 2020 Personal Health	3
PED 2010 First Aid and Safety	3
SPE 211 Fundamentals of Speech	3
Total	18

Fourth Semester	Hours
ENGL _____ Literature Course	3
_____ Humanities and Fine Arts	3
HIST _____ History	3
_____ Social and Behavioral Science	3
_____ General Elective	2
Total	14

Total hours: 60

History Major

College/University Transfer Program
 Contact person: Dr. Lawrence Gundersen
 424-3520 ext. 258 – lgundersen@jssc.edu

The history program is designed for students who wish to transfer to a four-year institution and pursue a career in law, teaching, politics, film directing, banking, library science, or writing. In the increasingly global community, businesses seek history majors because of their broad intellectual perspective, and because of their abilities in reading, writing, thinking, and discussion.

PROGRAM REQUIREMENTS

Check with the institution to which you are transferring to determine which General Education courses to select.

A course cannot fulfill requirements in two different categories.

See page 36 for additional requirements for completing an A.A. or an A.S. degree.

General Education Courses - 41 credit hours

Communication - 9 credit hours	Hours
ENGL 1010 English Composition I	3
ENGL 1020 English Composition II	3
SPE 211 Fundamentals of Speech	3

Humanities and Fine Arts - 9 credit hours

<i>One course must be a Literature course.</i>	Hours
ART 1010 Art History Survey I	3
ART 1020 Art History Survey II	3
ART 1030 Art Appreciation	3
COMM 1030 Film Appreciation	3
ENGL 2210 Survey of British Literature I	3
ENGL 2220 Survey of British Literature II	3
ENGL 2310 Survey of World Literature I	3
ENGL 2320 Survey of World Literature II	3
MUS 1030 Music Appreciation	3
PHIL 1030 Introduction to Philosophy	3
THEA 1030 Introduction to Theatre	3

Social and Behavioral Sciences - 6 credit hours

ECO 211 Principles of Economics I	3
ECO 212 Principles of Economics II	3
PHED 2050 Health and Wellness	3
POLS 1100 U.S. Government and Politics I	3
POLS 1200 U.S. Government and Politics II	3
PSY 101 General Psychology I	3
PSY 102 General Psychology II	3
SOC 201 Introduction to Sociology	3
SOC 202 Social Problems	3

History - 6 credit hours

<i>American History is required at TBR universities.</i>	Hours
<i>World Civilizations is required at UT universities.</i>	
HIST 1110 Survey of World Civilizations I	3
HIST 1120 Survey of World Civilizations II	3
HIST 2010 Survey of American History I	3
HIST 2020 Survey of American History II	3

Natural Sciences - 8 credit hours

BIOL 1110 General Biology I	4
BIOL 1120 General Biology II	4
BIOL 2010 Human Anatomy and Physiology I	4
BIOL 2020 Human Anatomy and Physiology II	4
CHEM 1110 General Chemistry I	4
CHEM 1120 General Chemistry II	4
PHYS 2010 Non-Calculus Based Physics I	4
PHYS 2020 Non-Calculus Based Physics II	4
PHYS 2110 Calculus Based Physics I	4
PHYS 2120 Calculus Based Physics II	4

PSCI 1010 Survey of Physical Science I	4
PSCI 1020 Survey of Physical Science II	4

Mathematics - 3 credit hours	Hours
MATH 1710 Precalculus Algebra	3

Major Required Courses - 12 credit hours

HIST 1110 Survey of World Civilization I <i>and</i>	Hours
HIST 1120 Survey of World Civilization II <i>or</i>	
HIST 2010 Survey of American History I <i>and</i>	3
HIST 2020 Survey of American History II	3
ENGL 2310 World Literature I	3
ENGL 2320 World Literature II	3

Seven (7) credit hours of guided electives.

ENGL 2220 Survey of British Literature (recommended)

Minimum Credit Hours Required for:

Associate of Science degree:	60
Associate of Arts degree:	60 (Six hours or equivalent foreign language proficiency required.)

SCHEDULE EXAMPLE (A.A. Degree)

First Semester		Hours
ENGL 1010	English Composition I	3
HIST 1110	Survey of World Civilizations I	3
_____	Natural Science	4
_____	Social and Behavioral Science	3
ENGL 2320	World Literature I	3
Total		16

Second Semester

ENGL 1020	English Composition II	3
HIST 1120	Survey of World Civilizations II	3
_____	Social and Behavioral Science	3
_____	Natural Science	4
SPE 211	Fundamentals of Speech	3
Total		16

Third Semester

HIST 2010	Survey of American History I	3
ENGL 2320	World Literature II	3
_____	Humanities and Fine Arts	3
MATH 1710	Precalculus Algebra	3
_____	Survey of British Literature II	3
Total		15

Fourth Semester

_____	Humanities and Fine Arts	3
_____	Literature Course	3
HIST 2020	Survey of American History II	3
POLS 1200	U.S. Gov. and Politics II	3
_____	General Elective	1
Total		13

Total hours: 60

Information Systems Major

College/University Transfer Program
 Contact person: Dr. Thomas L. Pigg
 424-3520 ext. 201– tpigg@jsgcc.edu

This program is designed to promote critical thinking skills by providing encompassing experiences utilizing interdisciplinary coursework concurrent with laboratory based environments to enhance problem-based learning. Group-based projects will be employed to accentuate and refine communication skills to the level needed to allow students to function effectively in society.

PROGRAM REQUIREMENTS

Check with the institution to which you are transferring to determine which General Education courses to select.

A course cannot fulfill requirements in two different categories.

See page 36 for additional requirements for completing an A.S. degree.

General Education Courses - 41 credit hours

Communication - 9 credit hours	Hours
ENGL 1010 English Composition I	3
ENGL 1020 English Composition II	3
SPE 211 Fundamentals of Speech	3

Humanities and Fine Arts - 9 credit hours

<i>One course must be a Literature course.</i>	Hours
ART 1010 Art History Survey I	3
ART 1020 Art History Survey II	3
ART 1030 Art Appreciation	3
COMM 1030 Film Appreciation	3
ENGL 2210 Survey of British Literature I	3
ENGL 2220 Survey of British Literature II	3
ENGL 2310 Survey of World Literature I	3
ENGL 2320 Survey of World Literature II	3
MUS 1030 Music Appreciation	3
PHIL 1030 Introduction to Philosophy	3
THEA 1030 Introduction to Theatre	3

Social and Behavioral Sciences - 6 credit hours

	Hours
ECO 211 Principles of Economics I	3
ECO 212 Principles of Economics II	3
PHED 2050 Health and Wellness	3
POLS 1100 U.S. Government and Politics I	3
POLS 1200 U.S. Government and Politics II	3
PSY 101 General Psychology I	3
PSY 102 General Psychology II	3
SOC 201 Introduction to Sociology	3
SOC 202 Social Problems	3

History - 6 credit hours

	Hours
<i>American History is required at TBR universities.</i>	
<i>World Civilizations is required at UT universities.</i>	
HIST 1110 Survey of World Civilizations I	3
HIST 1120 Survey of World Civilizations II	3
HIST 2010 Survey of American History I	3
HIST 2020 Survey of American History II	3

Natural Sciences - 8 credit hours

	Hours
BIOL 1110 General Biology I	4
BIOL 1120 General Biology II	4
BIOL 2010 Human Anatomy and Physiology I	4
BIOL 2020 Human Anatomy and Physiology II	4
CHEM 1110 General Chemistry I	4
CHEM 1120 General Chemistry II	4
PHYS 2010 Non-Calculus Based Physics I	4
PHYS 2020 Non-Calculus Based Physics II	4
PHYS 2110 Calculus Based Physics I	4
PHYS 2120 Calculus Based Physics II	4
PSCI 1010 Survey of Physical Science I	4
PSCI 1020 Survey of Physical Science II	4

Mathematics - 3 credit hours	Hours
MATH 1530 Statistics and Probability	3
MATH 1630 Finite Mathematics	3
MATH 1710 Precalculus Algebra	3
MATH 1910 Calculus I	4

Major Required Courses - 15 credit hours

CIS 122 Integrated Software Applications	3
CIS 130 Program Design and Logic	3
CIS 200 C++	3
CIS 210 Java	3
CIS 230 Visual BASIC	3

Elective - 4 credit hours

Minimum Credit Hours Required for:

Associate of Science degree: 60

SCHEDULE EXAMPLE

First Semester	Hours
ENGL 1010 English Composition I	3
HIST _____ History	3
MATH _____ Mathematics	3
CIS 122 Integrated Software Applications	3
CIS 130 Program Design and Logic	3
Total	15

Second Semester	Hours
ENGL 1020 English Composition II	3
SPE 211 Fundamentals of Speech	3
_____ Humanities and Fine Arts	3
HIST _____ History	3
CIS 230 Visual BASIC	3
Total	15

Third Semester	Hours
ENGL _____ Literature Course	3
_____ Social and Behavioral Science	3
_____ Natural Science	4
_____ General Elective	4
CIS 200 C++	3
Total	17

Fourth Semester	Hours
_____ Humanities and Fine Arts	3
_____ Social and Behavioral Science	3
_____ Natural Science	4
CIS 210 Java	3
Total	13

Total hours: 60

Mathematics Major

College/University Transfer Program

Contact person: Betty Frost

424-3520 ext. 368 – bfrost@jscc.edu

The mathematics courses required for this degree provide a foundation for continued study at a four-year institution. Students completing a four-year high-school math program, including trigonometry, should be able to begin with the calculus sequence. Precalculus Algebra, trigonometry and elementary calculus are offered as electives to strengthen the mathematical skills necessary for success in the calculus sequence.

PROGRAM REQUIREMENTS

Check with the institution to which you are transferring to determine which General Education courses to select.

A course cannot fulfill requirements in two different categories.

See page 36 for additional requirements for completing an A.S. degree.

General Education Courses - 41 credit hours

Communication - 9 credit hours	Hours
ENGL 1010 English Composition I	3
ENGL 1020 English Composition II	3
SPE 211 Fundamentals of Speech	3

Humanities and Fine Arts - 9 credit hours

<i>One course must be a Literature course.</i>	Hours
ART 1010 Art History Survey I	3
ART 1020 Art History Survey II	3
ART 1030 Art Appreciation	3
COMM 1030 Film Appreciation	3
ENGL 2210 Survey of British Literature I	3
ENGL 2220 Survey of British Literature II	3
ENGL 2310 Survey of World Literature I	3
ENGL 2320 Survey of World Literature II	3
MUS 1030 Music Appreciation	3
THEA 1030 Introduction to Theatre	3

Social and Behavioral Sciences - 6 credit hours

	Hours
ECO 211 Principles of Economics I	3
ECO 212 Principles of Economics II	3
PHED 2050 Health and Wellness	3
POLS 1100 U.S. Government and Politics I	3
POLS 1200 U.S. Government and Politics II	3
PSY 101 General Psychology I	3
PSY 102 General Psychology II	3
SOC 201 Introduction to Sociology	3
SOC 202 Social Problems	3

History - 6 credit hours

American History is required at TBR universities.

World Civilizations is required at UT universities.

	Hours
HIST 1110 Survey of World Civilizations I	3
HIST 1120 Survey of World Civilizations II	3
HIST 2010 Survey of American History I	3
HIST 2020 Survey of American History II	3

Natural Sciences - 8 credit hours

	Hours
BIOL 1110 General Biology I	4
BIOL 1120 General Biology II	4
BIOL 2010 Human Anatomy and Physiology I	4
BIOL 2020 Human Anatomy and Physiology II	4
CHEM 1110 General Chemistry I	4
CHEM 1120 General Chemistry II	4
PHYS 2010 Non-Calculus Based Physics I	4
PHYS 2020 Non-Calculus Based Physics II	4
PHYS 2110 Calculus Based Physics I	4
PHYS 2120 Calculus Based Physics II	4
PSCI 1010 Survey of Physical Science I	4
PSCI 1020 Survey of Physical Science II	4

Mathematics - 3 credit hours	Hours
MATH 1710 Precalculus Algebra	3

Major Required Courses - 19 credit hours

MATH 1910 Calculus I	Hours
MATH 1920 Calculus II	4
MATH 2110 Calculus III	4

Seven (7) hours from:

MATH 1530 Statistics and Probability	Hours
CHEM 1110 General Chemistry I	3
CHEM 1120 General Chemistry II	4
PHYS 2110 Calculus Based Physics I	4
PHYS 2120 Calculus Based Physics II	4

Minimum Credit Hours Required for:

Associate of Science degree: 60

SCHEDULE EXAMPLE

First Semester		Hours
ENGL 1010	English Composition I	3
	Humanities and Fine Arts	3
HIST _____	History	3
CHEM 1110	General Chemistry I	4
MATH 1720	Trigonometry	3
Total		16

Second Semester		Hours
ENGL 1020	English Composition II	3
HIST _____	History	3
CHEM 1120	General Chemistry II	4
MATH 1910	Calculus I	4
Total		14

Third Semester		Hours
ENGL 2210	Survey of British Literature I	3
	Social and Behavioral Science	3
PHYS 2110	Calculus Based Physics I	4
MATH 1920	Calculus II	4
Total		14

Fourth Semester		Hours
SPE 211	Fundamentals of Speech	3
ENGL 2220	Survey of British Literature II	3
	Social and Behavioral Science	3
MATH 1530	Statistics and Probability	3
MATH 2110	Calculus III	4
Total		16

Total hours: 60

Philosophy

College/University Transfer Program
 Contact person: Dr. Nell W. Senter
 424-3520 ext. 490 – nsenter@jsgcc.edu

The philosophy program is designed for students who wish to transfer to a four-year institution and pursue a career associated with philosophy. The three courses offered by JSGCC prepares a student for a four-year degree program and provides the tools for clearer thinking and explores fundamental questions about life, self, and others.

PROGRAM REQUIREMENTS

Check with the institution to which you are transferring to determine which General Education courses to select.

A course cannot fulfill requirements in two different categories.

See page 36 for additional requirements for completing an A.A. or an A.S. degree.

General Education Courses - 41 credit hours

Communication - 9 credit hours	Hours
ENGL 1010 English Composition I	3
ENGL 1020 English Composition II	3
SPE 211 Fundamentals of Speech	3

Humanities and Fine Arts - 9 credit hours

<i>One course must be a Literature course.</i>	Hours
ART 1010 Art History Survey I	3
ART 1020 Art History Survey II	3
ART 1030 Art Appreciation	3
COMM 1030 Film Appreciation	3
ENGL 2210 Survey of British Literature I	3
ENGL 2220 Survey of British Literature II	3
ENGL 2310 Survey of World Literature I	3
ENGL 2320 Survey of World Literature II	3
MUS 1030 Music Appreciation	3
THEA 1030 Introduction to Theatre	3

Social and Behavioral Sciences - 6 credit hours

ECO 211 Principles of Economics I	3
ECO 212 Principles of Economics II	3
PHED 2050 Health and Wellness	3
POLS 1100 U.S. Government and Politics I	3
POLS 1200 U.S. Government and Politics II	3
PSY 101 General Psychology I	3
PSY 102 General Psychology II	3
SOC 201 Introduction to Sociology	3
SOC 202 Social Problems	3

History - 6 credit hours (sequence)

<i>American History is required at TBR universities.</i>	
<i>World Civilizations is required at UT universities.</i>	Hours
HIST 1110 Survey of World Civilizations I	3
HIST 1120 Survey of World Civilizations II	3
HIST 2010 Survey of American History I	3
HIST 2020 Survey of American History II	3

Natural Sciences - 8 credit hours (sequence)

BIOL 1110 General Biology I	4
BIOL 1120 General Biology II	4
BIOL 2010 Human Anatomy and Physiology I	4
BIOL 2020 Human Anatomy and Physiology II	4
CHEM 1110 General Chemistry I	4
CHEM 1120 General Chemistry II	4
PHYS 2010 Non-Calculus Based Physics I	4
PHYS 2020 Non-Calculus Based Physics II	4
PHYS 2110 Calculus Based Physics I	4
PHYS 2120 Calculus Based Physics II	4
PSCI 1010 Survey of Physical Science I	4
PSCI 1020 Survey of Physical Science II	4

Mathematics - 3 credit hours	Hours
MATH 1710 Precalculus Algebra	3

Major Required Courses - 12 credit hours

PHIL 150 Intro. To Logic	3
PHIL 1030 Intro. To Philosophy	3
PHIL 2110 Ethics	3
ENGL 2310 Survey of World Lit. I	3

Minimum Credit Hours Required for:

Associate of Science degree:	60
Associate of Arts degree:	60 (Includes six hours or equivalent foreign language proficiency required.)

SCHEDULE EXAMPLE

First Semester		Hours
ENGL 1010	English Composition I	3
_____	Humanities and Fine Arts	3
_____	Natural Science	4
_____	Social and Behavioral Science	3
_____	PHIL 150 Introduction to Logic	3
Total		16

Second Semester		Hours
ENGL 1020	English Composition II	3
PHIL 2110	Ethics	3
_____	Social and Behavioral Science	3
_____	Natural Science	4
SPE 211	Fundamentals of Speech	3
Total		16

Third Semester		Hours
HIST 2010	Survey of American History I	3
PHIL 1030	Intro. To Philosophy	3
_____	Humanities and Fine Arts	3
MATH 1710	Precalculus Algebra	3
_____	Foreign Language	3
Total		15

Fourth Semester		Hours
_____	Literature Course	3
HIST 2020	Survey of American History II	3
_____	Foreign Language	3
_____	General Elective	1
ENGL 2310	Survey of World Lit. I	3
Total		13

Total hours: 60

Physical Science Major

College/University Transfer Program

Contact person: Mike Rosborough

424-3520 ext. 320 – mrosborough@jscss.edu

The primary fields of study available at a four-year institution after the completion of this two-year degree are teaching, medical, engineering, physics, and chemistry.

PROGRAM REQUIREMENTS

Check with the institution to which you are transferring to determine which General Education courses to select.

A course cannot fulfill requirements in two different categories.

See page 36 for additional requirements for completing an A.S. degree.

General Education Courses - 41 credit hours

Communication - 9 credit hours	Hours
ENGL 1010 English Composition I	3
ENGL 1020 English Composition II	3
SPE 211 Fundamentals of Speech	3

Humanities and Fine Arts - 9 credit hours

<i>One course must be a Literature course.</i>	Hours
ART 1010 Art History Survey I	3
ART 1020 Art History Survey II	3
ART 1030 Art Appreciation	3
COMM 1030 Film Appreciation	3
ENGL 2210 Survey of British Literature I	3
ENGL 2220 Survey of British Literature II	3
ENGL 2310 Survey of World Literature I	3
ENGL 2320 Survey of World Literature II	3
MUS 1030 Music Appreciation	3
THEA 1030 Introduction to Theatre	3

Social and Behavioral Sciences - 6 credit hours

ECO 211 Principles of Economics I	Hours
ECO 212 Principles of Economics II	3
PHED 2050 Health and Wellness	3
POLS 1100 U.S. Government and Politics I	3
POLS 1200 U.S. Government and Politics II	3
PSY 101 General Psychology I	3
PSY 102 General Psychology II	3
SOC 201 Introduction to Sociology	3
SOC 202 Social Problems	3

History - 6 credit hours

American History is required at TBR universities.

World Civilizations is required at UT universities.

	Hours
HIST 1110 Survey of World Civilizations I	3
HIST 1120 Survey of World Civilizations II	3
HIST 2010 Survey of American History I	3
HIST 2020 Survey of American History II	3

Natural Sciences - 8 credit hours

	Hours
CHEM 1110 General Chemistry I	4
CHEM 1120 General Chemistry II	4

Mathematics - 3-4 credit hours

	Hours
MATH 1710 Precalculus Algebra or higher	3

Major Required Courses - 15-16 credit hours

	Hours
MATH 1720 Trigonometry <i>and</i>	
MATH 1910 Calculus I <i>or</i>	7
MATH 1910 Calculus I <i>and</i>	
MATH 1920 Calculus II	8
PHYS 2010 Calculus Based Physics I <i>and</i>	
PHYS 2020 Calculus Based Physics II <i>or</i>	
PHYS 2110 Non-Calculus Based Physics I <i>and</i>	
PHYS 2120 Non-Calculus Based Physics II	8

Elective - 3-4 credit hours

Minimum Credit Hours Required for:

Associate of Science degree: 60

SCHEDULE EXAMPLE

First Semester		Hours
ENGL 1010	English Composition I	3
MATH 1710	Precalculus Algebra	3
PHYS _____	Physics I	4
Total		10

Second Semester		Hours
ENGL 1020	English Composition II	3
MATH 1720	Trigonometry	3
PHYS _____	Physics II	4
_____	Humanities and Fine Arts	3
_____	General Elective	3-4
Total		16-17

Third Semester		Hours
CHEM 1110	General Chemistry I	4
ECO 211	Principles of Economics I	3
ENGL _____	Literature Course	3
HIST _____	History	3
_____	Humanities and Fine Arts	3
Total		16

Fourth Semester		Hours
CHEM 1120	General Chemistry II	4
ECO 211	Principles of Economics II	3
HIST _____	History	3
MATH 1910	Calculus I	4
SPE 211	Fundamentals of Speech	3
Total		17

Total hours: 60

Political Science Major

College/University Transfer Program

Contact person: Billy Fry

424-3520 ext. 216 – bfry@jsgcc.edu

The political science program is designed for students who wish to transfer to a four-year institution and pursue a career in politics, city management, international diplomacy, or political research. Students in related behavioral science areas also may wish to follow this program of study.

PROGRAM REQUIREMENTS

Check with the institution to which you are transferring to determine which General Education courses to select.

A course cannot fulfill requirements in two different categories.

See page 36 for additional requirements for completing an A.A. or an A.S. degree.

General Education Courses - 41 credit hours

Communication - 9 credit hours	Hours
ENGL 1010 English Composition I	3
ENGL 1020 English Composition II	3
SPE 211 Fundamentals of Speech	3

Humanities and Fine Arts - 9 credit hours

<i>One course must be a Literature course.</i>	Hours
ART 1010 Art History Survey I	3
ART 1020 Art History Survey II	3
ART 1030 Art Appreciation	3
COMM 1030 Film Appreciation	3
ENGL 2210 Survey of British Literature I	3
ENGL 2220 Survey of British Literature II	3
ENGL 2310 Survey of World Literature I	3
ENGL 2320 Survey of World Literature II	3
MUS 1030 Music Appreciation	3
PHIL 1030 Introduction to Philosophy	3
THEA 1030 Introduction to Theatre	3

Social and Behavioral Sciences - 6 credit hours

ECO 211 Principles of Economics I	Hours
ECO 212 Principles of Economics II	3
PHED 2050 Health and Wellness	3
POLS 1100 U.S. Government and Politics I	3
POLS 1200 U.S. Government and Politics II	3
PSY 101 General Psychology I	3
PSY 102 General Psychology II	3
SOC 201 Introduction to Sociology	3
SOC 202 Social Problems	3

History - 6 credit hours

American History is required at TBR universities.

World Civilizations is required at UT universities.

	Hours
HIST 1110 Survey of World Civilizations I	3
HIST 1120 Survey of World Civilizations II	3
HIST 2010 Survey of American History I	3
HIST 2020 Survey of American History II	3

Natural Sciences - 8 credit hours

	Hours
BIOL 1110 General Biology I	4
BIOL 1120 General Biology II	4
BIOL 2010 Human Anatomy and Physiology I	4
BIOL 2020 Human Anatomy and Physiology II	4
CHEM 1110 General Chemistry I	4
CHEM 1120 General Chemistry II	4
PHYS 2010 Non-Calculus Based Physics I	4
PHYS 2020 Non-Calculus Based Physics II	4
PHYS 2110 Calculus Based Physics I	4
PHYS 2120 Calculus Based Physics II	4
PSCI 1010 Survey of Physical Science I	4
PSCI 1020 Survey of Physical Science II	4

Mathematics - 3 credit hours	Hours
MATH 1530 Statistics and Probability	3
MATH 1630 Finite Mathematics	3
MATH 1710 Precalculus Algebra	3
MATH 1910 Calculus I	4

Political Science Major Required Courses

12 credit hours	Hours
POLS 1100 U.S. Government and Politics I	3
POLS 1200 U.S. Government and Politics II	3
POLS 1301 Governments of the World	3
POLS 1102 Intro. to Modern Political Thought	3

Elective - 7 credit hours

	Hours
SOC 201 Introduction to Sociology (recommended)	3
SOC 202 Social Problems (recommended)	3

Minimum Credit Hours Required for:

Associate of Science degree: 60
 Associate of Arts degree: 60 (Six hours or equivalent foreign language proficiency required.)

SCHEDULE EXAMPLE (A.A. Degree)

First Semester		Hours
ENGL 1010	English Composition I	3
HIST 2010	Survey of U.S. History I	3
POLS 1100	Government and Politics I	3
	Natural Science	4
MATH 1710	Precalculus Algebra	3
Total		16

Second Semester

		Hours
ENGL 1020	English Composition II	3
HIST 2020	Survey of U.S. History II	3
POLS 1200	U.S. Government and Politics II	3
SPE 211	Fundamentals of Speech	3
	Natural Science	4
Total		16

Third Semester

		Hours
	Literature Course	3
POLS 1301	Governments of the World	3
	Social and Behavioral Science	3
	Foreign Language	3
	Humanities and Fine Arts	3
Total		15

Fourth Semester

		Hours
POLS 1102	Intro. to Modern Political Thought	3
	Social and Behavioral Science	3
	Foreign Language	3
	Humanities and Fine Arts	3
	Elective	1
Total		13

Total hours: 60

Pre-Engineering Major

College/University Transfer Program

Contact person: Mike Rosborough

424-3520 ext. 320 – mrosborough@jsgcc.edu

Most engineering degrees are granted in electrical, mechanical, or civil engineering and the Pre-Engineering Major two-year degree is designed with this in mind. The basic requirement is a solid background in algebra, geometry, trigonometry, calculus, chemistry, and physics. Courses in English, social sciences, and humanities complete the requirements. This major meets and exceeds these requirements.

PROGRAM REQUIREMENTS

Check with the institution to which you are transferring to determine which General Education courses to select.

A course cannot fulfill requirements in two different categories.

See page 36 for additional requirements for completing an A.S. degree.

General Education Courses - 41 credit hours

Communication - 9 credit hours	Hours
ENGL 1010 English Composition I	3
ENGL 1020 English Composition II	3
SPE 211 Fundamentals of Speech	3

Humanities and Fine Arts - 9 credit hours

<i>One course must be a Literature course.</i>	Hours
ART 1010 Art History Survey I	3
ART 1020 Art History Survey II	3
ART 1030 Art Appreciation	3
COMM 1030 Film Appreciation	3
ENGL 2210 Survey of British Literature I	3
ENGL 2220 Survey of British Literature II	3
ENGL 2310 Survey of World Literature I	3
ENGL 2320 Survey of World Literature II	3
MUS 1030 Music Appreciation	3
THEA 1030 Introduction to Theatre	3

Social and Behavioral Sciences - 6 credit hours	Hours
ECO 211 Principles of Economics I	3
ECO 212 Principles of Economics II	3

History - 6 credit hours

American History is required at TBR universities.

World Civilizations is required at UT universities.

	Hours
HIST 1110 Survey of World Civilizations I	3
HIST 1120 Survey of World Civilizations II	3
HIST 2010 Survey of American History I	3
HIST 2020 Survey of American History II	3

Natural Sciences - 8 credit hours	Hours
CHEM 1110 General Chemistry I	4
CHEM 1120 General Chemistry II	4

Mathematics - 4 credit hours	Hours
MATH 1910 Calculus I	4

Major Required Courses - 23 credit hours	Hours
MATH 1920 and 2110 Calculus II and III	8
PHYS 2110 and 2120 Calculus Based Physics I and II	8
PHY 261 Statics	3
PHY 262 Dynamics	3
One (1) hour credit from General Education Math	1

Minimum Credit Hours Required for:

Associate of Science degree: 64

SCHEDULE EXAMPLE

First Semester		Hours
ENGL 1010	English Composition I	3
	Humanities and Fine Arts	3
MATH 1910	Calculus I	4
PHYS 2110	Calculus Based Physics I	4
Total		14

Second Semester		Hours
ENGL 1020	English Composition II	3
SPE 211	Fundamentals of Speech	3
MATH 1920	Calculus II	4
PHYS 2120	Calculus Based Physics II	4
Total		14

Summer Semester		Hours
ENGL _____	Literature Course	3
_____	Humanities and Fine Arts	3
Total		6

Third Semester		Hours
CHEM 1110	General Chemistry I	4
ECO 211	Principles of Economics I	3
HIST _____	History	3
MATH 2110	Calculus III	4
PHY 261	Statics	3
Total		17

Fourth Semester		Hours
CHEM 1120	General Chemistry II	4
ECO 212	Principles of Economics II	3
HIST _____	History	3
PHY 262	Dynamics	3
Total		13

¹ If you are not ready for MATH 1910 Calculus I you should consult your advisor.

² Statics is only offered fall term of odd years. Dynamics is only offered spring term of even years.

Total hours: 64

Pre-Law

College/University Transfer Program
 Contact person: Billy Fry
 424-3520 ext. 216 bfry@jsgcc.edu

The pre-law program is designed for students who wish to transfer to a four-year institution and pursue a career in criminal law, civil law, international law, or government service.

PROGRAM REQUIREMENTS

Check with the institution to which you are transferring to determine which General Education courses to select.

A course cannot fulfill requirements in two different categories.
 See page 36 for additional requirements for completing an A.A. or an A.S. degree.

General Education Courses - 41 credit hours

Communication - 9 credit hours	Hours
ENGL 1010 English Composition I	3
ENGL 1020 English Composition II	3
SPE 211 Fundamentals of Speech	3

Humanities and Fine Arts - 9 credit hours	
One course must be a Literature course.	Hours
ART 1010 Art History Survey I	3
ART 1020 Art History Survey II	3
ART 1030 Art Appreciation	3
COMM 1030 Film Appreciation	3
ENGL 2210 Survey of British Literature I	3
ENGL 2220 Survey of British Literature II	3
ENGL 2310 Survey of World Literature I	3
ENGL 2320 Survey of World Literature II	3
MUS 1030 Music Appreciation	3
THEA 1030 Introduction to Theatre	3

Social and Behavioral Sciences - 6 credit hours	Hours
ECO 211 Principles of Economics I	3
ECO 212 Principles of Economics II	3
PHED 2050 Health and Wellness	3
PSY 101 General Psychology I	3
PSY 102 General Psychology II	3
SOC 201 Introduction to Sociology	3
SOC 202 Social Problems	3

History - 6 credit hours (sequence) Hours
American History is required at TBR universities.
World Civilizations is required at UT universities.

HIST 1110 Survey of World Civilizations I	3
HIST 1120 Survey of World Civilizations II	3
HIST 2010 Survey of American History I	3
HIST 2020 Survey of American History II	3

Natural Sciences - 8 credit hours (sequence)	Hours
BIOL 1110 General Biology I	4
BIOL 1120 General Biology II	4
BIOL 2010 Human Anatomy and Physiology I	4
BIOL 2020 Human Anatomy and Physiology II	4
CHEM 1110 General Chemistry I	4
CHEM 1120 General Chemistry II	4
PHYS 2010 Non-Calculus Based Physics I	4
PHYS 2020 Non-Calculus Based Physics II	4
PHYS 2110 Calculus Based Physics I	4
PHYS 2120 Calculus Based Physics II	4
PSCI 1010 Survey of Physical Science I	4
PSCI 1020 Survey of Physical Science II	4

Mathematics - 3 credit hours	Hours
MATH 1530 Statistics and Probability	3
MATH 1630 Finite Mathematics	3
MATH 1710 Precalculus Algebra	3
MATH 1910 Calculus I	4

Major Required Courses - 12 credit hours	Hours
POLS 1100 U.S. Government and Politics I	3
POLS 1200 U.S. Government and Politics II	3
PHIL 1030 Introduction to Philosophy	3
POLS 1102 Intro. To Modern Political Thought	3

Elective - 7 credit hours	Hours
PSY 101 General Psychology I (recommended)	3
PSY 102 General Psychology II (recommended)	3

Minimum Credit Hours Required for:

Associate of Science degree:	60
Associate of Arts degree:	60 (Includes six hours or equivalent foreign language proficiency required.)

SCHEDULE EXAMPLE (A.A. Degree)

First Semester		Hours
ENGL 1010	English Composition I	3
HIST 2010	Survey of U.S. History I	3
	Natural Science	4
POLS 1100	U.S. Government and Politics I	3
SPE 211	Fundamentals of Speech	3
Total		16

Second Semester		Hours
ENGL 1020	English Composition II	3
HIST 2020	Survey of U.S. History II	3
	Natural Science	4
MATH 1710	Precalculus Algebra	3
POLS 1200	U.S. Government and Politics II	3
Total		16

Third Semester		Hours
PHIL 1030	Introduction to Philosophy	3
	Humanities and Fine Arts	3
	Social and Behavioral Science	3
	Foreign Language	3
	Elective	1
Total		13

Fourth Semester		Hours
	Literature Course	3
	Humanities and Fine Arts	3
	Social and Behavioral Science	3
POLS 1102	Intro. To Modern Political Thought	3
	Foreign Language	3
Total		15

Total hours: 60

Pre-Medical Professions Major

College/University Transfer Program

Contact person: Dr. Karen Carey
424-3520 ext. 302 – kcarey@jssc.edu

Health professionals work to prevent disease and to restore, maintain, and promote overall fitness and health. In medical related occupations, empathy, understanding, good communication skills, and the desire to help others are good qualities for dealing effectively with patients. Choices for majoring in pre-medical professions include medical, dental, optometry, chiropractic, pharmacy, physical therapy, occupational therapy, dental hygiene, and medical technology.

PROGRAM REQUIREMENTS

Check with the institution to which you are transferring to determine which General Education courses to select.

A course cannot fulfill requirements in two different categories.

See page 36 for additional requirements for completing an A.S. degree.

General Education Courses - 41-42 credit hours

	Hours
Communication - 9 credit hours	
ENGL 1010 English Composition I	3
ENGL 1020 English Composition II	3
SPE 211 Fundamentals of Speech	3

Humanities and Fine Arts - 9 credit hours

	Hours
<i>One course must be a Literature course.</i>	
ART 1010 Art History Survey I	3
ART 1020 Art History Survey II	3
ART 1030 Art Appreciation	3
COMM 1030 Film Appreciation	3
ENGL 2210 Survey of British Literature I	3
ENGL 2220 Survey of British Literature II	3
ENGL 2310 Survey of World Literature I	3
ENGL 2320 Survey of World Literature II	3
MUS 1030 Music Appreciation	3
THEA 1030 Introduction to Theatre	3

Social and Behavioral Sciences - 6 credit hours

	Hours
ECO 211 Principles of Economics I	3
ECO 212 Principles of Economics II	3
PHED 2050 Health and Wellness	3
POLS 1100 U.S. Government and Politics I	3
POLS 1200 U.S. Government and Politics II	3
PSY 101 General Psychology I	3
PSY 102 General Psychology II	3
SOC 201 Introduction to Sociology	3
SOC 202 Social Problems	

History - 6 credit hours

American History is required at TBR universities.

World Civilizations is required at UT universities.

	Hours
HIST 1110 Survey of World Civilizations I	3
HIST 1120 Survey of World Civilizations II	3
HIST 2010 Survey of American History I	3
HIST 2020 Survey of American History II	3

Natural Sciences - 8 credit hours

	Hours
CHEM 1010 General Chemistry I	4
CHEM 1020 General Chemistry II	4

Mathematics - 3-4 credit hours

	Hours
MATH 1830 Applied Calculus <i>or</i>	3
MATH 1910 Calculus I	4

Major Required Courses - 20-21 credit hours

	Hours
BIOL 1110 General Biology I	4
BIOL 1120 General Biology II	4

Twelve (12) hours from:

CHEM 2010 Organic Chemistry I <i>or</i>	
PHYS 2010 Non-Calculus Based Physics	4
CHEM 2020 Organic Chemistry II <i>or</i>	
PHYS 2020 Non-Calculus Based Physics	4
BIOL 2230 Microbiology	4

*Check with your advisor and the institution to which you are transferring for which courses to select.

Minimum Credit Hours Required for:

Associate of Science degree: 61-62

SCHEDULE EXAMPLE

First Semester		Hours
ENGL 1010	English Composition I	3
BIOL 1110	General Biology I	4
CHEM 1110	General Chemistry I	4
_____	Major Elective	4
Total		15

Second Semester		Hours
ENGL 1020	English Composition II	3
BIOL 1120	General Biology II	4
CHEM 1120	General Chemistry II	4
MATH 1830	Elementary Calculus or higher	3-4
Total		14-15

Third Semester		Hours
ENGL ____	Literature Course	3
_____	Humanities and Fine Arts	3
HIST ____	History	3
_____	Social and Behavioral Science	3
_____	Major Elective	4
Total		16

Fourth Semester		Hours
SPE 211	Fundamentals of Speech	3
_____	Humanities and Fine Arts	3
HIST ____	History	3
_____	Social and Behavioral Science	3
_____	Major Elective	4
Total		16

Total hours: 61-62

Pre-Nursing Major

College/University Transfer Program

Contact person: John Koons

424-3520 ext. 332 – jkoons@jsc.edu

Nurses work to prevent disease and to restore, maintain, and promote overall fitness and health. In the nursing occupation, empathy, understanding, good communication skills, and the desire to help others are good qualities for dealing effectively with patients. Students in university transfer pre-nursing have a varied choice of transferable course work. This program will allow the student to continue their course of study at a four-year institution.

PROGRAM REQUIREMENTS

Check with the institution to which you are transferring to determine which General Education courses to select.

A course cannot fulfill requirements in two different categories.

See page 36 for additional requirements for completing an A.S. degree.

General Education Courses - 41 credit hours

Communication - 9 credit hours	Hours
ENGL 1010 English Composition I	3
ENGL 1020 English Composition II	3
SPE 211 Fundamentals of Speech	3

Humanities and Fine Arts - 9 credit hours	Hours
<i>One course must be a Literature course.</i>	
ART 1010 Art History Survey I	3
ART 1020 Art History Survey II	3
ART 1030 Art Appreciation	3
COMM 1030 Film Appreciation	3
ENGL 2210 Survey of British Literature I	3
ENGL 2220 Survey of British Literature II	3
ENGL 2310 Survey of World Literature I	3
ENGL 2320 Survey of World Literature II	3
MUS 1030 Music Appreciation	3
THEA 1030 Introduction to Theatre	3

Social and Behavioral Sciences - 6 credit hours	Hours
ECO 211 Principles of Economics I	3
ECO 212 Principles of Economics II	3
PHED 2050 Health and Wellness	3
POLS 1100 U.S. Government and Politics I	3
POLS 1200 U.S. Government and Politics II	3
PSY 101 General Psychology I	3
PSY 102 General Psychology II	3
SOC 202 Social Problems	3

History - 6 credit hours	Hours
<i>American History is required at TBR universities.</i>	
<i>World Civilizations is required at UT universities.</i>	
HIST 1110 Survey of World Civilizations I	3
HIST 1120 Survey of World Civilizations II	3
HIST 2010 Survey of American History I	3
HIST 2020 Survey of American History II	3

Natural Sciences - 8 credit hours	Hours
BIOL 2010 Human Anatomy and Physiology I	4
BIOL 2020 Human Anatomy and Physiology II	4

Mathematics - 3 credit hours	Hours
MATH 1710 Precalculus Algebra	3

Major Required Courses - 17 credit hours	Hours
BIOL 2230 Microbiology	4
CHEM 1110 General Chemistry I	4
EDU 221 Human Growth and Development I	3
PSY 101 General Psychology I <i>or</i>	
PSY 102 General Psychology II	3
SOC 201 Introduction to Sociology	3
Elective - 2 credit hours	

Minimum Credit Hours Required for:

Associate of Science degree: 60

SCHEDULE EXAMPLE

First Semester	Hours
ENGL 1010 English Composition I	3
PSY 101 General Psychology I	3
CHEM 1110 General Chemistry I	4
SOC 201 Introduction to Sociology	3
Total	13

Second Semester	Hours
ENGL 1020 English Composition II	3
MATH 1710 Precalculus Algebra	3
_____ Humanities and Fine Arts	3
EDU 221 Human Growth and Dev. I	3
PSY 102 General Psychology II	3
Total	15

Third Semester	Hours
ENGL _____ Literature Course	3
_____ Humanities and Fine Arts	3
_____ Social and Behavioral Science	3
HIST _____ History	3
BIOL 2010 Human Anatomy & Physiology I	4
Total	16

Fourth Semester	Hours
SPE 211 Fundamentals of Speech	3
HIST _____ History	3
BIOL 2230 Microbiology	4
BIOL 2020 Human Anatomy & Physiology II	4
_____ Elective	2
Total	16

Total hours: 60

Psychology Major

College/University Transfer Program
Contact person: Dr. Gary Brummer
424-3520 ext. 263 – gbrummer@jsc.edu

The psychology program is designed for students who wish to transfer to a four-year institution and pursue a career in psychology and psychological research. Students interested in pursuing programs in social work, criminal justice, or criminology also may wish to follow this program of study.

PROGRAM REQUIREMENTS

Check with the institution to which you are transferring to determine which General Education courses to select.

A course cannot fulfill requirements in two different categories.

See page 36 for additional requirements for completing an A.A. or an A.S. degree.

General Education Courses - 41 credit hours

	Hours
Communication - 9 credit hours	
ENGL 1010 English Composition I	3
ENGL 1020 English Composition II	3
SPE 211 Fundamentals of Speech	3

Humanities and Fine Arts - 9 credit hours

	Hours
<i>One course must be a Literature course.</i>	
ART 1010 Art History Survey I	3
ART 1020 Art History Survey II	3
ART 1030 Art Appreciation	3
COMM 1030 Film Appreciation	3
ENGL 2210 Survey of British Literature I	3
ENGL 2220 Survey of British Literature II	3
ENGL 2310 Survey of World Literature I	3
ENGL 2320 Survey of World Literature II	3
MUS 1030 Music Appreciation	3
PHIL 1030 Introduction to Philosophy	3
THEA 1030 Introduction to Theatre	3

Social and Behavioral Sciences - 6 credit hours

	Hours
ECO 211 Principles of Economics I	3
ECO 212 Principles of Economics II	3
PHED 2050 Health and Wellness	3
POLS 1100 U.S. Government and Politics I	3
POLS 1200 U.S. Government and Politics II	3
SOC 201 Introduction to Sociology	3
SOC 202 Social Problems	

History - 6 credit hours

American History is required at TBR universities.
World Civilizations is required at UT universities.

	Hours
HIST 1110 Survey of World Civilizations I	3
HIST 1120 Survey of World Civilizations II	3
HIST 2010 Survey of American History I	3
HIST 2020 Survey of American History II	3

Natural Sciences - 8 credit hours

	Hours
BIOL 1110 General Biology I	4
BIOL 1120 General Biology II	4
BIOL 2010 Human Anatomy and Physiology I	4
BIOL 2020 Human Anatomy and Physiology II	4
CHEM 1110 General Chemistry I	4
CHEM 1120 General Chemistry II	4
PHYS 2010 Non-Calculus Based Physics I	4
PHYS 2020 Non-Calculus Based Physics II	4
PHYS 2110 Calculus Based Physics I	4
PHYS 2120 Calculus Based Physics II	4
PSCI 1010 Survey of Physical Science I	4
PSCI 1020 Survey of Physical Science II	4

Mathematics - 3-4 credit hours	Hours
MATH 1530 Statistics and Probability	3
MATH 1630 Finite Mathematics	3
MATH 1710 Precalculus	3
MATH 1830 Applied Calculus	4
MATH 1910 Calculus I	4

Major Required Courses - 12 credit hours

PSY 101 General Psychology I	3
PSY 102 General Psychology II	3
PSY 201 Social Psychology	3
PSY 202 Abnormal Psychology	3

Elective - 7 credit hours

SOC 201 Introduction to Sociology (recommended)	3
SOC 202 Social Problems (recommended)	3

Minimum Credit Hours Required for:

Associate of Science degree: 60

Associate of Arts degree: 60 (Six hours or equivalent foreign language proficiency required.)

SCHEDULE EXAMPLE (A.A. Degree)

First Semester		Hours
ENGL 1010	English Composition I	3
HIST ____	History	3
_____	Natural Science	4
PSY 101	General Psychology I	3
MATH 1710	Precalculus Algebra	3
Total		16

Second Semester		Hours
ENGL 1020	English Composition II	3
HIST ____	History	3
_____	Natural Science	4
PSY 102	General Psychology II	3
SPE 211	Fundamentals of Speech	3
Total		16

Third Semester		Hours
ENGL ____	Literature Course	3
_____	Humanities and Fine Arts	3
_____	Social and Behavioral Science	3
PSY 201	Social Psychology	3
_____	Foreign Language	3
Total		15

Fourth Semester		Hours
PSY 202	Abnormal Psychology	3
_____	Humanities and Fine Arts	3
_____	Social and Behavioral Science	3
_____	Foreign Language	3
_____	General Elective	1
Total		13

Total Hours 60

Public Administration Major

College/University Transfer Program

Contact person: Dr. Lawrence G. Gundersen, Jr.
424-3520 ext. 258 – lgundersen@jsgcc.edu

The public administration program is designed for students who wish to transfer to a four-year institution and pursue a career in government or non-profit service. The program is designed to promote professional skills and an understanding of the socio-economic and political factors that impact organizations.

PROGRAM REQUIREMENTS

Check with the institution to which you are transferring to determine which General Education courses to select.

A course cannot fulfill requirements in two different categories.

See page 36 for additional requirements for completing an A.A. or an A.S. degree.

General Education Courses - 41 credit hours

Communication - 9 credit hours	Hours
ENGL 1010 English Composition I	3
ENGL 1020 English Composition II	3
SPE 211 Fundamentals of Speech	3

Humanities and Fine Arts - 9 credit hours

<i>One course must be a Literature course.</i>	Hours
ART 1010 Art History Survey I	3
ART 1020 Art History Survey II	3
ART 1030 Art Appreciation	3
COMM 1030 Film Appreciation	3
ENGL 2210 Survey of British Literature I	3
ENGL 2220 Survey of British Literature II	3
ENGL 2310 Survey of World Literature I	3
ENGL 2320 Survey of World Literature II	3
MUS 1030 Music Appreciation	3
PHIL 1030 Introduction to Philosophy	3
PHIL 2110 Ethics	3
THEA 1030 Introduction to Theatre	3

Social and Behavioral Sciences - 6 credit hours

	Hours
PHED 2050 Health and Wellness	3
PSY 101 General Psychology I	3
PSY 102 General Psychology II	3
SOC 201 Introduction to Sociology	3
SOC 202 Social Problems	3

History - 6 credit hours (sequence)

American History is required at TBR universities.

World Civilizations is required at UT universities.

	Hours
HIST 1110 Survey of World Civilizations I	3
HIST 1120 Survey of World Civilizations II	3
HIST 2010 Survey of American History I	3
HIST 2020 Survey of American History II	3

Natural Sciences - 8 credit hours (sequence)

	Hours
BIOL 1110 General Biology I	4
BIOL 1120 General Biology II	4
BIOL 2010 Human Anatomy and Physiology I	4
BIOL 2020 Human Anatomy and Physiology II	4
CHEM 1110 General Chemistry I	4
CHEM 1120 General Chemistry II	4
PHYS 2010 Non-Calculus Based Physics I	4
PHYS 2020 Non-Calculus Based Physics II	4
PHYS 2110 Calculus Based Physics I	4
PHYS 2120 Calculus Based Physics II	4
PSCI 1010 Survey of Physical Science I	4
PSCI 1020 Survey of Physical Science II	4

Mathematics - 3 credit hours	Hours
MATH 1710 Precalculus Algebra	3

Major Required Courses - 12 credit hours

	Hours
POLS 1100 U.S. Government and Politics I	3
POLS 1200 U.S. Government and Politics II	3
ECO 211 Principles of Economics I	3
ECO 212 Principles of Economics II	3

Elective – 7 credit hours for AS degree

ACC 211 Principles of Accounting I (recommended)	3
ACC 212 Principles of Accounting II (recommended)	3

Minimum Credit Hours Required for:

Associate of Science degree: 60

Associate of Arts degree: 60 (Includes six hours or equivalent foreign language proficiency.)

SCHEDULE EXAMPLE

First Semester		Hours
ENGL 1010	English Composition I	3
ECO 211	Principles of Economics I	3
_____	Natural Science	4
_____	Social and Behavioral Science	3
_____	Humanities and Fine Arts	3
	(PHIL 1030 recommended)	
Total		16

Second Semester		Hours
ENGL 1020	English Composition II	3
ECO 212	Principles of Economics II	3
_____	Social and Behavioral Science	3
_____	Natural Science	4
SPE 211	Fundamentals of Speech	3
Total		16

Third Semester		Hours
HIST 2010	Survey of American History I	3
POLS 1100	U.S. Gov. and Politics I	3
_____	Humanities and Fine Arts	3
MATH 1710	Precalculus Algebra	3
_____	Foreign Language	3
Total		15

Fourth Semester		Hours
POLS 1200	U.S. Gov. and Politics II	3
_____	Literature Course	3
HIST 2020	Survey of American History II	3
_____	Foreign Language	3
_____	General Elective	1
Total		13

Total hours: 60

Social Work

College/University Transfer Program
 Contact person: Dr. Gary Brummer
 424-3520 ext. 202 – gbrummer@jssc.edu

The social work program is designed for students who wish to transfer to a four-year institution and pursue a career in social work. Students interested in related behavioral science areas may also wish to follow this program of study.

PROGRAM REQUIREMENTS

Check with the institution to which you are transferring to determine which General Education courses to select.

A course cannot fulfill requirements in two different categories.

See page 36 for additional requirements for completing an A.A. or an A.S. degree.

General Education Courses - 41 credit hours

Communication - 9 credit hours	Hours
ENGL 1010 English Composition I	3
ENGL 1020 English Composition II	3
SPE 211 Fundamentals of Speech	3

Humanities and Fine Arts - 9 credit hours

<i>One course must be a Literature course.</i>	Hours
ART 1010 Art History Survey I	3
ART 1020 Art History Survey II	3
ART 1030 Art Appreciation	3
COMM 1030 Film Appreciation	3
ENGL 2210 Survey of British Literature I	3
ENGL 2220 Survey of British Literature II	3
ENGL 2310 Survey of World Literature I	3
ENGL 2320 Survey of World Literature II	3
MUS 1030 Music Appreciation	3
PHIL 1030 Introduction to Philosophy	3
PHIL 2110 Ethics	3
THEA 1030 Introduction to Theatre	3

Social and Behavioral Sciences - 6 credit hours

ECO 211 Principles of Economics I	Hours
ECO 212 Principles of Economics II	3
PHED 2050 Health and Wellness	3
POLS 1100 U.S. Government and Politics I	3
POLS 1200 U.S. Government and Politics II	3
PSY 101 General Psychology I	3
PSY 102 General Psychology II	3

History - 6 credit hours (sequence)

<i>American History is required at TBR universities.</i>	Hours
<i>World Civilizations is required at UT universities.</i>	
HIST 1110 Survey of World Civilizations I	3
HIST 1120 Survey of World Civilizations II	3
HIST 2010 Survey of American History I	3
HIST 2020 Survey of American History II	3

Natural Sciences - 8 credit hours (sequence)

BIOL 1110 General Biology I	Hours
BIOL 1120 General Biology II	4
BIOL 2010 Human Anatomy and Physiology I	4
BIOL 2020 Human Anatomy and Physiology II	4
CHEM 1110 General Chemistry I	4
CHEM 1120 General Chemistry II	4
PHYS 2010 Non-Calculus Based Physics I	4
PHYS 2020 Non-Calculus Based Physics II	4
PHYS 2110 Calculus Based Physics I	4
PHYS 2120 Calculus Based Physics II	4
PSCI 1010 Survey of Physical Science I	4
PSCI 1020 Survey of Physical Science II	4

Mathematics - 3-4 credit hours	Hours
MATH 1530 statistics and Probability	3
MATH 1610 Finite Mathematics	3
MATH 1710 Precalculus (recommended)	3
MATH 1830 Applied Calculus	4
MATH 1910 Calculus I	4

Major Required Courses - 12 credit hours

SOC 201 Introduction to Sociology	Hours
SOC 202 Social Problems	3
SOC 291 Introduction to Social Work	3
SWRK 220 Understanding Human Diversity	3

Elective - 7 credit hours

PSY 101 General Psychology I (recommended)	Hours
SOC 241 Marriage and the Family	3

Minimum Credit Hours Required for:

Associate of Science degree:	60	(Includes six hours or equivalent foreign language proficiency.)
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SCHEDULE EXAMPLE

First Semester		Hours
ENGL 1010	English Composition I	3
HIST 2010	Survey of American History I	3
_____	Natural Science	4
MATH _____	Mathematics	3
SOC 201	Introduction to Sociology	3
Total		16

Second Semester		Hours
ENGL 1020	English Composition II	3
SPE 211	Fundamentals of Speech	3
HIST 2020	Survey of American History II	3
_____	Natural Science	4
SOC 202	Social Problems	3
Total		16

Third Semester		Hours
ENGL _____	Literature Course	3
_____	Humanities and Fine Arts	3
_____	Social and Behavioral Science	3
_____	Foreign Language	3
SWRK 220	Understanding Human Diversity	3
Total		15

Fourth Semester		Hours
_____	Humanities and Fine Arts	3
_____	Social and Behavioral Science	3
_____	Foreign Language	3
SOC 291	Introduction to Social Work	3
_____	General Elective	1
Total		13

Total hours: 60

Sociology Major

College/University Transfer Program
 Contact person: Dr. Gary Brummer
 424-3520 ext. 263 – gbrummer@jsc.edu

The sociology program is designed for students who wish to transfer to a four-year institution and pursue a career in sociology, social work, criminology, criminal justice, and social research. Students interested in related behavioral science areas also may wish to follow this program of study.

PROGRAM REQUIREMENTS

Check with the institution to which you are transferring to determine which General Education courses to select.

A course cannot fulfill requirements in two different categories.

See page 36 for additional requirements for completing an A.A. or an A.S. degree.

General Education Courses - 41 credit hours

Communication - 9 credit hours	Hours
ENGL 1010 English Composition I	3
ENGL 1020 English Composition II	3
SPE 211 Fundamentals of Speech	3

Humanities and Fine Arts - 9 credit hours

<i>One course must be a Literature course.</i>	Hours
ART 1010 Art History Survey I	3
ART 1020 Art History Survey II	3
ART 1030 Art Appreciation	3
COMM 1030 Film Appreciation	3
ENGL 2210 Survey of British Literature I	3
ENGL 2220 Survey of British Literature II	3
ENGL 2310 Survey of World Literature I	3
ENGL 2320 Survey of World Literature II	3
MUS 1030 Music Appreciation	3
PHIL 1030 Introduction to Philosophy	3
THEA 1030 Introduction to Theatre	3

Social and Behavioral Sciences - 6 credit hours

ECO 211 Principles of Economics I	Hours
ECO 212 Principles of Economics II	3
PHED 2050 Health and Wellness	3
POLS 1100 U.S. Government and Politics I	3
POLS 1200 U.S. Government and Politics II	3
PSY 101 General Psychology I	3
PSY 102 General Psychology II	3

History - 6 credit hours

<i>American History is required at TBR universities.</i>	Hours
<i>World Civilizations is required at UT universities.</i>	
HIST 1110 Survey of World Civilizations I	3
HIST 1120 Survey of World Civilizations II	3
HIST 2010 Survey of American History I	3
HIST 2020 Survey of American History II	3

Natural Sciences - 8 credit hours

BIOL 1110 General Biology I	Hours
BIOL 1120 General Biology II	4
BIOL 2010 Human Anatomy and Physiology I	4
BIOL 2020 Human Anatomy and Physiology II	4
CHEM 1110 General Chemistry I	4
CHEM 1120 General Chemistry II	4
PHYS 2010 Non-Calculus Based Physics I	4
PHYS 2020 Non-Calculus Based Physics II	4
PHYS 2110 Calculus Based Physics I	4
PHYS 2120 Calculus Based Physics II	4
PSCI 1010 Survey of Physical Science I	4
PSCI 1020 Survey of Physical Science II	4

Mathematics - 3-4 credit hours	Hours
MATH 1530 Statistics and Probability	3
MATH 1630 Finite Mathematics	3
MATH 1710 Precalculus	3
MATH 1830 Applied Calculus	4
MATH 1910 Calculus I	4

Major Required Courses - 12 credit hours

SOC 201 Introduction to Sociology	Hours
SOC 202 Social Problems	3
SOC 241 Marriage and the Family	3
SOC 291 Introduction to Social Work	3

Elective - 7 credit hours

PSY 101 General Psychology I (recommended)	Hours
PSY 102 General Psychology II (recommended)	3

Minimum Credit Hours Required for:

Associate of Science degree: 60
 Associate of Arts degree: 60 (Six hours or equivalent foreign language proficiency required.)

SCHEDULE EXAMPLE (A.A. Degree)

First Semester		Hours
ENGL 1010	English Composition I	3
HIST ____	History	3
_____	Natural Science	4
MATH 1710	Precalculus Algebra	3
SOC 201	Introduction to Sociology	3
Total		16

Second Semester		Hours
ENGL 1020	English Composition II	3
SPE 211	Fundamentals of Speech	3
HIST ____	History	3
_____	Natural Science	4
SOC 202	Social Problems	3
Total		16

Third Semester		Hours
ENGL ____	Literature Course	3
_____	Humanities and Fine Arts	3
_____	Social and Behavioral Science	3
_____	Foreign Language	3
_____	General Elective	1
SOC 241	Marriage and the Family	3
Total		16

Fourth Semester		Hours
_____	Humanities and Fine Arts	3
_____	Social and Behavioral Science	3
_____	Foreign Language	3
SOC 291	Introduction to Social Work	3
Total		12

Total hours: 60

General Studies Major Regents Online Degree Program (RODP)

College/University Transfer Program
Contact person: Yolanda Henning
424-3520 ext. 484 – yhenning@jscc.edu

The General Studies Major is designed for transfer to four-year colleges and universities.

You can fulfill all curriculum requirements by enrolling in courses delivered via the Internet through the Regents Online Degree Program (RODP). The RODP is a cooperative program of the nineteen institutions that comprise the Tennessee Board of Regents (TBR).

This two-year degree is designed for you to reach a broad understanding of the past and present and develop general principles for living in a period of rapid and continuous change.

Jackson State's traditional or Virtual College courses may be applicable to the RODP. For additional information, contact Virtual College, Room 233, Nelms Classroom Building, 424-2623.

See Virtual College page 35 for more information.

PROGRAM REQUIREMENTS

Check with the institution to which you are transferring to determine which General Education courses to select.

A course cannot fulfill requirements in two different categories.

See pages 36 for additional requirement for completing an A.A. or an A.S. degree.

General Education Courses - 41 credit hours

Communication - 9 credit hours	Hours
ENGL 1010 R50 English Composition I	3
ENGL 1020 R50 English Composition II	3
SP 110 R50 Public Speaking	3

Humanities and Fine Arts - 9 credit hours	
<i>One course must be a Literature course.</i>	Hours
ART 1030 R50 Art Appreciation	3
ENGL 2010 R50 Introduction to Literature: Fiction	3
ENGL 2110 R50 Survey of American Literature I	3
ENGL 2120 R50 Survey of American Literature II	3
ENGL 2410 R50 World Literature I	3
ENGL 2420 R50 World Literature II	3
MUS 1030 R50 Music Appreciation	3
PHIL 201 R50 World Religions	3
PHL 210 R50 Introduction to Philosophy	3

Social and Behavioral Sciences - 6 credit hours	Hours
ECON 2030 R50 Survey of Economics	3
HPER 1570 R50 Fitness and Wellness	3
POL 1010 R50 US Government & Politics	3
PSY 101 R50 Introduction to Psychology	3
SOC 1010 R50 Introduction to Sociology	3
SOC 1020 R50 Social Problems	3
SOCI 1120 R50 Cultural Anthropology	3

History - 6 credit hours	
<i>American History is required at TBR universities.</i>	
<i>World Civilizations is required at UT universities.</i>	
	Hours
HIST 2010 R50 Survey of American History I	3
HIST 2020 R50 Survey of American History II	3
HIST 2030 R50 Tennessee History	3

Natural Sciences - 8 credit hours	Hours
ASTR 1030 R50 Astronomy	4
BIOL 1010 R50 Biology I	4
BIOL 1020 R50 Biology II	4
CHEM 1010 R50 Intro to Chemistry I	4
CHEM 1020 R50 Intro to Chemistry II	4
PHYS 1030 R50 Concepts of Physics	4

Mathematics - 3-4 credit hours	Hours
MATH 1130 R50 College Algebra	3
MATH 1530 R50 College Statistics	3
MATH 1710 R50 Precalculus I	3
MATH 1830 R50 Business Calculus	3
MATH 1910 R50 Calculus I	4

Foreign Language - 0-6 credit hours	
<i>For Associate of Arts degree: Six semester hours</i>	
SPAN 1010 R50 Spanish I	3
SPAN 1020 R50 Spanish II	3
<i>For Associate of Science degree: No requirement</i>	

Electives:
For A.A. Degree - 13 credit hours
For A.S. Degree - 19 credit hours

Total hours: 60-61

Note: This web site: <http://www.tn.regentsdegrees.org/degrees/aa.htm> can be used as a guide. However, the Jackson State catalog is the final authority for all degree and program requirements.

PROFESSIONAL AND TECHNICAL PROGRAMS

Associate of Applied Science Degree

Jackson State offers the Associate of Applied Science degree in 15 majors. These professional and technical programs (reference pp. 66-93) are designed for the student who does not intend to transfer to a four-year college or university to work toward a baccalaureate degree.

A student may earn a second Associate of Applied Science Degree by fulfilling the following:

- Complete a minimum of twenty-four additional hours in a second major for a second degree.
- Comply with the graduation requirements for the initial degree.
- General education requirements will apply to the major in the second degree, unless there is a specific general education requirement unique to the second major.
- May need to take a major exit exam for the second degree earned.

The student will be governed by the provisions of the catalog in effect at the time he/she re-enters Jackson State for work toward the second degree.

Jackson State Requirements

Residence Requirements

Twenty-five percent of the overall semester hours of credit needed for graduation must be from Jackson State. Fifteen of the last twenty-four semester hours of credit should be from Jackson State.

A student may apply credit earned in a technical certificate to the Associate of Applied Science degree requirements, but 15 of the final 24 semester hours of the A.A.S. degree (exclusive of Basic and Developmental requirements) must be completed after the change to the A.A.S. degree program.

Educational Requirements

- If the TBR placement scores indicate that you need additional preparation courses for college, you must fulfill those requirements before beginning college-level work in courses with basic or developmental requirements.
- Cumulative quality point average: Minimum of 2.00.
- Total semester credit hours: Minimum of 60. Additional hours may be required. The student should reference a specific major for the exact number of required hours.
- Only grades of "D" and above will be accepted to satisfy program requirements.

Course Requirements

General Education

See page 32 for statement of purpose and courses that fulfill general education requirements at Jackson State. See the information listed under *General Education* on the page describing your major for the courses that will fulfill the general education requirements for your major at Jackson State.

Majors

Each Professional and Technical Major includes required courses of study which must be completed and are dependent upon the major selected by the student. See each major's description for specific course requirements.

Elective Courses

Elective courses should be selected from those courses indicated for a major or major concentration and should be chosen toward a specific career goal.

Graduation Proposal Requirements

A student must complete requirements set forth for the degree sought and file a Graduation Proposal no later than the date indicated in the Academic Calendar. Students ordinarily are allowed to graduate under the requirements of the catalog under which they entered, provided graduation is within seven years of entrance date.

Exit Testing Requirement

A student may, as a prerequisite for graduation, be required to take one or more tests designed to measure achievement in general education and in the major for the purpose of evaluating the effectiveness of the institution or the program as required by public policy. Participation in testing may be required of all students, of students in selected programs, and of students selected on a sample basis. In order to comply fully with this provision, students must authorize the release of their scores to the institution. Individual student scores, of course, will be treated as confidential.

Graduation Instructions

At least one semester prior to your anticipated graduation, initiate the following steps:

- Request a copy of your transcript from the Records Office, Administration Building, Room 64.
- Make an appointment with your academic advisor who will assist you in completing the Graduation Proposal and Degree Requirements form. Night students may complete proposals in the Night Office, Room 104 in the Walter Nelms Classroom Building. Lexington and Savannah students may complete proposals in their respective centers. Waiver or substitution request forms must be prepared by your advisor, approved by the appropriate department chair and division dean, and submitted with the graduation materials.
- Pay the \$25 nonrefundable graduation fee in the Business Office after completing the required paperwork. The fee is subject to change without notice by action of the Tennessee Board of Regents.
- Submit the following to the Office of Academic Affairs when completed:
 - Graduation Proposal
 - Degree Requirements form
 - \$25 graduation fee receipt from the Business Office
 - Copy of your transcript
 - Graduation Testing Form (CBASE)
- Submit completed cap and gown card to the Counseling Office, Student Union Building, room 12A, no later than Friday, March 3, 2005.
- All forms must be completed and returned to the Office of Academic Affairs no later than November 11, 2005 for spring graduation or February 24, 2006 for summer graduation. Students who submit forms after these dates will be considered for the next graduation term.

Agriculture Technology Major

Associate of Applied Science Degree

Contact person: Doug Teague

425-2632 – dteague@jacc.edu

Agriculture Technology Majors must complete the General Education Requirements (16-17 hours) and Agriculture Major requirements (16 hours) as listed below and 22-25 credit hours in their area of major interest. Agriculture Technology graduates go into the job world well prepared to compete for jobs with good starting salaries.

See page 65 for additional requirements for completing an AAS degree.

PROGRAM REQUIREMENTS

General Education Courses - 16-17 credit hours

Communication - 3 credit hours	Hours
ENGL 1010 English Composition I	3

Humanities and Fine Arts - 3 credit hours	Hours
ART 1010 Art History Survey I	3
ART 1020 Art History Survey II	3
ART 1030 Art Appreciation	3
COMM 1030 Film Appreciation	3
ENGL 2210 Survey of British Literature I	3
ENGL 2220 Survey of British Literature II	3
ENGL 2310 Survey of World Literature I	3
ENGL 2320 Survey of World Literature II	3
MUS 1030 Music Appreciation	3
THEA 1030 Theatre Appreciation	3

Social and Behavioral Sciences - 3 credit hours	Hours
ECO 211 Principles of Economics I	3
ECO 212 Principles of Economics II	3
PHED 2050 Health and Wellness	3
POLS 1100 U.S. Government and Politics I	3
POLS 1200 U.S. Government and Politics II	3
PSY 101 General Psychology I	3
PSY 102 General Psychology II	3
SOC 201 Introduction to Sociology	3
SOC 202 Social Problems	3

Natural Science or Mathematics - 4 credit hours	Hours
CHEM 1110 General Chemistry I	4

Additional Course - 3-4 credit hours	Hours
MATH 1530 Statistics and Probability	3
MATH 1630 Finite Mathematics	3
MATH 1710 Precalculus Algebra	3
MATH 1910 Calculus I	4

Major Required Courses - 16 credit hours

ENGL 1020 English Composition II <i>or</i>	Hours
ENG 260 Technical Writing	3
AGR 110 Intro to Agriculture Economics	3
AGR 140 Introductory Plant and Soil Science	3
AGR 149 Principals of GPS/GIS Agriculture	3
AGR 213 Soils	4

Agricultural Business Emphasis Courses - 22 credit hours

CHEM 1120 General Chemistry II <i>or</i>	Hours
CHEM 1030 Intro to Chemistry <i>and</i>	3
AGR 201 Agriculture Practicum <i>or</i>	1
BIO 250 Environmental Biology	4
AGR 120 Intro to Agriculture Engineering	3
AGR 122 Computer Applications in Agriculture	3
AGR 130 Intro to Animal Science	3
AGR 241 Agricultural Management	3
AGR 290 Farm Surveying and Erosion Control	3
Elective with AGR prefix	3

Agronomy Emphasis Courses - 25 credit hours

CHEM 1120 General Chemistry II <i>or</i>	Hours
CHEM 1030 Intro to Chemistry <i>and</i>	3
AGR 201 Agriculture Practicum <i>or</i>	1
BIO 250 Environmental Biology	4
AGR 101 Crop Science	3
AGR 120 Intro to Agricultural Engineering	3
AGR 122 Computer Applications in Agriculture	3
AGR 130 Intro to Animal Science	3
AGR 242 Pest Management	3
AGR 290 Farm Surveying and Erosion Control	3
Elective with AGR prefix	3

Animal Science Emphasis Courses - 25 credit hours

CHEM 1120 General Chemistry II <i>or</i>	Hours
CHEM 1030 Intro to Chemistry <i>and</i>	3
AGR 201 Agriculture Practicum <i>or</i>	1
BIO 250 Environmental Biology	4
AGR 120 Intro to Agriculture Engineering	3
AGR 122 Computer Applications in Agriculture	3
AGR 130 Intro to Animal Science	3
AGR 230 Animal Nutrition and Feeding Management	3
AGR 231 Animal Genetics and Breeding Management	3
AGR 290 Farm Surveying and Erosion Control	3
Elective with AGR prefix	3

Horticulture Emphasis Courses - 25 credit hours

CHEM 1120 General Chemistry II <i>or</i>	Hours
CHEM 1030 Intro to Chemistry <i>and</i>	3
AGR 201 Agriculture Practicum <i>or</i>	1
BIO 250 Environmental Biology	4
AGR 250 Greenhouse Management I	3
AGR 251 Greenhouse Management II	3
AGR 265 Herbaceous Ornamental Plants	3
AGR 271 Ornamental Horticulture	3
AGR 272 Landscape Plants and Design	3
AGR 280 Lawn and Turf Management	3
Elective with AGR prefix	3

General Elective - 3-6 credit hours

Total hours: 60

Agriculture Technology Major Precision Agriculture Concentration

Associate of Applied Science Degree
Contact person: Doug Teague
425-2632 – dteague@jstcc.edu

Agriculture Technology is focused on the new emerging technologies of the Global Positioning System (GPS) and Geographic Information Systems (GIS) integrated with an emphasis on Agronomy and Computer Science. Our students go into the job world well prepared to compete for jobs with very good starting pay. This program was developed in close cooperation with industry partners to develop students specifically trained to meet the new skills.

See page 65 for additional requirements for completing an AAS degree.

PROGRAM REQUIREMENTS

General Education Courses - 16 credit hours

Communication - 3 credit hours	Hours
ENGL 1010 English Composition I	3

Humanities and Fine Arts - 3 credit hours	Hours
ART 1010 Art History Survey I	3
ART 1020 Art History Survey II	3
ART 1030 Art Appreciation	3
COMM 1030 Film Appreciation	3
ENGL 2210 Survey of British Literature I	3
ENGL 2220 Survey of British Literature II	3
ENGL 2310 Survey of World Literature I	3
ENGL 2320 Survey of World Literature II	3
MUS 1030 Music Appreciation	3
THEA 1030 Theatre Appreciation	3

Social and Behavioral Sciences - 3 credit hours	Hours
ECO 211 Principles of Economics I	3
ECO 212 Principles of Economics II	3
PHED 2050 Health and Wellness	3
POLS 1100 U.S. Government and Politics I	3
POLS 1200 U.S. Government and Politics II	3
PSY 101 General Psychology I	3
PSY 102 General Psychology II	3
SOC 201 Introduction to Sociology	3
SOC 202 Social Problems	3

Natural Science or Mathematics - 3-4 credit hours	Hours
CHEM 1110 General Chemistry I	4

Additional Course - 3-4 credit hours	Hours
MATH 1530 Statistics and Probability	3
MATH 1630 Finite Mathematics	3
MATH 1710 Precalculus Algebra	3
MATH 1910 Calculus I	4

Major Required Courses - 16 credit hours

ENGL 1020 English Composition II <i>or</i> ENG 260 Technical Writing	3
AGR 110 Intro to Agricultural Economics	3
AGR 140 Introductory Plant and Soil Science	3
AGR 149 Principals of GPS/GIS Agriculture	3
AGR 213 Soils	4

Concentration Required Courses - 28 hours	Hours
CHEM 1120 General Chemistry I <i>or</i>	4
CHEM 1030 Intro to Chemistry and	3
AGR 201 Practicum in Agriculture I <i>or</i>	1
BIO 250 Environmental Biology	4
AGR 101 Crop Science	3
AGR 122 Computer Applications in Agriculture	3
AGR 150 Intro to Geographic Information Systems	3
AGR 242 Pest Management	3
AGR 245 Soil Fertility and Fertilizer Management	3
AGR 252 Agronomic Data Processing with GIS System	3
AGR 254 Advanced Image Analysis and Processing	3
AGR 290 Farm Surveying and Erosion Control	3

Minimum Credit Hours Required: 60

SCHEDULE EXAMPLE

First Semester		Hours
ENGL 1010	English Composition I	3
	Humanities and Fine Arts	3
AGR 122	Computer Apps in Agriculture	3
AGR 140	Plant and Soil Science	3
Total		12

Second Semester		Hours
ENGL 1020	English Composition II <i>or</i>	3
ENG 260	Technical Writing	3
	Humanities and Fine Arts	3
MATH _____	Mathematics	3
AGR 149	Prin. of GPS/GIS Application	3
AGR 101	Crop Science	3
Total		15

Third Semester		Hours
CHEM 1110	General Chemistry I	4
AGR 150	Applications of GIS	3
AGR 213	Soils	4
AGR 242	Pest Management	3
AGR 254	Advanced Image Analysis	3
Total		17

Fourth Semester		Hours
CHEM 1120	General Chemistry II	4
AGR 110	Intro to Agriculture Economics	3
AGR 245	Soil Fertility	3
AGR 252	Agronomic GIS Data Process	3
AGR 290	Surveying and S/Water Conc	3
Total		16

Total hours: 60

Business and Management Technology Major

Associate of Applied Science Degree
 Contact person: Mary Jo Boehms
 424-3520 ext 262 – mboehms@jssc.edu

This two-year program is designed to present business and managerial principles, practices, and concepts in preparing students for employment in a business or organizational work environment. The recommended courses provide the knowledge and skills for the potential of enhanced job performance. This program is designed for the student who intends to go into the workforce upon completion of this program.

See page 65 for additional requirements for completing an AAS degree.

PROGRAM REQUIREMENTS

General Education Courses - 15 credit hours

Communication - 3 credit hours	Hours
ENGL 1010 English Composition I	3

Humanities and Fine Arts - 3 credit hours	Hours
ART 1010 Art History Survey I	3
ART 1020 Art History Survey II	3
ART 1030 Art Appreciation	3
COMM 1030 Film Appreciation	3
ENGL 2210 Survey of British Literature I	3
ENGL 2220 Survey of British Literature II	3
ENGL 2310 Survey of World Literature I	3
ENGL 2320 Survey of World Literature II	3
MUS 1030 Music Appreciation	3
PHIL 1030 Introduction to Philosophy	3
THEA 1030 Theatre Appreciation	3

Social and Behavioral Sciences - 3 credit hours	Hours
ECO 211 or 212 Principles of Economics I or II	3

Natural Science or Mathematics - 3 credit hours	Hours
BIOL 1110 General Biology I	4
BIOL 1120 General Biology II	4
BIOL 2010 Human Anatomy and Physiology I	4
BIOL 2020 Human Anatomy and Physiology II	4
CHEM 1110 General Chemistry	4
CHEM 1120 General Chemistry	4
PHYS 2010 Non-Calculus Based Physics I	4
PHYS 2020 Non-Calculus Based Physics II	4
PHYS 2110 Calculus Based Physics I	4
PHYS 2120 Calculus Based Physics II	4
PSCI 1010 Survey of Physical Science I	4
PSCI 1020 Survey of Physical Science II	4
MATH 1410 Topics in Contemporary Math I	3
MATH 1420 Topics in Contemporary Math II	3
MATH 1530 Statistics and Probability	3
MATH 1630 Finite Mathematics	3
MATH 1710 Precalculus Algebra	3
MATH 1720 Trigonometry	3
MATH 1830 Applied Calculus	3
MATH 1910 Calculus I	4

Additional Course - 3 credit hours	Hours
ECO 212 Principles of Economics II	3

Major Required Courses - 45 credit hours

Thirty-six (36) hours from:	Hours
ACC 211 Principles of Accounting I	3
ACC 212 Principles of Accounting II	3
ACC 215 Microcomputer Accounting Applications	3
BUS 111 Introduction to Business	3
BUS 121 Business Math	3
BUS 211 Business Law I	3
BUS 221 Principles of Management	3
BUS 245 Business Communications	3
CIS 122 Integrated Software Applications	3
MGT 211 Supervision and Team Building	3
MGT 245 Quality Management	3
MKT 211 Principles of Marketing	3

Major Electives - 9 credit hours	9
Electives must come from: Business, Management, Marketing, Computer Information Technology or be approved by an advisor.	

Minimum Credit Hours Required for
 Associate of Applied Science degree: 60

SAMPLE SCHEDULE

First Semester	Hours
BUS 111 Introduction to Business	3
BUS 211 Business Law I	3
CIS 122 Integrated Software Applications	3
ENGL 1010 English Composition I	3
_____ Natural Science or Mathematics	3
Total	15

Second Semester	Hours
BUS 121 Business Mathematics	3
_____ Business and Mgmt. Elective	3
_____ Humanities and Fine Arts	3
MKT 211 Principles of Marketing	3
SPE 211 Fundamentals of Speech	3
Total	15

Third Semester	Hours
ACC 211 Principles of Accounting I	3
BUS 221 Principles of Management	3
BUS _____ Business and Mgmt. Elective	3
ECO 211 Principles of Economics I	3
MGT 211 Supervision and Team Building	3
Total	15

Fourth Semester	Hours
ACC 212 Principles of Accounting II	3
ACC 215 Microcomputer Accounting App.	3
_____ Business and Mgmt. Elective	3
ECO 212 Principles of Economics II	3
MGT 245 Quality Management	3
Total	15

Total hours: 60

Computer Information Systems Major Microcomputer/Networking Concentration

Associate of Applied Science Degree
Contact person: Dr. Thomas L. Pigg
424-3520 ext 201 – tpigg@jsgcc.edu

The Computer Information Systems Microcomputer Networking concentration is designed to address a dynamically-applied technological discipline. The course of study will take a hands-on approach to foster skills needed in understanding, diagnosing, and repairing hardware and software problems. The primary emphasis will be placed on real-world application of networked systems through hardware recommendation and selection, network operating system software selection, deployment and implementation, and client utilization.

This concentration is designed to promote critical thinking skills by providing broad-based experiences through a combination of coursework entailing several disciplines including laboratory environments to enhance problem-based learning. Group-based projects will be employed to accentuate and refine communication skills to the level needed to allow the student to function effectively in society.

See page 65 for additional requirements for completing an AAS degree.

PROGRAM REQUIREMENTS

General Education Courses - 15 credit hours

Communication - 3 credit hours	Hours
ENGL 1010 English Composition I	3

Humanities and Fine Arts - 3 credit hours	Hours
ART 1010 Art History Survey I	3
ART 1020 Art History Survey II	3
ART 1030 Art Appreciation	3
COMM 1030 Film Appreciation	3
ENGL 2210 Survey of British Literature I	3
ENGL 2220 Survey of British Literature II	3
ENGL 2310 Survey of World Literature I	3
ENGL 2320 Survey of World Literature II	3
MUS 1030 Music Appreciation	3
THEA 1030 Theatre Appreciation	3

Social and Behavioral Sciences - 3 credit hours	Hours
ECO 211 Principles of Economics I	3
ECO 212 Principles of Economics II	3
PHED 2050 Health and Wellness	3
POLS 1100 U.S. Government and Politics I	3
POLS 1200 U.S. Government and Politics II	3
PSY 101 General Psychology I	3
PSY 102 General Psychology II	3
SOC 201 Introduction to Sociology	3
SOC 202 Social Problems	3

Natural Science or Mathematics - 3-4 credit hours	Hours
BIOL 1110 General Biology I	4
BIOL 1120 General Biology II	4
BIOL 2010 Human Anatomy and Physiology I	4
BIOL 2020 Human Anatomy and Physiology II	4
CHEM 1110 General Chemistry	4
CHEM 1120 General Chemistry	4
PHYS 2010 Non-Calculus Based Physics I	4
PHYS 2020 Non-Calculus Based Physics II	4
PHYS 2110 Calculus Based Physics I	4
PHYS 2120 Calculus Based Physics II	4
PSCI 1010 Survey of Physical Science I	4
PSCI 1020 Survey of Physical Science II	4
MATH 1530 Statistics and Probability	3
MATH 1630 Finite Mathematics	3
MATH 1710 Precalculus Algebra	3
MATH 1910 Calculus I	4

Additional Course - 3-4 credit hours

One additional course from Communication, Humanities and Fine Arts, Social and Behavioral Science or Natural Science or Mathematics

Major Required Courses - 18 credit hours	Hours
ACC 211 Principles of Accounting I	3
CIS 122 Integrated Software Applications	3
CIS 135 Database Development	3
CIS 150 Web Development and Administration	3
CIS 170 Micro Systems I	3
CIS 175 Networking I	3

Concentration Required Courses - 27 credit hours	Hours
CIS 130 Programming Design and Logic	3
CIS 145 Operating Systems Administration	3
CIS 180 Spreadsheet Applications Development	3
CIS 190 Networking II	3
CIS 270 Micro Systems II	3
CIS 275 Networking III	3
CIS 280 Networking IV	3
CIS 290 Microcomputer/Network Internship	3
Elective with CIS prefix	3

Minimum Credit Hours Required: 60

SCHEDULE EXAMPLE

First Semester		Hours
ENGL 1010	English Composition I	3
	Mathematics	3
CIS 122	Integrated Software Applications	3
CIS 170	Micro Systems I	3
CIS 175	Networking I	3
Total		15

Second Semester		Hours
	Humanities and Fine Arts	3
CIS 145	Operating Systems Administration	3
CIS 180	Spreadsheet Application	3
CIS 190	Networking II	3
CIS 270	Micro Systems II	3
Total		15

Third Semester		Hours
ACC 211	Principles of Accounting I	3
	Social and Behavioral Science	3
CIS 130	Program Design and Logic	3
CIS 135	Database Development	3
CIS 275	Networking III	3
Total		15

Fourth Semester		Hours
	General Education Requirement	3
CIS 150	Web Development and Admin.	3
CIS 280	Networking IV	3
CIS 290	Microcomputer/Network Intern	3
CIS _____	Major Elective	3
Total		15

Total hours: 60

Computer Information Systems Major Office Systems Technology Concentration

Associate of Applied Science Degree
Contact person: Dr. Thomas L. Pigg
424-3520 ext. 201 – tpigg@jsec.edu

This two-year program is designed to provide a broad-based background in office systems technology for employment in an office environment. The recommended courses provide both office systems and management skills needed for employment and advancement. Career opportunities include: secretary, administrative assistant, word processing clerk, information processing, accounting clerk and application technician.

This two-year degree is designed for students to reach a broad understanding of the past and present and develop general principles for living in a period of rapid and continuous change.

See page 65 for additional requirements for completing an AAS degree.

PROGRAM REQUIREMENTS

General Education Courses - 15 credit hours

Communication - 3 credit hours	Hours
ENGL 1010 English Composition I	3

Humanities and Fine Arts - 3 credit hours	Hours
ART 1010 Art History Survey I	3
ART 1020 Art History Survey II	3
ART 1030 Art Appreciation	3
COMM 1030 Film Appreciation	3
ENGL 2210 Survey of British Literature I	3
ENGL 2220 Survey of British Literature II	3
ENGL 2310 Survey of World Literature I	3
ENGL 2320 Survey of World Literature II	3
MUS 1030 Music Appreciation	3
THEA 1030 Theatre Appreciation	3

Social and Behavioral Sciences - 3 credit hours	Hours
ECO 211 Principles of Economics I	3
ECO 212 Principles of Economics II	3
PHED 2050 Health and Wellness	3
POLS 1100 U.S. Government and Politics I	3
POLS 1200 U.S. Government and Politics II	3
PSY 101 General Psychology I	3
PSY 102 General Psychology II	3
SOC 201 Introduction to Sociology	3
SOC 202 Social Problems	3

Natural Science or Mathematics - 3 credit hours	Hours
BIOL 1110 General Biology I	4
BIOL 1120 General Biology II	4
BIOL 2010 Human Anatomy and Physiology I	4
BIOL 2020 Human Anatomy and Physiology II	4
CHEM 1110 General Chemistry	4
CHEM 1120 General Chemistry	4
PHYS 2010 Non-Calculus Based Physics I	4
PHYS 2020 Non-Calculus Based Physics II	4
PHYS 2110 Calculus Based Physics I	4
PHYS 2120 Calculus Based Physics II	4
PSCI 1010 Survey of Physical Science I	4
PSCI 1020 Survey of Physical Science II	4
MATH 1530 Statistics and Probability	3
MATH 1630 Finite Mathematics	3
MATH 1710 Precalculus Algebra	3
MATH 1910 Calculus I	4

Additional Course - 3-4 credit hours

One additional course from Communication, Humanities and Fine Arts, Social and Behavioral Science or Natural Science or Mathematics

Major Required Courses - 18 credit hours	Hours
ACC 211 Principles of Accounting I	3
CIS 122 Integrated Software Applications	3
CIS 135 Database Development	3
CIS 150 Web Development and Administration	3
CIS 170 Micro Systems I	3
CIS 175 Networking I	3

Concentration Required Courses - 27 credit hours	Hours
BUS 111 Introduction to Business	3
CIS 111 Information Processing	3
CIS 141 Records Management	3
CIS 180 Spreadsheet Application	3
CIS 205 Document Publishing	3
CIS 260 Presentation Applications	3
CIS 262 Administrative Office Procedures	3
CIS 294 Office Systems Technology Internship	3
Elective with CIS prefix	3

Minimum Credit Hours Required: 60

SCHEDULE EXAMPLE

First Semester		Hours
ENGL 1010	English Composition I	3
	Mathematics	3
CIS 111	Information Processing	3
CIS 122	Integrated Software Applications	3
CIS 141	Records Management	3
Total		15

Second Semester		Hours
	Humanities and Fine Arts	3
ACC 211	Principles of Accounting	3
BUS 111	Introduction to Business	3
CIS 180	Spreadsheet Application	3
CIS 205	Document Publishing	3
Total		15

Third Semester		Hours
	Social and Behavioral Science	3
CIS 135	Database Development	3
CIS 170	Micro Systems I	3
CIS 260	Presentation Applications	3
CIS 262	Administrative Office Procedures	3
Total		15

Fourth Semester		Hours
	General Education Course	3
CIS 150	Web Development and Admin. I	3
CIS 175	Networking I	3
CIS 294	OST Internship	3
CIS	Major Elective	3
Total		15

Total hours: 60

Computer Information Systems Major Programming Concentration

Associate of Applied Science Degree
Contact person: Dr. Thomas L. Pigg
424-3520 ext. 201 – tpigg@jsec.edu

This concentration is designed to address a dynamically applied technological discipline. The course of study will take a hands-on approach to foster skills needed in employing problem-solving skills concomitant with analysis and design tools to develop computer programs for both micro-computers and mid-range computer systems. Emphasis will be placed on development of advanced programming skills and computer operations through a series of case-based experiences and individual assignments within a laboratory environment.

This concentration is designed to promote critical thinking skills by providing broad-based experiences through a combination of coursework entailing several disciplines including laboratory environments to enhance problem-based learning. Group-based projects will be employed to accentuate and refine communication skills to the level needed to allow you to function effectively in society.

See page 65 for additional requirements for completing an AAS degree.

PROGRAM REQUIREMENTS

General Education Courses - 15 credit hours

Communication - 3 credit hours	Hours
ENGL 1010 English Composition I	3

Humanities and Fine Arts - 3 credit hours	Hours
ART 1010 Art History Survey I	3
ART 1020 Art History Survey II	3
ART 1030 Art Appreciation	3
COMM 1030 Film Appreciation	3
ENGL 2210 Survey of British Literature I	3
ENGL 2220 Survey of British Literature II	3
ENGL 2310 Survey of World Literature I	3
ENGL 2320 Survey of World Literature II	3
MUS 1030 Music Appreciation	3
THEA 1030 Theatre Appreciation	3

Social and Behavioral Sciences - 3 credit hours	Hours
ECO 211 Principles of Economics I	3
ECO 212 Principles of Economics II	3
PHED 2050 Health and Wellness	3
POLS 1100 U.S. Government and Politics I	3
POLS 1200 U.S. Government and Politics II	3
PSY 101 General Psychology I	3
PSY 102 General Psychology II	3
SOC 201 Introduction to Sociology	3
SOC 202 Social Problems	3

Natural Science or Mathematics - 3 credit hours	Hours
BIOL 1110 General Biology I	4
BIOL 1120 General Biology II	4
BIOL 2010 Human Anatomy and Physiology I	4
BIOL 2020 Human Anatomy and Physiology II	4
CHEM 1110 General Chemistry	4
CHEM 1120 General Chemistry	4
PHYS 2010 Non-Calculus Based Physics I	4
PHYS 2020 Non-Calculus Based Physics II	4
PHYS 2110 Calculus Based Physics I	4
PHYS 2120 Calculus Based Physics II	4
PSCI 1010 Survey of Physical Science I	4
PSCI 1020 Survey of Physical Science II	4
MATH 1530 Statistics and Probability	3
MATH 1630 Finite Mathematics	3
MATH 1710 Precalculus Algebra	3
MATH 1910 Calculus I	4

Additional Course - 3-4 credit hours

One additional course from Communication, Humanities and Fine Arts, Social and Behavioral Science or Natural Science or Mathematics

Major Required Courses - 18 credit hours	Hours
ACC 211 Principles of Accounting I	3
CIS 122 Integrated Software Applications	3
CIS 135 Database Development	3
CIS 150 Web Development and Administration	3
CIS 170 Micro Systems I	3
CIS 175 Networking I	3

Concentration Required Courses - 27 credit hours

	Hours
CIS 130 Programming Design and Logic	3
CIS 145 Operating Systems Administration	3
CIS 200 C++	3
CIS 210 Java	3
CIS 215 Advanced Database	3
CIS 225 Database Administration	3
CIS 230 Visual BASIC	3
CIS 295 Programming Internship	3
Elective with CIS prefix	3

Minimum Credit Hours Required: 60

SCHEDULE EXAMPLE

First Semester		Hours
ENGL 1010	English Composition I	3
	Math or Science Requirement	3
CIS 122	Integrated Software Applications	3
CIS 130	Programming Design and Logic	3
CIS 135	Database Development	3
Total		15

Second Semester		Hours
	Humanities and Fine Arts	3
CIS 145	Operating Systems Admin.	3
CIS 170	Micro Systems I	3
CIS 215	Advanced Database	3
CIS 230	Visual BASIC	3
Total		15

Third Semester		Hours
	Social and Behavioral Science	3
ACC 211	Principals of Accounting I	3
CIS 175	Networking I	3
CIS 200	C++	3
CIS 225	Database Administration	3
Total		15

Fourth Semester		Hours
	General Education Course	3
CIS 150	Web Development and Admin.	3
CIS 210	Java	3
CIS 295	Programming Internship	3
CIS ____	CIS Elective	3
Total		15

Total hours: 60

Computer Information Systems Major Web Development and Administration Concentration

Associate of Applied Science Degree
Contact person: Dr. Thomas L. Pigg
424-3520 ext. 201 – tpigg@jsec.edu

This concentration is designed to provide you with skills required to design, create, and administrate web-based solutions for business and industry. This concentration will focus on both web-page development and the administration of web sites. The coursework also will include graphic design concepts along with digital imaging. Finally, this concentration will develop your e-commerce skills, which is a vital component in web development and administration. This concentration is designed to promote critical thinking skills by providing broad-based experience through a combination of coursework entailing several disciplines including laboratory environments to enhance problem-based learning.

See page 65 for additional requirements for completing an AAS degree.

PROGRAM REQUIREMENTS

General Education Courses - 15 credit hours

Communication - 3 credit hours	Hours
ENGL 1010 English Composition I	3

Humanities and Fine Arts - 3 credit hours	Hours
ART 1010 Art History Survey I	3
ART 1020 Art History Survey II	3
ART 1030 Art Appreciation	3
COMM 1030 Film Appreciation	3
ENGL 2210 Survey of British Literature I	3
ENGL 2220 Survey of British Literature II	3
ENGL 2310 Survey of World Literature I	3
ENGL 2320 Survey of World Literature II	3
MUS 1030 Music Appreciation	3
THEA 1030 Theatre Appreciation	3

Social and Behavioral Sciences - 3 credit hours	Hours
ECO 211 Principles of Economics I	3
ECO 212 Principles of Economics II	3
PHED 2050 Health and Wellness	3
POLS 1100 U.S. Government and Politics I	3
POLS 1200 U.S. Government and Politics II	3
PSY 101 General Psychology I	3
PSY 102 General Psychology II	3
SOC 201 Introduction to Sociology	3
SOC 202 Social Problems	3

Natural Science or Mathematics - 3 credit hours	Hours
BIOL 1110 General Biology I	4
BIOL 1120 General Biology II	4
BIOL 2010 Human Anatomy and Physiology I	4
BIOL 2020 Human Anatomy and Physiology II	4
CHEM 1110 General Chemistry	4
CHEM 1120 General Chemistry	4
PHYS 2010 Non-Calculus Based Physics I	4
PHYS 2020 Non-Calculus Based Physics II	4
PHYS 2110 Calculus Based Physics I	4
PHYS 2120 Calculus Based Physics II	4
PSCI 1010 Survey of Physical Science I	4
PSCI 1020 Survey of Physical Science II	4
MATH 1530 Statistics and Probability	3
MATH 1630 Finite Mathematics	3
MATH 1710 Precalculus Algebra	3
MATH 1910 Calculus I	4

Additional Course - 3-4 credit hours

One additional course from Communication, Humanities and Fine Arts, Social and Behavioral Science or Natural Science or Mathematics

Major Required Courses - 18 credit hours	Hours
ACC 211 Principles of Accounting I	3
CIS 122 Integrated Software Applications	3
CIS 135 Database Development	3
CIS 150 Web Development and Administration	3
CIS 170 Micro Systems I	3
CIS 175 Networking I	3

Concentration Required Courses - 27 credit hours

	Hours
ART 241 Graphic Design I	3
MKT 245 E- Commerce	3
GDT 100 Photo and Digital Imaging Techniques	3
CIS 130 Programming Design and Logic	3
CIS 145 Operating Systems Administration	3
CIS 230 Visual Basic <i>or</i>	
CIS 200 C++ Programming <i>or</i>	
CIS 210 Java Programming	3
CIS 254 Web Development and Administration II	3
CIS 293 Web Developer Internship	3
Elective with CIS prefix	3

Minimum Credit Hours Required: 60

SCHEDULE EXAMPLE

First Semester		Hours
ENGL 1010	English Composition I	3
	Math or Science Requirement	3
CIS 122	Integrated Software Applications	3
CIS 130	Programming Design and Logic	3
GDT 100	Photo and Digital Imagining Tech	3
Total		15

Second Semester		Hours
	Humanities and Fine Arts	3
CIS 135	Database Development	3
CIS 145	Operating Systems Admin.	3
CIS 175	Networking I	3
	Programming Language Requirement	3
Total		15

Third Semester		Hours
ACC 211	Principals of Accounting I	3
ART 241	Graphic Design I	3
MKT 245	E-Commerce	3
CIS 150	Web Development and Admin. I	3
CIS 170	Micro Systems I	3
Total		15

Fourth Semester		Hours
	General Education Course	3
	Social and Behavioral Science	3
CIS 254	Web Development and Admin. II	3
CIS 293	Web Development Internship	3
CIS ____	Major Elective	3
Total		15

Total hours: 60

General Technology Major

Associate of Applied Science Degree

Contact person: Doug Teague

425-2632 – dteague@jssc.edu

The Associate of Applied Science degree program in General Technology is a coherent course of study designed to serve the needs of two populations:

- Students entering through college credit enrollments
- Students applying college credit awarded for demonstrated competencies through one of the following articulation avenues:
 - TTC diploma
 - Industry training
 - Experiential credit
 - TTC course-by-course articulation

Process

Because of the specialized course of study that is to be developed, contact the Dean of Professional and Technical Studies as soon as you select the General Technology Major. He/she will assign you to an advisor.

With your advisor, develop a program of study leading to a career or vocational goal. The course and any applicable transfer credit are to come from *one* of the academic fields of study listed below. Some courses may come from another complementary area but must support the knowledge or skills needed in your career or vocational goal.

Note: The program of study is to be developed *prior to* your registration for the last twenty-four hours of your program of study. When it is completed, take it to the Vice President for Academic Affairs for approval.

See page 65 for additional requirements for completing an A.A.S. degree.

PROGRAM REQUIREMENTS

General Education Courses - 15-17 credit hours

Communication - 3 credit hours
ENGL 1010 English Composition I 3

Humanities and Fine Arts - 3 credit hours
ART 1010 Art History Survey I 3
ART 1020 Art History Survey II 3
ART 1030 Art Appreciation 3
COMM 1030 Film Appreciation 3
ENGL 2210 Survey of British Literature I 3
ENGL 2220 Survey of British Literature II 3
ENGL 2310 Survey of World Literature I 3
ENGL 2320 Survey of World Literature II 3
MUS 1030 Music Appreciation 3
THEA 1030 Theatre Appreciation 3

Social and Behavioral Sciences - 3 credit hours
ECO 211 Principles of Economics I 3
ECO 212 Principles of Economics II 3
PHED 2050 Health and Wellness 3
POLS 1100 U.S. Government and Politics I 3
POLS 1200 U.S. Government and Politics II 3
PSY 101 General Psychology I 3
PSY 102 General Psychology II 3
SOC 201 Introduction to Sociology 3
SOC 202 Social Problems 3

Natural Science or Mathematics - 3-4 credit hours
BIOL 1110 General Biology I 4
BIOL 1120 General Biology II 4
BIOL 2010 Human Anatomy and Physiology I 4
BIOL 2020 Human Anatomy and Physiology II 4
CHEM 1110 General Chemistry I 4
CHEM 1120 General Chemistry II 4
PHYS 2010 Non-Calculus Based Physics I 4

PHYS 2020 Non-Calculus Based Physics II 4
PHYS 2110 Calculus Based Physics I 4
PHYS 2120 Calculus Based Physics II 4
PSCI 1010 Survey of Physical Science I 4
PSCI 1020 Survey of Physical Science II 4
MATH 1530 Statistics and Probability 3
MATH 1630 Finite Mathematics 3
MATH 1710 Precalculus Algebra 3
MATH 1910 Calculus I 4

Additional Course - 3-4 credit hours

One additional course from Communication, Humanities and Fine Arts, Social and Behavioral Science or Natural Science or Mathematics.

Supporting Core - 12 credit hours

BUS 111 Introduction to Business
CIS 101 Software Applications *or*
CIS 122 Integrated Software Applications
PSY 102 General Psychology II *or*
PSY 261 Developmental Psychology
SPE 211 Fundamentals of Speech

Emphasis - 30 credit hours

Select Emphasis A, B, C, or D

Emphasis A Transfer of Credit Option: Students completing Technical Certificates of Credit at Jackson State or completing technical and related courses at any accredited college or university may request a transcript evaluation for the possible application of 1 to 30 hours of credit to the concentration area under this option. If the articulated credit amounts to less than 30 hours, additional approved courses must be taken to complete the concentration.

Emphasis B Open Option: Regular college enrollees without previous vocational/technical or industry training or transferable coursework or technical knowledge may pursue the General Technology degree through the Open Option. Work with your advisor to select concentration courses from an approved list of technical and related or support courses and focus on one of the following academic clusters:

- General Business
- Management/Human Relations
- Office Systems Technology Concentration
- Computer Information Systems and Industrial Technology
- Agriculture
- Communications and Music Business
- Individualized

Emphasis C Vocational/Technical Program Evaluation Option:

Students completing TTC diploma programs or industry training programs equivalent to vocational/technical academic training may apply up to 30 hours of credit to the concentration area under this option after achieving an acceptable score on the Student Occupational Competency Achievement Test (SOCAT) examination in the occupational area for which the student is requesting credit. The student must see the appropriate department chairperson for TTC transcript evaluation.

Emphasis D Vocational/Technical Course or Competency Evaluation Option:

Students may request credit to be applied to the concentration area for courses, training, and educational experiences of less than articulation-eligible program length or not testable through SOCAT examinations after assessment by appropriately credentialed college faculty or external evaluators. If the articulated credit amounts to less than 30 hours, additional approved technical courses must be taken to complete the concentration. Sources of credit to be awarded may include the following:

- Industry, Military, or related training - 1 to 30 hours for certified competencies.
- Experiential Credit - 1 to 15 hours of prior learning determined through portfolio evaluation or other competency assessment.
- TTC Courses - 1 to 30 hours based on demonstration of competencies equivalent to specific college courses.

Elective Course - 3-5 credit hours

Minimum Credit Hours Required: 60

SCHEDULE EXAMPLE

First Semester		Hours
ENGL 1010	English Composition I	3
_____	Humanities and Fine Arts	3
_____	Natural Science or Mathematics	3-4
CIS 101	Software Application <i>or</i>	
CIS 122	Integrated Software Application	3
BUS 111	Introduction to Business	3
Total		15-16

Second Semester		Hours
_____	General Education Course	3
_____	Social and Behavioral Science	3-4
SPE 211	Fundamentals of Speech	3
PSY 102	General Psychology II <i>or</i>	
PSY 261	Developmental Psychology	3
_____	General Elective	3
Total		15-16

Third Semester	Hours
_____	Emphasis Courses
_____	General Elective, if necessary
Total	14-16

Fourth Semester	Hours
_____	Emphasis Course, if necessary
Total	14

Total hours: 60

Graphics Design Technology Major Technical Illustration Concentration

Associate of Applied Science Degree
Contact person: Dr. Lisa Smith
424-3520 ext. 271 – lsmith@jssc.edu

The Graphics Design Technology (GDT) program provides you with the knowledge and skills to prepare for a career in our technical world. The principal objective of the GDT program is to enable you to pursue a spectrum of career opportunities and be capable of performing a multitude of graphics design-related tasks. This preparation includes both lecture in a classroom and practical application in a laboratory environment.

This two-year degree program provides a unique blend of theoretical knowledge that directly prepares you to enter the workplace in fields that are in high demand. Courses are designed to present technical content in an order that provides you with progressive levels of job-related knowledge and skills.

The primary educational goal of the Technical Illustration concentration is to satisfy a demand for graphic artists or designers and technical illustrators, as well as associated support positions.

See page 65 for additional requirements for completing an AAS degree.

PROGRAM REQUIREMENTS

General Education Courses - 16 credit hours

Communication - 3 credit hours	Hours
ENGL 1010 English Composition I	3

Humanities and Fine Arts - 3 credit hours	Hours
ART 1010 Art History Survey I	3
ART 1020 Art History Survey II	3
ART 1030 Art Appreciation	3
COMM 1030 Film Appreciation	3
ENGL 2210 Survey of British Literature I	3
ENGL 2220 Survey of British Literature II	3
ENGL 2310 Survey of World Literature I	3
ENGL 2320 Survey of World Literature II	3
MUS 1030 Music Appreciation	3
THEA 1030 Theatre Appreciation	3

Social and Behavioral Sciences - 3 credit hours	Hours
ECO 211 Principles of Economics I	3
ECO 212 Principles of Economics II	3
PHED 2050 Health and Wellness	3
POLS 1100 U.S. Government and Politics I	3
POLS 1200 U.S. Government and Politics II	3
PSY 101 General Psychology I	3
PSY 102 General Psychology II	3
SOC 201 Introduction to Sociology	3
SOC 202 Social Problems	3

Natural Science or Mathematics - 4 credit hours	Hours
BIOL 1110 General Biology I <i>or</i> CHEM 1110 General Chemistry I	4

Additional Course - 3 credit hours	Hours
SPE 211 Fundamentals of Speech	3

Major Required Courses - 15 credit hours

BUS 121 Business Mathematics	3
CIS 101 Software Applications <i>or</i> CIS 122 Integrated Software Applications	3
ENG 260 Technical Writing	3
GDT 100 Photography and Digital Imaging Techniques	3
MET 100 Engineering Drawing	3

Concentration Required Courses - 29 credit hours

ART 121 Drawing I	3
ART 122 Drawing II	3
ART 241 Graphics Design	3
ART 242 Graphics Design II	3
ART 243 Practicum in Graphics Design I	2
ART 251 Special Topics in Graphic Design	3
ENG 261 Print Media Application	3
<i>Choose six hours from:</i>	
ART 141 2D Design	3
ART 142 3 D Design	3
ART 151 Color	3
<i>Choose three hours from:</i>	
ART 131 Painting I	3
CIS 150 Web Development	3
MET 110 CAD I	3

Minimum Credit Hours Required: 60

SCHEDULE EXAMPLE

First Semester		Hours
ENGL 1010	English Composition I	3
CIS 122	Integrated Software Applications	3
MET 100	Engineering Drawing	3
ART 121	Drawing I	3
ART 141	2-D Design	3
Total		15

Second Semester		Hours
GDT 100	Digital Photography	3
ART 122	Drawing II	3
ART 142	3-D Design	3
ENG 260	Technical Writing	3
ART 1030	Art Appreciation	3
Total		15

Third Semester		Hours
	Natural Science	4
BUS 121	Business Math	3
ART 131	Painting I	3
ART 241	Graphics Design I	3
ENG 261	Print Media Applications	3
Total		16

Fourth Semester		Hours
ART 242	Graphics Design II	3
ART 251	Spec. Topics-Graph Design	3
ART 243	Practicum I	2
SPE 211	Fundamentals of Speech	3
	Social and Behavioral Science	3
Total		14

Total hours: 60

Industrial Technology Major Electro-Mechanical Concentration

Associate of Applied Science Degree
Contact person: Zeke Craft
424-3520 ext. 250 - zcraft@jsgcc.edu

The Industrial Technology program prepares graduates for positions in industry and business in the areas between the craftsman and the engineer, such as supervisors, technologists and maintenance technicians. This is a rapidly growing field in local and nationwide industry and business.

See page 65 for additional requirements for completing an AAS degree.

PROGRAM REQUIREMENTS

General Education Courses - 16 credit hours

Communication - 3 credit hours	Hours
ENGL 1010 English Composition I	3

Humanities and Fine Arts - 3 credit hours	Hours
ART 1010 Art History Survey I	3
ART 1020 Art History Survey II	3
ART 1030 Art Appreciation	3
COMM 1030 Film Appreciation	3
ENGL 2210 Survey of British Literature I	3
ENGL 2220 Survey of British Literature II	3
ENGL 2310 Survey of World Literature I	3
ENGL 2320 Survey of World Literature II	3
MUS 1030 Music Appreciation	3
THEA 1030 Theatre Appreciation	3

Social and Behavioral Sciences - 3 credit hours	Hours
ECO 211 Principles of Economics I <i>or</i>	3
ECO 212 Principles of Economics II	3

Natural Science or Mathematics - 4 credit hours	Hours
PHYS 2010 Non-Calculus Based Physics I	4

Additional Course - 3 credit hours	Hours
SPE 211 Fundamentals of Speech	3

Major Required Courses - 15 credit hours	Hours
CIS 101 Software Applications <i>or</i>	
CIS 122 Integrated Software Applications	3
EET 150 Electro-mechanical Devices	3
MET 100 Engineering Drawing	3
MET 110 CAD I	3
MATH 1150 Algebra/Trig for Technologies or higher	3

Concentration Required Courses - 29 credit hours	Hours
EET 100 Electrical Circuits I	3
EET 120 Digital Circuits	3
EET 160 Electrical Circuits II	3
EET 170 Electronics I	3
EET 180 Programmable Logic Controllers I	3
EET 200 Motors and Motor Control Systems	3
EET 230 Programmable Logic Controllers II	3
EET 240 Fluid Power	3
MET 155 Manufacturing Seminar	2
Electives from Industrial Technology Courses	3

Minimum Credit Hours Required: 60

SCHEDULE EXAMPLE

First Semester		Hours
CIS 101	Software Applications	3
EET 100	Electric Circuits I	3
EET 180	Programmable Logic Controllers I	3
MATH 1150	Algebra and Trig. Technologies	3
MET 100	Engineering Drawing	3
Total		15

Second Semester		
Hours		
EET 120	Digital Circuits	3
EET 160	Electrical Circuits II	3
EET 230	Programmable Logic Contr. II	3
ENGL 1010	English Composition I	3
MET 110	CAD I	3
Total		15

Third Semester		Hours
EET 150	Electro-mechanical Devices	3
EET 240	Fluid Power	3
PHYS 2010	Physics I Non-Calculus Based	4
EET 170	Electronics I	3
	Technical Elective	3
Total		16

Fourth Semester		
Hours		
ECO 211	Principles of Economics I <i>or</i>	
ECO 212	Principles of Economics II	3
EET 200	Motors & Motor Control Systems	3
MET 155	Manufacturing Seminar	2
	Humanities and Fine Arts	3
SPE 211	Fundamentals of Speech	3
Total		14

Total hours: 60

Industrial Technology Major

General Concentration

Associate of Applied Science Degree

Contact person: Zeke Craft

424-3520 ext. 250 - zcraft@jsgc.edu

The Industrial Technology program prepares graduates for positions in industry and business in the areas between the craftsman and the engineer, such as supervisors, technologists and engineering assistants. This is a rapidly growing field in local and nationwide industry and business.

The Industrial Technology program will prepare students by providing a unique blend of theoretical knowledge that directly corresponds to modern applications used today and in the future.

See page 65 for additional requirements for completing an AAS degree.

PROGRAM REQUIREMENTS

General Education Courses - 16 credit hours

Communication - 3 credit hours	Hours
ENGL 1010 English Composition I	3

Humanities and Fine Arts - 3 credit hours	Hours
ART 1010 Art History Survey I	3
ART 1020 Art History Survey II	3
ART 1030 Art Appreciation	3
COMM 1030 Film Appreciation	3
ENGL 2210 Survey of British Literature I	3
ENGL 2220 Survey of British Literature II	3
ENGL 2310 Survey of World Literature I	3
ENGL 2320 Survey of World Literature II	3
MUS 1030 Music Appreciation	3
THEA 1030 Theatre Appreciation	3

Social and Behavioral Sciences - 3 credit hours	Hours
ECO 211 Principles of Economics I <i>or</i> ECO 212 Principles of Economics II	3

Natural Science or Mathematics - 4 credit hours	Hours
PHYS 2010 Non-Calculus Based Physics I	4

Additional Course - 3 credit hours	Hours
SPE 211 Fundamentals of Speech	3

Major Required Courses - 15 credit hours

CIS 101 Software Applications <i>or</i> CIS 122 Integrated Software Applications	3
EET 150 Electromechanical Devices	3
MET 100 Engineering Drawing	3
MET 110 CAD I	3
MATH 1150 Algebra/Trig. for Technologies or higher	3

Major Electives - 29 credit hours

Electives from Industrial Technology Courses

Minimum Credit Hours Required: 60

SCHEDULE EXAMPLE

First Semester		Hours
CIS 101	Software Applications	3
MATH 1150	Algebra/Trig. for Technologies	3
MET 100	Engineering Drawing	3
_____	Technical Elective	3
_____	Technical Elective	3
Total		15

Second Semester		Hours
ENGL 1010	English Composition I	3
MET 110	CAD I Introduction to AutoCAD	3
_____	Humanities and Fine Arts	3
_____	Technical Elective	3
_____	Technical Elective	3
Total		15

Third Semester		Hours
EET 150	Electro-mechanical Devices	3
PHYS 2010	Physics I Non-Calculus Based	4
SPE 211	Fundamentals of Speech	3
_____	Technical Elective	3
_____	Technical Elective	3
Total		16

Fourth Semester		Hours
ECO _____	Prin. of Economics I or II	3
MET 155	Manufacturing Seminar	2
_____	Technical Elective	3
_____	Technical Elective	3
_____	Technical Elective	3
Total		14

Total hours: 60

Industrial Technology Major Industrial Supervision Concentration

Associate of Applied Science Degree
Contact person: Zeke Craft
424-3520 ext. 250 - zcraft@jsec.edu

The Industrial Technology program prepares graduates for positions in industry and business in the areas between the craftsman and the engineer, such as supervisors, technologists and engineering assistants. This is a rapidly growing field in local and nationwide industry and business.

The Industrial Technology program will prepare students by providing a unique blend of theoretical knowledge that directly corresponds to modern applications used today and in the future.

See page 65 for additional requirements for completing an AAS degree.

PROGRAM REQUIREMENTS

General Education Courses - 16 credit hours

Communication - 3 credit hours	Hours
ENGL 1010 English Composition I	3

Humanities and Fine Arts - 3 credit hours	Hours
ART 1010 Art History Survey I	3
ART 1020 Art History Survey II	3
ART 1030 Art Appreciation	3
COMM 1030 Film Appreciation	3
ENGL 2210 Survey of British Literature I	3
ENGL 2220 Survey of British Literature II	3
ENGL 2310 Survey of World Literature I	3
ENGL 2320 Survey of World Literature II	3
MUS 1030 Music Appreciation	3
THEA 1030 Theatre Appreciation	3

Social and Behavioral Sciences - 3 credit hours	Hours
ECO 211 Principles of Economics I	3

Natural Science or Mathematics - 4 credit hours	Hours
PHYS 2010 Non-Calculus Based Physics I	4

Additional Course - 3 credit hours	Hours
SPE 211 Fundamentals of Speech	3

Major Required Courses - 15 credit hours

CIS 101 Software Applications <i>or</i> CIS 122 Integrated Software Applications	3
EET 150 Electro-mechanical Devices	3
MET 100 Engineering Drawing	3
MET 110 CAD I	3
MATH 1150 Algebra/Trig. for Technologies or higher	3

Concentration Required Courses - 29 credit hours

ECO 212 Principles of Economics II	3
IT 150 Industrial Circuits	3
IT 160 Motion and Time Study	3
IT 170 Facilities Planning	3
MET 155 Manufacturing Seminar	2
MET 212 Materials and Manufacturing Processes	3
MET 222 Metrology and Quality Control	3
MET 240 Statistical Process & Quality Control	3
MGT 211 Supervision and Team Building	3
MGT 247 Production and Operations Management	3

Minimum Credit Hours Required: 60

SCHEDULE EXAMPLE

First Semester		Hours
CIS 101	Software Applications	3
ECO 211	Principles of Economics I	3
ENGL 1010	English Composition I	3
MET 100	Engineering Drawing	3
MATH 1150	Algebra/Trig. for Technologies	3
Total		15

Second Semester		Hours
ECO 212	Principles of Economics II	3
MET 110	CAD I Introduction to AutoCAD	3
MET 212	Materials and Mfg. Processes	3
MGT 247	Production and Operations Mgmt.	3
SPE 211	Fundamentals of Speech	3
Total		15

Third Semester		Hours
EET 150	Electro-mechanical Devices	3
IT 160	Motion and Time Study	3
MGT 211	Supervision and Team Building	3
PHYS 2010	Physics I Non-Calculus Based Humanities and Fine Arts	4 3
Total		16

Fourth Semester		Hours
IT 150	Industrial Circuits	3
IT 170	Facilities Planning	3
MET 222	Metrology & Quality Control	3
MET 155	Manufacturing Seminar	2
MET 240	Statistical Process and QC	3
Total		14

Total hours: 60

Industrial Technology Major Manufacturing Concentration

Associate of Applied Science Degree
Contact person: Zeke Craft
424-3520 ext. 250 - zcraft@jsgcc.edu

The Industrial Technology program prepares graduates for positions in industry and business in the areas between the craftsman and the engineer, such as supervisors, technologists and engineering assistants. This is a rapidly growing field in local and nationwide industry and business.

The Industrial Technology program will prepare students by providing a unique blend of theoretical knowledge that directly corresponds to modern applications used today and in the future.

See page 65 for additional requirements for completing an AAS degree.

PROGRAM REQUIREMENTS

General Education Courses - 16 credit hours

Communication - 3 credit hours	Hours
ENGL 1010 English Composition I	3
Humanities and Fine Arts - 3 credit hours	Hours
ART 1010 Art History Survey I	3
ART 1020 Art History Survey II	3
ART 1030 Art Appreciation	3
COMM 1030 Film Appreciation	3
ENGL 2210 Survey of British Literature I	3
ENGL 2220 Survey of British Literature II	3
ENGL 2310 Survey of World Literature I	3
ENGL 2320 Survey of World Literature II	3
MUS 1030 Music Appreciation	3
THEA 1030 Theatre Appreciation	3

Social and Behavioral Sciences - 3 credit hours	Hours
ECO 211 Principles of Economics I <i>or</i> ECO 212 Principles of Economics II	3

Natural Science or Mathematics - 4 credit hours	Hours
PHYS 2010 Non-Calculus Based Physics I	4

Additional Course - 3 credit hours	Hours
SPE 211 Fundamentals of Speech	3

Major Required Courses - 15 credit hours	Hours
CIS 101 Software Applications <i>or</i> CIS 122 Integrated Software Applications	3
EET 150 Electro-mechanical Devices	3
MET 100 Engineering Drawing	3
MET 110 CAD I	3
MATH 1150 Algebra/Trig. for Technologies or higher	3

Concentration Required Courses - 22 credit hours	Hours
MET 107 Principles of Machining I	5
MET 108 Principles of Machining II	5
MET 212 Materials and Manufacturing Processes	3
MET 222 Metrology and Quality Control	3
MET 230 Tool Design	3
MET 240 Statistical Process and Quality Control	3

Machine Tool Emphasis Required Courses - 11 credit hours	Hours
MET 236 Advanced Machining I	5
MET 256 Advanced Machining II	5
MET 155 Manufacturing Seminar	1

Total hours required 64

SCHEDULE EXAMPLE

First Semester		Hours
CIS 101	Software Applications	3
MATH 1150	Algebra/Trig. for Technologies	3
MET 100	Engineering Drawing	3
MET 107	Principles of Machining I	5
Total		14

Second Semester		Hours
ENGL 1010	English Composition	3
MET 108	Principles of Machining II	5
MET 110	CAD I	3
MET 212	Materials and Mfg. Processes	3
	Humanities and Fine Arts	3
Total		17

Third Semester		Hours
EET 150	Electro-mechanical Devices	3
MET 240	Statistical Process and Q.C.	3
MET ____	Emphasis Course	4-5
PHYS 2010	Physics I Non-Calculus Based	4
SPE 211	Fundamentals of Speech	3
Total		17-18

Fourth Semester		Hours
ECO ____	Prin. of Economics I or II	3
MET ____	Emphasis Course	4-5
MET 222	Metrology and Quality Control	3
MET 230	Tool Design	3
MET 155	Manufacturing Seminar	1-3
Total		15-16

Total hours: 64

Industrial Technology Major Mechanical Design Concentration

Associate of Applied Science Degree
Contact person: Zeke Craft
424-3520 ext. 250 - zcraft@jsgcc.edu

The Industrial Technology program prepares graduates for positions in industry and business in the areas between the craftsman and the engineer, such as supervisors, technologists and engineering assistants. This is a rapidly growing field in local and nationwide industry and business.

See page 65 for additional requirements for completing an AAS degree.

PROGRAM REQUIREMENTS

General Education Courses - 16 credit hours

Communication - 3 credit hours	Hours
ENGL 1010 English Composition I	3
Humanities and Fine Arts - 3 credit hours	Hours
ART 1010 Art History Survey I	3
ART 1020 Art History Survey II	3
ART 1030 Art Appreciation	3
COMM 1030 Film Appreciation	3
ENGL 2210 Survey of British Literature I	3
ENGL 2220 Survey of British Literature II	3
ENGL 2310 Survey of World Literature I	3
ENGL 2320 Survey of World Literature II	3
MUS 1030 Music Appreciation	3
THEA 1030 Theatre Appreciation	3

Social and Behavioral Sciences - 3 credit hours	Hours
ECO 211 Principles of Economics I <i>or</i>	3
ECO 212 Principles of Economics II	3

Natural Science or Mathematics - 4 credit hours	Hours
PHYS 2010 Non-Calculus Based Physics I	4

Additional Course - 3 credit hours	Hours
SPE 211 Fundamentals of Speech	3

Major Required Courses - 15 credit hours	Hours
CIS 101 Software Applications <i>or</i>	
CIS 122 Integrated Software Applications	3
EET 150 Electromechanical Devices	3
MET 100 Engineering Drawing	3
MET 110 CAD I, Introduction to Auto CAD	3
MATH 1150 Algebra/Trig. for Technologies or higher	3

Concentration Required Courses - 29 credit hours	Hours
ENG 260 Technical Writing	3
MET 105 Geometric Dimensioning and Tolerancing	3
MET 107 Principles of Machining I	5
MET 201 CAD II Intermediate AutoCAD	3
MET 205 CAD III Introduction to Pro-Engineer	3
MET 211 CAD IV Intermediate Pro-Engineer	3
MET 212 Materials and Manufacturing Processes	3
MET 230 Tool Design	3
Major Elective from Industrial Technology courses	3

SCHEDULE EXAMPLE

First Semester		Hours
CIS 101	Software Applications	3
MATH 1150	Algebra/Trig. for Technologies	3
MET 100	Engineering Drawing	3
MET 107	Principles of Machining I	5
Total		14

Second Semester		Hours
ENGL 1010	English Composition I	3
MET 105	Geometric Dim. and Tolerancing	3
MET 110	CAD I	3
MET 212	Materials and Mfg. Processes	3
	Humanities and Fine Arts	3
Total		15

Third Semester		Hours
EET 150	Electro-mechanical Devices	3
MET 205	CAD III	3
PHYS 2010	Physics I Non-Calculus Based	4
SPE 211	Fundamentals of Speech	3
	Major Elective	3
Total		16

Fourth Semester		Hours
ECO	Principles of Economics I or II	3
ENG 260	Technical Writing	3
MET 201	CAD II	3
MET 211	CAD IV	3
MET 230	Tool Design	3
Total		15

Total hours: 60

Medical Laboratory Technician Major

Associate of Applied Science Degree

Contact person: Glenda L. Jones
424-3520 ext. 254 – gjones@jssc.edu

The Medical Laboratory Technician (MLT) is an essential member of the modern healthcare team and works in close cooperation with physicians to establish diagnoses and monitor the effectiveness of treatment through direct examination of patients and analyses of specimens obtained from them. This is a disciplined, scientific profession which requires precision and accuracy in such varied skills as patient observations, microscopic examination, chemical analysis, electronic instrumentation, immunoassays and culture of microorganisms. While care and attention to detail are fundamental, a commitment to the healing arts is essential; and the laboratory technician must express concern for the sick and be able to manage patients with compassion.

This program is designed for the student who does not intend to transfer to a baccalaureate degree program. Upon completion of the degree requirements listed below, the student receives the Associate of Applied Science degree. Graduates also are eligible for the certification examinations offered by American Society for Clinical Pathology (ASCP) and National Credentialing Agency (NCA) and for licensure in Tennessee.

The curriculum is an integrated program in which basic concepts and technical procedures are presented in classroom and laboratory exercises at the college prior to assignment to the clinical laboratory at one of the clinical affiliates for practical experience. You are introduced to the medical environment early through orientation courses and experiences in specimen collection. As competence is acquired, the emphasis on practical laboratory experience is increased, but basic concepts are taught throughout the entire program. Through a closely supervised process, you are progressively allowed to develop the skill and confidence to function upon graduation with career entry competence as a Medical Laboratory Technician.

A Career Ladder and Advanced Placement Program have been established. For more information, contact the program director.

The Medical Laboratory Technician Program is fully accredited by the National Accrediting Agency for Clinical Laboratory Sciences, 8410 W. Bryn Mawr, Suite 670, Chicago, IL 60631-3415 (telephone 773-714-8880).

Admission Requirements to MLT program

To be considered for admission to the MLT program, applicants must:

- Obtain regular admission status. See page 10.
- Complete all required basic and developmental courses prior to the May 15 application deadline.
- Score at least an ACT composite of 19 or complete at least 10 semester hours of college-level credit with a minimum 2.5 GPA. This curriculum must include college-level mathematics and/or science courses such as biology or chemistry that require laboratory sessions and must have been completed within the past five years.
- Submit a completed MLT application by May 15.

More specific information may be obtained by calling the Allied Health Department (731) 425-2612.

Applicants 21 years of age and older with no previously recorded ACT score are not required to take the ACT or equivalent tests but must complete college academic credits as described above in order to be properly evaluated.

Applicants must complete the following academic courses before formal admission to the program will be granted:

- High school algebra I and II or its equivalent (elementary and intermediate algebra offered by a college).
- High school biology or its equivalent (at least one term of college biology).

- Additional math and chemistry are preferred but not required. (If five years have lapsed since applicants took the courses listed above, they are required to repeat courses as stated or demonstrate competency in math and biology using competency tests. If competency is not demonstrated, applicants must then complete equivalency courses in these disciplines before formal admission will be granted.)

After official application and admission to the MLT Program, you may choose to begin this 24-month program in the summer or the fall term. The MLT courses begin each fall and may be completed in 21 months (5 semesters) if you have completed some general education core requirements before admission. Students beginning in the summer term immediately after program admission may complete the program in 24 months (6 semesters) and be a spring graduate. Students beginning in the fall term after program admission with no previous college credit may complete the program in 24 months (6 semesters) and be a summer graduate.

Before entering this program students should be proficient in computer skills such as file management, document processing, presentation, electronic mail, and internet browsing. To acquire these competencies, a student may choose to complete a formal computer course before admission.

Program applicants are admitted on the basis of an evaluation of their educational qualifications, test scores, references, professional character, work experience and personal grooming habits appropriate for working in the hospital environment. Preference may be given to applicants who exceed minimum requirements, have medically related experience or present above average academic records. Tennessee residents will be given preference in the selection process. Students will be notified of their eligibility for admission by June 1.

See page 65 for additional requirements for completing an AAS degree.

PROGRAM REQUIREMENTS

General Education Courses - 21 credit hours

Communication - 3 credit hours	Hours
ENGL 1010 English Composition I	3

Humanities and Fine Arts - 3 credit hours	Hours
ART 1010 Art History Survey I	3
ART 1020 Art History Survey II	3
ART 1030 Art Appreciation	3
COMM 1030 Film Appreciation	3
ENGL 2210 Survey of British Literature I	3
ENGL 2220 Survey of British Literature II	3
ENGL 2310 Survey of World Literature I	3
ENGL 2320 Survey of World Literature II	3
MUS 1030 Music Appreciation	3
PHIL 1030 Introduction to Philosophy	3
THEA 1030 Theatre Appreciation	3

Social and Behavioral Sciences - 3 credit hours	Hours
PSY 101 General Psychology I <i>or</i>	
PSY 102 General Psychology II	3

Natural Science or Mathematics - 4 credit hours	Hours
BIOL 2010 Human Anatomy and Physiology I	4

Additional Course - 8 credit hours	Hours
BIOL 2020 Human Anatomy and Physiology II	4
CHEM 1110 General Chemistry I	4

Major Required Courses - 45 credit hours

MLT 119	Introduction to the Medical Laboratory	1
MLT 120	Pre-Clinical Urinalysis & Hematology	5
MLT 121	Pre-Clinical Immunology, Serology & Blood Banking	4
MLT 122	Pre-Clinical Chemistry	4
MLT 125	Basic Medical Microbiology	5
MLT 126	Parasitology and Mycology	2

Clinical Practica:		
MLT 201	Clinical Practicum I	10
MLT 202	Clinical Practicum II	10
MLT 210	Intro to Hospital Practice	1
MLT 217	Clinical Blood Collection	1
MLT 218	Clinical Seminar & Review	2

Minimum Credit Hours Required: 66

SCHEDULE EXAMPLE

First Year

Summer Term (Student has option)

		Hours
PSY 101	General Psychology I <i>or</i>	
PSY 102	General Psychology II	3
ENGL 1010	English Composition I	3
Total		6

		Hours
MLT 119	Intro to the Medical Lab	1
MLT 120	Pre-Clinical Urinalysis & Hematology	5
CHEM 1110	General Chemistry I	4
BIOL 2010	Human Anatomy & Physiology I	4
Total		14

		Hours
MLT 210	Introduction to Hospital Practice	1
MLT 121	Pre-Clinical Immunology, Serology and Blood Banking	4
MLT 125	Basic Medical Microbiology	5
BIOL 2020	Human Anatomy & Physiology II	4
Total		14

		Hours
MLT 122	Pre-Clinical Chemistry	4
	Humanities Elective	3
Total		7

		Hours
MLT 126	Parasitology and Mycology (Friday)*	2
MLT 201	Clinical Practicum I (Monday-Thursday)*	10
Total		12

		Hours
MLT 218	Clinical Seminar & Review (Friday)*	2
MLT 217	Clinical Blood Collection (TBA)*	1
MLT 202	Clinical Practicum II (Monday-Thursday)*	10
Total		13

*Clinical practica schedules vary from student to student.

Last Summer Term (Student has option)

		Hours
PSY 101	General Psychology I <i>or</i>	
PSY 102	General Psychology II	3
ENGL 1010	English Composition I	3
Total		6

Total hours: 66

Nursing Major

Associate of Applied Science Degree
 Contact person: Dr. Leslie West-Sands
 425-2622 ext. 371 – lsands@jssc.edu

The Nursing Program prepares students to meet the educational requirements for the National Council Licensure Exam for Registered Nursing (NCLEX-RN) and to begin nursing practice in structured health-care settings such as hospitals, clinics, home health care agencies, extended-care and rehabilitation facilities. Nursing is a dynamic, applied discipline in which caring for the biological, psychological, sociocultural, spiritual, and developmental needs of others is paramount. As a generalist, the graduate is prepared to function effectively as a provider and manager of care, utilizing assessment, analysis, planning, implementation and evaluation skills in the care of groups of persons. The graduate collaborates with other members of the health care team, functioning within the legal and ethical standards of the profession.

This program utilizes continuous quality improvement methods and strives to meet the needs of its constituent groups. Expert faculty remain current in the field by practicing clinically as “real nurses.” Course experiences continually evolve to reflect the rapid changes in health care. Students practice in varied clinical environments such as area hospitals, clinics, and extended care facilities to develop a broad knowledge and skill base.

Graduates of the Jackson State program excel in competency measures such as success on the initial attempt of the licensure exam (NCLEX-RN), job placement and job performance. Graduate and employer satisfaction is measured annually. The program is fully approved by the Tennessee Board of Nursing and accredited by the National League for Nursing Accreditation Commission (61 Broadway, New York, New York 10006. Phone 1-800-669-1656).

The nursing program offers tracks of concentrated or extended study to meet the needs of a diverse student population. You must be formally admitted into the program before you can begin taking any nursing course. Sixty-six credits are required for the degree. The curriculum includes arts, science and nursing courses and can be completed in as little as five semesters or extended for up to nine semesters. All nursing courses include application principles to prepare graduates for an ever-changing health care system. Nursing laboratory and clinical experiences provide opportunities for “hands on” practice, skill development, and competency demonstration. Each hour of nursing theory generates one credit hour, and three hours of nursing lab or clinical generates one credit hour.

Articulation with area baccalaureate (BSN) programs exists and offers opportunities for continued professional and skill development. A unique dual-enrollment option is offered in collaboration with the University of Memphis, allowing students to obtain both the associate and baccalaureate degrees in nursing on the Jackson State campus.

Accreditation and professional certification standards, limited clinical and classroom space, faculty availability, and a concern for appropriate student progress influence the selective admissions process to all Tennessee Board of Regents nursing programs. Students must meet the admission criteria, be reviewed and accepted for admission, and make satisfactory progress to be continued in the nursing program. In the employment of these criteria in the review of applicants, Jackson State is aware of the institutional goal of maintaining appropriate student diversity in its acceptance pool.

Admission Requirements to Nursing program

Admissions to the program are selective and competitive. To be considered for admission, applicants must fulfill the following requirements:

- Obtain regular college admission status.
- Complete all required developmental courses no later than the semester in which the application for admission to the Nursing Program is filed.
- Submit a completed nursing program application to the Nursing Office by February 1st for fall admission and August 1 for spring admission.

- Fulfill the following academic requirements:
 - If applicants have no prior college experience, a high school cumulative GPA of 2.0 on a 4.0 scale.
 - If applicants have prior college coursework, a college cumulative GPA of 2.0 on a 4.0 scale.
 - GED recipients must score at least 450 on each subject test for a minimum score of 2250.
- Submit official transcripts of high school and/or college work to the Admissions Office by the application deadline.
- Register to take the ACT exam on or before the application deadline. Information regarding registering for this exam is available from the Department of Nursing Office.
- Report if any license in any health care field has been suspended, revoked, or denied.
- Report any felony convictions.

It is the applicant’s responsibility to ensure all application materials are received in the Nursing Office by the deadline date. Applicants who meet the deadline will be notified in writing of their admission status by March 31st for fall admissions and October 31 for spring admissions. If the number of qualified applicants falls below the maximum enrollment, applications of those students who will be fulfilling the above-stated requirements prior to entering the nursing program will be considered.

Application for admission is considered for *one* application period only. Applicants who wish to be considered for admission into the next entering class must submit a new application. ACT scores are considered valid for three years from the test date. .

All applicants are evaluated on the basis of their scores on the ACT and their cumulative GPA. Selection for admission is based on an evaluation point system, which reflects the applicant’s ACT scores and cumulative GPA at the time of application. Additional points may be earned by possessing a grade of “C” or above in the required college-level biology courses which have been completed less than five years from the date of application. All qualified applicants are ranked according to the point system and those with the highest summed scores are selected to fill the class. The next 20 candidates are placed on an alternate list. Details of the evaluation point system are available from the Nursing Office. Because Jackson State is a state-supported institution and enrollment in the nursing program is limited, state residents will be given preference in the admission process.

In addition to the above admission criteria, applicants seeking readmission or admission by transfer also should be aware that such requests are considered on an individual basis according to state and nationally recommended faculty/student ratios and the availability of space in clinical courses.

Licensed Practical Nurse (LPN) to Registered Nurse Options

LPNs who possess an unencumbered, current Tennessee license and meet the academic requirements for admission into the nursing program (see Admission Requirements to Nursing Program above,) may choose the credit for prior learning (NUR105) track or the LPN Career Mobility advanced placement track. LPNs choosing the credit for prior learning track enroll in NUR 105 in lieu of NUR 110 in the fall or spring terms. LPNs who complete 20 hours of general education coursework prior to admission are eligible for the LPN Career Mobility track, which allows the LPN to complete nursing degree coursework in as little as one calendar year following program admission. LPNs pursuing this track must apply by February 1st and if admitted, begin nursing course work in the summer term. The following prerequisite coursework must be completed with a grade of C or above by the end of the spring term to be eligible for the LPN Career Mobility track:

Anatomy and Physiology I and II (BIOL 2010 and 2020)* 8 credits
 English Composition (ENGL 1010) 3 credits
 General Psychology II (PSY 102) 3 credits
 Developmental Psychology (PSY 261) 3 credits
 Pathophysiology (HSC 190)* 3 credits

* These courses must have been completed less than five years from the date of program application.

Transfer Applicants:

- Must submit a written request for transfer and a letter of recommendation, verifying good standing, from the director of the previous nursing program to the Nursing Education Coordinator.
- Must submit all official transcripts and appropriate course descriptions from the previous school of nursing.
- Meet the admission and continuation requirements.
- Should understand that nursing courses from other programs will be evaluated for transfer on an individual basis.
- Should understand that if the number of transfer requests exceeds available space, applicants will be evaluated according to the program's evaluation criteria.

Readmission Applicants:

- Submit a written request for readmission to the Program Education Coordinator by May 10th if seeking readmission into the summer or fall terms and December 15th if seeking readmission into the spring term.
- Meet the admission and continuation requirements.
- Will be considered for readmission status only once if unable to progress academically in the program. When repeating a course, all course requirements must be fulfilled.
- May be required to submit evidence of remediation, counseling, independent study, or other activities in an effort to enhance academic success.
- Must be recommended by consensus of the faculty if dismissed from the program due to unsatisfactory clinical performance.
- Should understand that all nursing coursework must be completed within 3 years of the date of initial admission to the nursing program.
- Should understand that if the number of readmission requests exceeds available space, applicants will be evaluated according to the program's evaluation criteria.

Policies Related to Enrollment and Retention:

- If two grades of "D" or below are received in nursing clinical courses, the student will be dismissed from the program. Applicants who have received two grades of "D" in another nursing program are ineligible for admission unless Academic Fresh Start status has been granted.
- Students selected for admission will be required to provide evidence through a health verification form which documents information that they are in good health, free and immune from specified communicable diseases prior to beginning nursing coursework.
- Students admitted to the nursing program will be required to comply with other program-specific enrollment, continuation and progression requirements, including drug screening and criminal background checks. Students must attain specific academic and performance standards to progress in the program of study and achieve a satisfactory score on a comprehensive exam to complete the program. Details of these standards are available from the Department of Nursing Office and are published in the Nursing Student Handbook, on reserve in the college library.

Legal Limitations for Licensure

A graduate of a state-approved school of nursing who has been convicted of a violation of the law other than a minor traffic violation may be denied licensure. A graduate's eligibility for licensure is determined on an individual basis by the Tennessee Board of Nursing.

See page 65 for additional requirements for completing an A.A.S. degree.

PROGRAM REQUIREMENTS

General Education Courses - 17 credit hours

Communication - 3 credit hours	Hours
ENGL 1010 English Composition I	3

Humanities and Fine Arts - 3 credit hours	Hours
ART 1010 Art History Survey I	3
ART 1020 Art History Survey II	3
ART 1030 Art Appreciation	3
COMM 1030 Film Appreciation	3
ENGL 2210 Survey of British Literature I	3
ENGL 2220 Survey of British Literature II	3
ENGL 2310 Survey of World Literature I	3
ENGL 2320 Survey of World Literature II	3
MUS 1030 Music Appreciation	3
PHIL 1030 Introduction to Philosophy	3
THEA 1030 Theatre Appreciation	3

Social and Behavioral Sciences - 3 credit hours	Hour
PSY 102 General Psychology II	3

Natural Science or Mathematics - 4 credit hours	Hours
BIOL 2010 Human Anatomy and Physiology I	4

Additional Course - 4 credit hours	Hours
BIOL 2020 Human Anatomy and Physiology II	4

Major Required Courses - 49 credit hours	Hours
SPE 211 Fundamentals of Speech	3
PSY 261 Developmental Psychology	3
HSC 190 Pathophysiology	3
NUR 110 Nursing Foundations <i>or</i>	7
NUR 105 Nursing Role Transition	2
NUR 120 Maternal Child Nursing <i>or</i>	7
NUR 140 LPN Career Mobility	8
NUR 180 Pharmacology	3
NUR 200 Mental Health Nursing	5
NUR 214 Adult Nursing I	7
NUR 220 Adult Nursing II	10
NUR 225 Nursing Leadership and Management	1

Minimum Credit Hours Required: 66

SCHEDULE EXAMPLE

Track I (Fall Admission)

First Semester		Hours
Course		
ENGL 1010	English Composition I	3
PSY 261	Developmental Psychology	3
BIOL 2010	Human Anatomy & Physiology I	4
NUR 110	Foundations <i>or</i>	7
NUR 105	Role Transitions	2
Total		17/12

Second Semester		Hours
Course		
SPE 211	Fundamentals of Speech	3
PSY 102	General Psychology II	3
BIOL 2020	Human Anatomy & Physiology II	4
NUR 120	Mat-Child Nursing	7
Total		17

Third Semester		Hours
Course		
HSC 190	Pathophysiology	3
NUR 180	Pharmacology	3
Total		6

Fourth Semester		Hours
Course		
NUR 214	Adult Nursing I	7
NUR 200	Mental Health Nursing	5
Total		12

Fifth Semester		Hours
Course		
	Humanities and Fine Arts	3
NUR 220	Adult Nursing II	10
NUR 225	Leadership and Mgmt. in Nursing	1
Comprehensive Exam		
Total		14

Track II (Spring Admission)

First Semester		Hours
Course		
ENGL 1010	English Composition	3
PSY 261	Developmental Psychology	3
BIOL 2010	Human Anatomy & Physiology I	4
NUR 110	Foundations or	7
NUR 105	Role Transitions	2
Total		17/12

Second Semester		Hours
Course		
SPE 211	Fundamentals of Speech	3
PSY 102	General Psychology II	3
BIOL 2020	Human Anatomy & Physiology II	4
Total		10

Third Semester		Hours
Course		
HSC 190	Pathophysiology	3
NUR 180	Pharmacology	3
NUR 120	Maternal Child Nursing	7
Total		13

Fourth Semester		Hours
Course		
NUR 214	Adult Nursing I	7
NUR 200	Mental Health Nursing	5
Total		12

Fifth Semester		Hours
Course		
	Humanities and Fine Arts	3
NUR 220	Adult Nursing II	10
NUR 225	Leadership	1
Comprehensive Exam		
Total		14

Extended Track

First Semester		Hours
Course		
ENGL 1010	English Composition I	3
	Humanities and Fine Arts	3
PSY 261	Developmental Psychology	3
Total		9

Second Semester		Hours
Course		
PSY 102	General Psychology II	3
BIOL 2010	Human Anatomy & Physiology I	4
Total		7

Third Semester		Hours
Course		
BIOL 2020	Human Anatomy & Physiology II	4
SPE 211	Fundamentals of Speech	3
Total		7

Fourth Semester		Hours
Course		
NUR 110	Foundations <i>or</i>	7
NUR 105	Role Transitions	2
HSC 190	Pathophysiology	3
Total		5/10

Fifth Semester		Hours
Course		
NUR 120	Maternal Child Nursing	7
Total		7

Sixth Semester		Hours
Course		
NUR 180	Pharmacology	3
NUR 200	Mental Health Nursing	5
Total		8

Seventh Semester		Hours
Course		
NUR 214	Adult Nursing I	7
Total		7

Eighth Semester		Hours
Course		
NUR 220	Adult Nursing II	10
NUR 225	Leadership and Mgmt. in Nursing	1
Comprehensive Exam		
Total		11

Minimum Credit Hours Required: 66

LPN Career Mobility Option (Applicants must file LPN Career Mobility Option application with the Department of Nursing, and fulfill all program admission criteria, including the ACT. Once admitted the LPN student must complete the following courses during the summer term:

First Semester		Hours
Course		
SPE 211	Fundamentals of Speech	3
NUR 180	Pharmacology in Nursing*	3
NUR 140	LPN Career Mobility Course	8
Total		14

Credit for NUR 110 and NUR 120 is achieved via satisfactory completion (grade C or above) in NUR 140.

*LPNs admitted in the program and enrolled in NUR 180 Pharmacology may elect to validate prior knowledge by satisfactory completion of a national standardized exam. Successful completion requires a 50th percentile score on the national exam. If unsuccessful, the LPN will continue in the NUR 180 course along with NUR 140.

Second Semester		Hours
Course		
	Humanities (see previous list of acceptable courses)	3
NUR 200	Mental Health Nursing	5
NUR 214	Adult Health Nursing I	7
Total		15

Third Semester		Hours
Course		
NUR 220	Adult Health Nursing II	10
NUR 225	Leadership and Mgmt. in Nursing	1
Comprehensive Exam		
Total		11

Minimum credit hours required: 60

Physical Therapist Assistant Major

Associate of Applied Science Degree

Contact person: Beverly Zadorozny, PT
424-3520 ext. 394 – bzadorozny@jsgcc.edu

Physical Therapist Assistants (PTAs) are health care workers who work under the direction and supervision of a Physical Therapist. PTAs perform physical therapy procedures and related tasks that have been selected and delegated by the supervising Physical Therapist. The PTA program combines classroom, laboratory, and clinical practice designed to prepare the student in the use of physical therapy modalities, exercise, communication skills, and special treatment procedures. These techniques are for the purpose of improving patient function by increasing strength, coordination, functional abilities and/or decreasing pain. PTAs can work with the Physical Therapist in various settings such as: Hospitals, Outpatient Centers, Home Health Agencies, Rehabilitation Centers, School Systems, and Skilled Nursing Facilities. Program content is based on recommended guidelines established by the American Physical Therapy Association and the Commission on Accreditation in Physical Therapy Education.

The curriculum is designed for those interested in pursuing a career as a Physical Therapist Assistant. Upon completion of academic and clinical requirements you will be eligible:

- For an Associate of Applied Science Degree.
- To sit for the board examination for Physical Therapist Assistants administered by the state.
- To apply for licensure to practice in Tennessee as a PTA. (State licensure requirements vary from state to state, but most states allow transfer of licensure by reciprocity.)

This program is designed for the student who does not intend to transfer to an entry-level physical therapist program.

Admission Requirements for PTA program

The PTA Program has specific admission requirements. To be considered for admission you must:

- Obtain regular admission status. (See page 10)
- Score a minimum ACT composite of 19 or complete all required developmental courses prior to the May 15 application deadline.
- Possess a high school and/or college overall GPA of 2.0.
- Complete the following academic courses before formal admission to program will be granted:
 - High school algebra I and II or its equivalent (elementary and intermediate algebra offered by a college).
 - High school biology or its equivalent (at least one term of college general biology).
 - Additional math and science are preferred but not required.
- Submit all official high school/college transcripts to the Admissions Office and to the PTA program.
- Submit official ACT results if you have not earned credit in college-level courses.
- Complete a minimum of 24 hours of observation (volunteer) in a physical therapy department. Documentation of hours must be submitted with application. You can use previous or current P.T. technician experience or observation performed related to the high school Health Sciences and Technology class (articulation).

Preference will be given to applicants who exceed minimum criteria. Details of the applicant evaluation system are available in the Allied Health Office.

In the process of evaluating applicants, personal interviews will be scheduled for those who best meet and/or exceed the minimum requirements. The number of applicants interviewed will not exceed three times the number of available program positions.

Applicants who meet the application deadline will be notified in writing of their acceptance status by June 15. Students admitted to the program will be required to comply with other program-specific retention requirements. Details of these requirements are available from the Allied Health Office.

The 21-month Physical Therapist Assistant Program is accredited by the Commission on Physical Therapy Education, 1111 N. Fairfax Street, Alexandria, Virginia, 22313, phone (703) 683-3245.

More specific program and admission information may be obtained by calling the Allied Health Department at (731) 425-2612.

See page 65 for additional requirements for completing an A.A.S. degree.

PROGRAM REQUIREMENTS

General Education Courses - 17 credit hours

English Composition - 3 credit hours	Hours
ENGL 1010 English Composition I	3

Humanities and Fine Arts - 3 credit hours	Hours
ART 1010 Art History Survey I	3
ART 1020 Art History Survey II	3
ART 1030 Art Appreciation	3
COMM 1030 Film Appreciation	3
ENGL 2210 Survey of British Literature I	3
ENGL 2220 Survey of British Literature II	3
ENGL 2310 Survey of World Literature I	3
ENGL 2320 Survey of World Literature II	3
MUS 1030 Music Appreciation	3
PHIL 1030 Introduction to Philosophy	3
THEA 1030 Theatre Appreciation	3

Social and Behavioral Sciences - 3 credit hours	Hours
PSY 102 General Psychology II	3

Natural Science or Mathematics - 4 credit hours	Hours
BIOL 2010 Human Anatomy and Physiology I	4

Additional course - 4 credit hours	Hours
BIOL 2020 Human Anatomy and Physiology II	4

Major Required Courses - 49 credit hours

Physical Therapist Assistant courses (PTA course numbers) are taken in sequence after formal admission to the PTA Program.

	Hours
ORN 100 Orientation to College	1
SPE 211 Fundamentals of Speech	3
PSCI 1010 Survey of Physical Science I	4
PTA 105 Introduction to Physical Therapy	1
PTA 115 Physical Therapy Procedures I	3
PTA 120 Physical Therapy Procedures II	4
PTA 140 Functional Anatomy	4
PTA 190 Clinical Education I	3
PTA 200 Orthopedic Conditions & Treatment	4
PTA 230 Neurological Conditions and Treatment	4
PTA 250 Medical & Surgical Conditions & Treatment	4
PTA 260 Seminar I	2
PTA 270 Seminar II	2
PTA 290 Clinical Education III	10

Minimum Credit Hour Required: 66

SCHEDULE EXAMPLE

First Semester		Hours
ORN 100	Orientation to College	1
BIOL 2010	Human Anatomy and Physiology I	4
PSCI 1010	Physical Science I	4
PTA 105	Intro to Physical Therapy	1
PTA 115	Physical Therapy Procedures I	3
PTA 140	Functional Anatomy	4
Total		17
Second Semester		Hours
BIOL 2020	Human Anatomy and Physiology II	4
ENGL 1010	English Composition I	3
PSY 102	General Psychology II	3
PTA 120	Physical Therapy Procedures II	4
PTA 200	Orthopedic Conditions and Treatment	4
Total		18
Summer Term		Hours
SPE 211	Fundamentals of Speech	3
PTA 190	Clinical Education I	3
Total		6

Third Semester		Hours
PTA 230	Neurological Conditions & Treatment	4
PTA 250	Medical-Surgical Conditions & Treatment	4
PTA 260	Seminar I	2
	Humanities and Fine Arts	3
Total		13
Fourth Semester Hours		Hours
PTA 270	Seminar II	2
PTA 290	Clinical Education III	10
Total		12
Total hours: 66		

Radiography Major

Associate of Applied Science Degree
 Contact person: Neta B. McKnight, R.T.
 424-3520 ext. 253 – nmcknight@jssc.edu

Radiology is a medical specialty involving the use of x-rays and other radiation in the diagnosis and treatment of disease. The Radiographer exercises independent discretion and judgment in the performance of radiographic medical imaging procedures.

The Radiography Program combines the basic sciences, general education and professional courses with clinical education performed at affiliate hospitals.

In addition to academic courses scheduled at the college, you will be assigned to affiliate hospitals for clinical education as follows: First semester 8 hours per week; Second semester 16 hours per week; Third semester 32 hours per week; Fourth, Fifth, and Sixth semesters 24 hours per week. During the second year, you will be scheduled for clinical assignment at the hospital on days not scheduled in the college catalog. Clinical Education will total approximately 1,800 hours.

Admission Requirements to RAD program

Before being admitted to the Radiography Program, a student must obtain regular admission status to JSCC as described in the college catalog.

Radiography Program application procedure:

To be considered for admission, an applicant must:
 Qualify for college-level courses with minimum ACT scores on the English, reading and mathematics subsections of 19 or equivalent.

OR

Have completed at least 11 semester hours of college credit (excluding developmental studies program courses) with a minimum overall Q.P.A. of 2.5. This curriculum should include college level mathematics and/or science courses, such as human anatomy and physiology which require laboratory sessions.

The applicant must complete all required developmental studies program courses prior to the proposed Radiography Program application deadline (June 1).

A completed Radiography Program Application must be submitted by the June 1 deadline prior to the proposed entrance date. If the number of qualified applicants is below maximum enrollment, the application deadline may be extended for new applicants. Applications for the Radiography Program are considered for one application period only. Students who wish to be considered for the next entering class must submit a new application.

Following a personal interview, applicants will be notified of the result of their application prior to early registration for the fall semester. Applicants who have been accepted into the program must complete the early registration process or lose the right to admission to the Radiography Program.

New classes begin each fall semester with a maximum enrollment of 31 students. Students seeking admission to the Radiography Program must submit separate applications for admission to Jackson State and for admission to the Radiography Program. The Radiography Program application deadline is June 1. Specific program and admission information may be obtained by calling the Allied Health Department (731) 425-2612 or at www.jssc.edu/allied/rad/htm

This program is designed for the student who does not intend to transfer to a baccalaureate degree program. The 24-month Radiography Program is fully accredited and meets the Standards of the Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive, Suite 900, Chicago, Illinois, 60606-2901, phone (312) 704-5300.

See page 65 for additional requirements for completing an A.A.S. degree.

PROGRAM REQUIREMENTS

General Education Courses - 17 credit hours

English Composition - 3 credit hours	Hours
ENGL 1010 English Composition I	3

Humanities and Fine Arts - 3 credit hours	Hours
ART 1010 Art History Survey I	3
ART 1020 Art History Survey II	3
ART 1030 Art Appreciation	3
COMM 1030 Film Appreciation	3
ENGL 2210 Survey of British Literature I	3
ENGL 2220 Survey of British Literature II	3
ENGL 2310 Survey of World Literature I	3
ENGL 2320 Survey of World Literature II	3
MUS 1030 Music Appreciation	3
PHIL 1030 Introduction to Philosophy	3
THEA 1030 Theatre Appreciation	3

Social and Behavioral Sciences - 3 credit hours	Hours
PSY 102 General Psychology II	3

Natural Science - 4 credit hours	Hours
BIOL 2010 Human Anatomy and Physiology I	4

Additional Course - 4 credit hours	Hours
BIOL 2020 Human Anatomy and Physiology II	4

Major Required Courses - 58 credit hours

Radiography courses (RAD course numbers) are taken in sequence after formal admission to the Radiography Program.

	Hours
RAD 101 Radiology Orientation	3
RAD 102 Radiographic Imaging	3
RAD 110 Radiographic Procedures I	3
RAD 111 Fundamentals of Radiography I	3
RAD 112 Fundamentals of Radiography II	3
RAD 161 Radiographic Physics and Equipment I	3
RAD 162 Radiographic Physics and Equipment II	3
RAD 190 Radiologic Clinical Education	4
RAD 191 Radiology Seminar I	4
RAD 211 Fundamentals of Radiography III	6
RAD 212 Fundamentals of Radiography IV	6
RAD 220 Radiographic Procedures II	6
RAD 230 Radiographic Procedures III	3
RAD 290 Advanced Radiologic Clinical Education	4
RAD 291 Radiology Seminar II	4

Minimum Credit Hours Required: 75

SCHEDULE EXAMPLE

First Semester		Hours
BIOL 2010	Human Anatomy and Physiology I	4
RAD 161	Radiographic Physics and Equipment I	3
RAD 101	Radiology Orientation	3
RAD 111	Fundamentals of Radiography I	3
	Humanities and Fine Arts	3
Total		16
Second Semester		Hours
BIO 2020	Human Anatomy & Physiology II	4
RAD 162	Radiographic Physics Equipment II	3
RAD 110	Radiographic Procedures I	3
RAD 112	Fundamentals of Radiography II	3
RAD 102	Radiographic Imaging	3
Total		16
Third Semester		Hours
RAD 190	Radiologic Clinical Edu.	4
RAD 191	Radiology Seminar I	4
Total		8

Fourth Semester		Hours
ENGL 1010	English Composition I	3
RAD 220	Radiographic Procedures II	6
RAD 211	Fundamentals of Radiography III	6
Total		15
Fifth Semester		Hours
PSY 102	General Psychology II	3
RAD 230	Radiographic Procedures III	3
RAD 212	Fundamentals of Radiography IV	6
Total		12
Sixth Semester		Hours
RAD 290	Advanced Radiologic Clinical Education	4
RAD 291	Radiology Seminar II	4
Total		8
Total hours: 75		

Respiratory Care Technology Major

Associate of Applied Science Degree

Contact person: Cathy Garner

424-3520 ext. 235 – cgarner@jsc.edu

Respiratory Care is an Allied Health specialty employed in the treatment of clients with acute and chronic disease of the heart and lungs. There is great opportunity for individuals qualified in this specialty due to high incidence of these diseases and the aging population. The respiratory therapist administers care under the direction of a physician. Therapists evaluate the client's progress and make recommendations for changing therapy. Respiratory therapists provide care in emergency situations and in intensive care units. In the practice of respiratory care, therapists use medical gases, oxygen delivery devices, medication delivery devices, ventilatory assistance and control, assist with cardiopulmonary resuscitation, and maintain artificial airways in an attempt to restore the client to the best possible health.

Admission Requirements to RCT Program

To be considered for admission to the program, the student must meet the following criteria:

- Obtain regular Jackson State admission status.
- Have a minimum ACT composite of 19 or acceptable placement test score, or complete at least 18 semester hours of college-level credit with a minimum GPA of 2.0 on a 4.0 scale. This curriculum should include college-level algebra and science courses such as anatomy and physiology, and chemistry. Students who have completed math and science courses in high school or college are more successful in meeting the admission requirements.
- Submit official transcripts of high school and/or college work to the Admissions Office by the application deadline.
- Submit a completed RCT Program application by June 1 of the desired year of entry.
- Submit documentation of eight (8) hours of observation in a respiratory care department.

Following the admission process, applicants will be notified of the result of their application in time to allow for registration for the fall semester.

Applicants accepted to the program must submit a Student Health Record that has been completed by a health care provider.

To remain in the program the student must pass all RCT courses with a grade of "C" or above. Students dismissed from the program must contact the program director for readmission information.

More specific program and admission information may be obtained by calling the Allied Health Department at (731) 425-2612.

Upon completion of the degree requirements listed below, you will receive the Associate of Applied Science degree. Graduates are eligible for the credentialing exams offered by the National Board for Respiratory Care and for licensure in Tennessee.

The program is accredited by the Commission on Accreditation of Allied Health Education Programs in cooperation with the Committee on Accreditation for Respiratory Care. The address for CoARC is 1248 Harwood Road, Bedford, Texas, 76021-4244, 1-800-874-5615.

See page 65 for additional requirements for completing an A.A.S. degree.

PROGRAM REQUIREMENTS

General Education Courses - 16 credit hours

Communication - 3 credit hours	Hours
ENGL 1010 English Composition I	3

Humanities and Fine Arts - 3 credit hours	Hours
ART 1010 Art History Survey I	3
ART 1020 Art History Survey II	3
ART 1030 Art Appreciation	3
COMM 1030 Film Appreciation	3
ENGL 2210 Survey of British Literature I	3
ENGL 2220 Survey of British Literature II	3
ENGL 2310 Survey of World Literature I	3
ENGL 2320 Survey of World Literature II	3
MUS 1030 Music Appreciation	3
PHIL 1030 Introduction to Philosophy	3
THEA 1030 Theatre Appreciation	3

Social and Behavioral Sciences - 3 credit hours	Hours
PSY 101 General Psychology I <i>or</i>	3
PSY 102 General Psychology II	3

Natural Science - 4 credit hours	Hours
BIOL 2010 Human Anatomy and Physiology I	4

Additional Course - 3 credit hours	Hours
MATH 1530 Statistics and Probability or higher-level	3

Major Required Courses - 56 credit hours

Respiratory Care courses (RCT course numbers) are taken in sequence after formal admission to the Respiratory Care Technology Program.

	Hours
SPE 211 Fundamentals of Speech <i>or</i>	3
SPE 231 Interpersonal Communications	3
BIOL 2020 Human Anatomy and Physiology II	4
CHEM 1030 Introduction to Chemistry	3
HSC 100 Basic Life Support	1
RCT 110 Intro. to Respiratory Care	2
RCT 113 Foundation of Respiratory Care I	4
RCT 114 Respiratory Care Science I	3
RCT 115 Respiratory Care Science II	3
RCT 116 Cardiorespiratory Pharmacology	3
RCT 117 Cardiopulmonary Anatomy and Physiology	3
RCT 214 Clinical Practice I	3
RCT 225 Clinical Practice II	6
RCT 234 Clinical Practice III	6
RCT 242 Preinatal and Pediatric Respiratory Care	2
RCT 249 Respiratory Care Symposium	3
RCT 250 Foundation of Respiratory Care II	4
RCT 252 Foundation of Respiratory Care III	3

Total hours required: 72

SCHEDULE EXAMPLE

First Semester		Hours
BIOL 2010	Human Anatomy and Phys. I	4
CHEM 1030	Introduction to Chemistry	3
RCT 110	Intro. to Respiratory Care	2
RCT 117	Cardiopulmonary A and P	3
RCT 114	Respiratory Care Science I	3
Total		15

Second Semester		Hours
BIOL 2020	Human Anatomy and Phy. II	4
HSC 100	Basic Life Support	1
MATH _____	Mathematics Course	3
RCT 113	Foundation of Respiratory Care	4
RCT 115	Respiratory Care Science II	3
RCT 116	Cardioresp. Pharmacology	3
Total		18

Third Semester		Hours
_____	Humanities and Fine Arts	3
RCT 214	Clinical Practice I	3
RCT 250	Found. of Resp. Care II	4
Total		10

Fourth Semester		Hours
ENGL 1010	English Composition I	3
RCT 225	Clinical Practice II	6
RCT 242	Perinatal & Pediatric Respiratory Care	2
RCT 252	Foundation of Resp. Care III	3
Total		14

Fifth Semester		Hours
PSY 101	General Psychology I <i>or</i>	
PSY 102	General Psychology II	3
SPE 231	Interpersonal Communication	3
RCT 234	Clinical Practice III	6
RCT 249	Respiratory Care Symposium	3
Total		15

CIS 101 Software Application not required but strongly recommended.

Total hours: 72

Professional Studies Major Information Technology Concentration Regents Online Degree Program (RODP)

Contact person: Yolanda Henning
424-3520 ext. 484 – yhenning@jsgcc.edu

COURSE REQUIREMENTS

General Education Courses - 21 credit hours

	Hours
Orientation to College -	
COL 101 R50 Orientation to Online Learning	3
Communication - 6 credit hours	
ENGL 1010 R50 English Composition I	3
SP 110 R50 Fundamentals of Public Speaking	3
Humanities - 3 credit hours	
ART 1030 Art Appreciation	3
MUS 1030 R50 Music Appreciation	3
ENGL 2010 R50 Introduction to Literature I: Fiction	3
ENGL 2110 R50 Survey of American Literature	3
SPAN 1010 R50 Beginning Spanish I	3
ENGL 2410 World Literature	3
Mathematics - 3 credit hours	
MATH 1130 R50 College Algebra	3
MATH 1530 R50 Probability/Statistics	3
MATH 1710 R50 Precalculus I	3
Science - 4 credit hours	
ASTR 1030 R50 Intro. to Astronomy	4
BIOL 1010 R50 Biology I	4
BIOL 1020 R50 Biology II	4
(Prerequisite BIOL 1010 R50)	
CHEM 1010 R50 Intro. to Chemistry	4
PHYS 1030 R50 Physics	4

Social Sciences - 3 credit hours	
PSY 101 R50 Introduction to Psychology	3
SOC 1010 R50 Introduction to Sociology	3
PHIL 201 R50 Introduction to World Religions	3
ECON 2030 R50 Survey of Economics	3
SOCI 1120 R50 Cultural Anthropology	3
GEOG 105 R50 World Regional Geography	3

Information Technology Concentration Required Courses 27 credit hours

BIT 1050 R50 Introduction to Microcomputers	3
CIS 1610 R50 Programming in C++	3
CIS 113 R50 Programming in Visual BASIC	3
CIS 186 R50 Database Programming	3
CMT 1010 R50 Networking & PC Communications	3
CIS 263 R50 Web Page Design and Development	3
INTC 1050 R50 Computer Graphics	3
CST 209 R50 Java Programming I	3
CST 203 R50 Data Structures	3

Information Technology Concentration Technical Electives 9 credit hours

CST 218 R50 Java Programming II	3
CIS 173 R50 C+ Programming	3
CIS 264 R50 Web Page Application	3
WEB 2811 R50 Advanced Computer Graphics	3
WEB 2812 Advanced Web Page/Site Design	3
ACC 1104 R50 Principles of Accounting	3
MKT 2450 R50 E-Commerce	3

Electives - 3 credit hours

Choose courses from the listing of general education courses at:
<http://www.tn.regentsdegrees.org>. See page 35 for more information.

Total hours: 60

EMT-Paramedic Certificate Program

This program (48 credit hours) is designed for individuals who seek advancement in the emergency medical care field. The required courses provide the basic principles, techniques, and skills needed to apply for licensure as an EMT-Paramedic by the Division of Emergency Medical Services, Tennessee Department of Health.

Students successfully completing the course requirements listed below with a minimum of 2.00 cumulative quality point average may earn the Basic EMT-Paramedic Technical Certificate.

Additional Admissions Requirements for EMT-Paramedic Program

Applicants wishing to be considered for admission to the Emergency Medical Technician-Paramedic technical certificate of credit program must:

- Possess a current Tennessee Emergency Medical Technician (EMT) license.
- Take the TBR placement test unless exempt under college admission guidelines.
- Complete developmental studies requirements.
- Complete a physical ability examination.
- Participate in an oral interview.
- Achieve a minimum score in EMT knowledge and professional behavior evaluations.

Graduates of the EMT-Paramedic Certificate of Credit program may apply 28 hours of credit toward the General Technology Program – General Concentration listed on page 74. Degree-seeking students must fulfill admission requirements listed on pages 10-12.

Paramedic Program Prerequisites

EMT 100 Introduction to EMS

BIOL 2010 and 2020 Human Anatomy & Physiology I and II or

EMT 106 Human Systems for the EMT - Paramedic

Completion of all DSP courses except DSPM 0850, Intermediate Algebra.

REQUIRED COURSES

First Fall Semester		Hours
EMT 159	Preparatory	6
EMT 160	Prin. of Pathophysiology	4
EMT 161	Patient Assessment	3
EMT164	Airway Management	2
Total		15

Spring Semester		Hours
EMT 162	Prehospital Pharmacology Intro.	3
EMT 163	Medical Situations	6
EMT 165	Clinical Experience I	3
EMT 170	EMS Operations	4
Total		16

Summer Semester		Hours
EMT 171	Patient Management	4
EMT 172	Trauma Emergencies	4
EMT 173	Clinical Experience II	3
Total		11

Second Fall Semester Hours		Hours
EMT 180	Clinical Experience III	3
EMT 181	Internship	3
Total		6

Minimum Credit Hours Required: 48

Home Manager

Technical Certificate of Credit

Contact person: Dr. Jerry Cole

424-3520 ext. 607 jcole@jsec.edu

A course of study for home management personnel who support persons with developmental disabilities and for individuals preparing for a career with community organizations that provide services and support for persons with developmental disabilities. This certificate is not designed to articulate with a degree program offered at Jackson State nor with a program offered by a non-collegiate institution.

A minimum grade point average of 2.0 is required to remain in the program. All fifteen credit hours must be completed at Jackson State. See page 94 for Graduation Proposal Requirements.

Required Courses

First Semester		Hours
SPED 1100	Quality Individual Support Plan	3
SPED 1200	Support for Community Living Developmental Disabilities	3
Total		9

Second Semester		Hours
SPED 1300	Quality of Life	3
SPED 1400	Basic Home Management	3
SPED 1900	Home Manager Internship	3
Total		9

Minimum Credit Hours Required: 15

Manufacturing Technology

Technical Certificate of Credit

Contact person: Zeke Craft

424-3520 ext. 250 - zcraft@jsec.edu

Machine Tool Certificate

This certificate program emphasizes computer integration in a manufacturing environment from basic engineering design through quality control. Safety is stressed throughout the program.

See page 94 for additional requirements for completing a Professional and Technical Certificate of Credit.

REQUIRED COURSES

First Semester		Hours
MET 100	Engineering Drawing	3
MET 109	Technical Math	3
MET 107	Principles of Machining I	5
Total		11

Second Semester		Hours
CIS 101	Software Applications	3
MET 110	CAD I	3
MET 108	Principles of Machining II	5
Total		11

Third Semester		Hours
MET 236	Advanced Machining I	5
MET 222	Metrology & Q. C. <i>or</i>	
MET 291	MET Intern/Co-op	3
Total		8

Minimum Credit Hours Required: 30

Molding Certificate

This certificate program emphasizes computer integration in a manufacturing environment from basic engineering design through quality control. Safety is stressed throughout the program.

See page 94 for additional requirements for completing a Professional and Technical Certificate of Credit.

REQUIRED COURSES

		Hours
First Semester		
MET 100	Engineering Drawing	3
MET 109	Technical Math	3
MET 125	Molding Processes I	4
Total		10
Second Semester		
CIS 101	Software Applications	3
MET 110	CAD I	3
MET 130	Molding Processes II	4
Total		10
Third Semester		
MET 278	Polymers and Compos	3
MET 222	Metrology & Q. C. <i>or</i>	
MET 291	MET Intern/Co-op	3
Total		6

Minimum Credit Hours Required: 26

CERTIFICATES OF CAREER ADVANCEMENT

Jackson State offers a number of short training programs for academic credit for which a Certificate of Career Advancement is awarded. Many employers recognize these certificates as appropriate documentation for employment or for professional development credit. Certificates of Career Advancement, however, must not be confused with other credentials awarded by the College, such as Associate Degrees and Technical Certificates.

Because Certificates of Career Advancement are not part of Jackson State's official academic inventory, no notation of the certificate will appear on the student's transcript. However, the transcript will show all courses taken, including those used for the certificate. In many cases, courses required for a Certificate of Career Advancement can be applied toward an Associate Degree or Technical Certificate.

The division offering the program awards the Certificate of Career Advancement. The student should contact the division prior to beginning the program for specific program brochures.

Admission Requirements

See the admission procedures for Special Admission page 11.

Note: Some certificate programs may have additional requirements for admission or require testing or documentation of prerequisite competencies.

Residence Requirement

At least one-third of the credit hours required for the certificate must be completed at Jackson State.

Educational Requirement

The cumulative quality point average (QPA) in coursework required for the certificate must be 2.0 or higher.

Manufacturing Technology

Certificate of Career Advancement

Contact person: Zeke Craft

424-3520 ext. 250 - zcraft@jssc.edu

The Manufacturing Technology Career Advancement Certification Program is structured to provide those individuals working in industry with the opportunity to receive certifications in specific areas of study. The following certifications can assist individuals in seeking a greater level of competency at their present level of employment or aid in career advancement.

Machine Operator Certificate

Upon completion of this program, the students will have the ability to read blueprints and operate basic machine tools to make parts to specifications. The students will use manual machine tools (lathe, vertical and horizontal mill, surface and outside grinders, drill press, and pedestal grinders).

The certificate will be granted when the student completes the following courses:

		Hours
MET107	Principles of Machining	5
MET 100	Engineering Drawing	3
MET 109	Technical Math	3
CIS 101	Software Applications	3

Minimum Credit Hours Required: 14

Set-Up Machinist Certificate

Upon completion of this program, the students will have the ability to read blueprints and operate and set up basic machine tools to make completed parts to tight specifications. The students will use manual machine tools (lathe, vertical and horizontal mill, surface and outside grinders, drill press, and pedestal grinders).

The certificate will be granted when the student completes the following courses:

		Hours
MET 108	Principles of Machining II	5
MET 110	CAD I	3
MET 222	Metrology and Quality Control	3

Minimum Credit Hours Required: 11

CNC Machinist Certificate

The CNC Machinist Certificate program is a continuation of the Set-up Machinist Certificate program. The students will acquire the skills needed to select the most appropriate machining process to complete specifications using state-of-the-art computer numerical controlled equipment. The students will learn the skills required to complete a project from conception to final production.

The certificate will be granted when the student completes the following courses:

		Hours
MET 236	Advanced Machining I	5
MET 291	Intern/Co-op	3
MET 256	Advanced Machining II	5

Minimum Credit Hours Required: 13

Metal Fabrication Process Technician Certificate

This program will give students the hands-on and classroom exposure to metal forming and stamping that is necessary to increase their value to the fabrication industry. The students will work with standard progressive dies and turret-type presses. Upon completion of this program, the students will have the skills required to complete metal forming and stamping design and setup of the equipment used in industry today.

The certificate will be granted when the student completes the following courses:

		Hours
MET 215	CAM/Stamping & Forming App.	4
MET 222	Metrology and Quality Control	3
MET 291	Intern/Co-op	3

Minimum Credit Hours Required: 10

Drafting Technician Certificate

Upon completion of this program, the students will have the ability to complete most tasks associated with the drafting and design department in a manufacturing environment. The students will become proficient in the latest dimensioning (GD&T) used in industry and will be able to use AutoCad in both two-dimensional and three-dimensional areas.

The certificate will be granted when the student completes the following courses:

Hours		
IT 150	Industrial Circuits	3
MET 110	CAD I	3
MET 105	Geometric Dim. and Tolerancing	3
MET 201	CAD II	3

Minimum Credit Hours Required: 12

Quality Technician Certificate

Upon completion of this program, the students will have the ability to complete most tasks associated with the quality control department in a manufacturing environment. The students will become proficient in the latest dimensioning (GD&T) used in industry and will learn to use sampling and statistical methods of process sampling.

The certificate will be granted when the student completes the following courses:

		Hours
MET240	Statistical Process and Q. C.	3
MET 110	CAD I	3
MET 105	Geometric Dim. and Tolerancing	3
MET 222	Metrology and Q. C.	3

Minimum Credit Hours Required: 12

Electro-Mechanical Technology

Certificate of Career Advancement
Contact person: Zeke Craft
424-3520 ext. 250 - zcraft@jscc.edu

The Electro-Mechanical Technology Career Advancement Certification Program is structured to provide those individuals working in industry with the opportunity to receive certifications in specific areas of study. The following certifications can assist individuals in seeking a greater level of competency at their present level of employment or aid in career advancement.

Electronics Technician Certificate

The Electronics Technician Certificate program covers the advanced topics of electronics and prepares students to troubleshoot and repair the complex electronic circuits found in industry today. Both digital and analog electronics are covered in this program.

The certificate will be granted when the student completes the following courses:

		Hours
EET 100	Electrical Circuits I	3
EET 170	Electronics I	3
EET 120	Digital Circuits	3
EET 175	Electronics II	3

Minimum Credit Hours Required: 12

Programmable Logic Controller Programmer Certificate

The Programmable Logic Controller Programmer (PLC) Certificate program will prepare students to write, modify, and troubleshoot PLC programs and PLC hardware. PLCs are used in virtually every industrial complex today, and there is a great need in industry for people who can write and modify PLC programs. Focus is placed in troubleshooting both hardware and software, which the programmer would be expected to perform.

The certificate will be granted when the student completes the following courses:

		Hours
EET 180	PLC I	3
EET 230	PLC II	3
EET 297	Automatic Processes	3

Minimum Credit Hours Required: 9

General Maintenance Technician Certificate

The General Maintenance Technician Certificate program will prepare students for an entry-level technician position in the industrial maintenance field. The course of study includes DC and AC circuit analysis and the use of troubleshooting instrumentation such as the digital multimeter and oscilloscopes. Programmable Logic Controllers are also covered, allowing the student to program and troubleshoot PLCs.

The certificate will be granted when the student completes the following courses:

		Hours
EET 100	Electrical Circuits I	3
EET 160	Electrical Circuits II	3
EET 180	Programmable Logic Controllers I	3

Minimum Credit Hours Required: 9

Automation Maintenance Technician Certificate

The Automation Maintenance Technician Certificate program would allow students to be trained to work on a variety of industrial equipment used in industry today. This equipment would include, but not be limited to, hydraulics, pneumatics, robotics, and many other control systems.

The certificate will be granted when the student completes the following courses:

		Hours
EET 200	Motors and Motor Controls	3
EET 240	Fluid Power	3
EET 270	Robotic Systems	3

Minimum Credit Hours Required: 9

INSTITUTIONAL CERTIFICATE PROGRAMS

In addition to the formal technical certificate programs described previously, Jackson State, upon request, can package courses for special institutional certificate programs structured to meet the needs of a particular business, industry, or agency. These programs can consist of college credit or continuing education courses of variable length and content culminating in appropriate recognition. Numerous areas of study can be provided. Examples might include management, office administration, quality control, banking, real estate, transportation, etc.

MILITARY SCIENCE AND LEADERSHIP (ROTC)

Program Design

Military Science and Leadership classes are offered to provide an understanding of military leadership, customs and courtesies, ethics, values and physical fitness. All four courses are eligible with no obligation to the military. If a student wishes to pursue a military career as an officer, that student can attend any University that hosts a ROTC program in which these courses will serve as a prerequisite. Currently the University of Tennessee at Martin (UTM) is hosting the Advance Program classes and will be available to assist with future plans that any student may have regarding the ROTC program.

Army ROTC Scholarships/Financial Assistance

The United States Army offers financial assistance in the form of four-, three-, and two-year scholarships to qualified men and women on a merit basis. Each scholarship pays full tuition, books (up to \$900 yearly), related mandatory academic expenses, and a tiered allowance from \$250-400 per month during spring and fall semesters. To qualify, the student must:

1. Complete all requirements for a commission and a college degree and be less than 27 years of age on June 30 of the year in which they become eligible for commissioning.
2. Meet and maintain the required medical standards and height and weight requirements of Army Regulation 40-501.
3. Agree to complete the requirements for a commission, to accept either a Regular Army or Reserve commission, and to serve on Army active duty, in the Army Reserve or in the Army National Guard, for the period specified.
4. Be continually enrolled for 45 days after the academic start date of the fall semester Jackson State
5. Take and pass the Army Physical Fitness Test (APFT), in accordance with Army Field Manual 21-20.

Application for the four-year scholarship must be submitted by November 15 to ensure full consideration. Winners must maintain a CGPA of 2.5 on campus, and ROTC GPA of 3.0, and remain enrolled in ROTC. All applicants may apply at <http://www.rotc.usaac.army.mil/> or call 731-881-7682 for more information.

ECONOMIC AND COMMUNITY DEVELOPMENT

The Division of Economic and Community Development at Jackson State is an integral part of the College's mission to provide for the non-credit educational needs in the 14-county service area. The Continuing Education Office, Room 206, McWherter Center, is open Monday through Friday from 8:00 a.m. to 4:30 p.m. The division can be contacted by phone at (731) 425-2627 or 1-800-355-5722, ext. 627.

Programs offered through the Division of Economic and Community Development enable growth in professional, vocational, cultural, and personal areas. Participants may earn Continuing Education Units in classes for non-credit.

Office of Continuing Education

The Office of Continuing Education offers short courses, seminars, and workshops to assist individuals who wish to increase skills and knowledge in their profession or occupation, to comply with governmental, business, or industrial certification or requirements, or in areas of personal interest. For more information, call (731) 425-2627, or 1-800-355-JSCC (5722), ext. 627.

Continuing Education Units

Many of the non-credit activities offer nationally-recognized Continuing Education Units (CEUs) to document participation and the quality of the learning experience. Each CEU represents 10 contact hours of participation in an organized continuing education experience, provided by qualified instructors leading to identifiable goals. A certificate is provided to each participant who successfully completes the course.

Jackson State maintains a permanent record of all CEUs earned and can provide transcripts for participants upon request. CEUs cannot be applied to college degree programs, but are frequently required by professionals for continuing certification. They also are available as a demonstration to employers of an individual's skills and commitment to remain current in his or her field.

Certificate Programs

Non-credit certificate programs provide participants with a more in-depth level of skill and knowledge in a concentrated area. Certificates are awarded for successful completion of the program requirements. Graduates of these programs may use the certificates to communicate to employers their level of skill and expertise.

Online classes

The Division of Economic and Community Development offers a wide array of non-credit, online classes. A listing can be seen at <http://conted.jsc.edu/onlineedu.htm>.

Certified Professional Secretary Program

Jackson State is an official testing center for the CPS Examination given each year in May and November.

The College offers a non-credit Certified Professional Secretary (CPS) Study Program through the Office of Non-Credit Programs, which is designed to help prepare the secretary for the Certified Professional Secretary Examination.

The CPS Examination is a three-part, one-day examination, consisting of three major areas:

- Office Systems and Technology
- Office Administration
- Management

The student will be eligible for 21 hours of college credit if he or she is enrolled in a program of study leading to a degree based upon the following criteria: successful completion of the CPS Examination and completion of six semester hours of credit after passing the examination.

The student will receive college credit for the following courses provided a record of the CPS Examination scores is produced and a written request is made to the Division of Professional and Technical Studies for conversion to college credit. The credit awarded for passing the CPS examination is under review in light of recent changes to the exam.

*ACC 105 Fundamentals of Accounting	3 hours
*BUS 211 Business Law I	3 hours
BUS 221 Principles of Management	3 hours
*CIS 103 Keyboarding Fundamentals	3 hours
CIS 141 Records Management	3 hours
CIS 262 Administrative Office Procedures	3 hours
CIS 294 OST Internship	3 hours
Total	21 hours

*These courses do not meet the CIS degree requirements for the OST concentration.

A full-time college student may take the CPS Examination prior to meeting experience requirements of the CPS Program; however, all educational and satisfactory secretarial experience must be attained before CPS Certification is granted.

For further information the student should contact the Division of Professional and Technical Studies.

Testing Services

Jackson State is an official testing center for professional associations and organizations which require certification. Testing currently being done in Jackson State facilities includes:

- Certified Quality Audit or Examination
- Certified Quality Engineer Examination
- Certified Professional Secretary Examination
- Certified Quality Technician Examination
- General Educational Development Examination
- State Civil Service Examination

Office of Workforce Development

The Office of Workforce Development works directly with individual businesses, industrial plants, and agencies throughout the 14-county service area to provide customized training to meet specific needs.

The Workforce Development Office can arrange for training in a variety of skill and knowledge areas such as basic skills, technology, managerial, computers, and total quality management, continuous improvement, and ISO 9000.

Individual courses, seminars, and workshops or certificate programs can be delivered. The training can be provided on the Jackson State campus, in the requestor's facility, or at a location convenient to the workplace. For more information, call (731) 425-2606.

Tennessee Small Business Development Center

Jackson State provides business counseling, management training and business resource information for small business owners and potential owners in the 14-county service area through the Tennessee Small Business Development Center. The mission of the Center is to promote growth, expansion, innovation, increased productivity, and management improvement, thereby strengthening the small business community of Tennessee and contributing to the economic growth of the state. For further information, call (731) 424-5389.

WorkKeys

Jackson State's WorkKeys Service Center is a part of the commitment to helping provide a skilled workforce for West Tennessee. WorkKeys is a comprehensive system, designed by ACT, to measure applied skill levels required in area jobs, to measure the same skills of current employees and job applicants, and to deliver training to develop better qualified employees in local businesses and industries. For more information on WorkKeys job skill profiles, individual assessments, or related training opportunities, contact the WorkKeys coordinator at (731) 425-2627.

WHAT HAS CHANGED

Common Numbering and Rubric System

In compliance with House Bill No 2318 enacted by the Tennessee General Assembly of the State of Tennessee on May 23, 2000, the Tennessee Board of Regents, in order to assure a smooth and orderly process for students transferring between Tennessee's higher education institutions, adopted use of a common numbering and rubric system.

The following crosswalk should be used by students in College/University Transfer programs to ensure transferability of general education courses to Tennessee's higher education institutions.

Old Course Number and Title		New Course Number and Title	
ART 111	Art Appreciation	ART 1030	Art Appreciation
ART 211	Art History I	ART 1010	Survey of Art History I
ART 212	Art History II	ART 1020	Survey of Art History II
BIO 111	General Biology I	BIOL 1110	General Biology I
BIO 112	General Biology II	BIOL 1120	General Biology II
BIO 211	Anatomy & Physiology I	BIOL 2010	Human Anatomy & Physiology I
BIO 212	Anatomy & Physiology II	BIOL 2020	Human Anatomy & Physiology II
BIO 221	Microbiology	BIOL 2230	Microbiology
CHE 101	Introduction to Chemistry	CHEM 1030	Introduction to Chemistry
CHE 111	General Chemistry I	CHEM 1110	General Chemistry I
CHE 112	General Chemistry II	CHEM 1120	General Chemistry II
CHE 261	Organic Chemistry I	CHEM 2010	Organic Chemistry I
CHE 262	Organic Chemistry II	CHEM 2020	Organic Chemistry II
ENG 111	English Composition I	ENGL 1010	English Composition I
ENG 112	English Composition II	ENGL 1020	English Composition II
ENG 211	Survey of World Literature I	ENGL 2310	Survey of World Literature I
ENG 212	Survey of World Literature II	ENGL 2320	Survey of World Literature II
ENG 231	Survey of British Literature I	ENGL 2210	Survey of British Literature I
ENG 232	Survey of British Literature II	ENGL 2220	Survey of British Literature II
FR 111	Beginning French I	FREN 1010	Beginning French I
FR 112	Beginning French II	FREN 1020	Beginning French II
HIS 101	Survey of World Civilizations I	HIST 1110	Survey of World Civilizations I
HIS 102	Survey of World Civilizations II	HIST 1120	Survey of World Civilizations II
HIS 211	Survey of American History I	HIST 2010	Survey of American History I
HIS 212	Survey of American History II	HIST 2020	Survey of American History II
HIS 231	History of Tennessee I	HIST 2030	History of Tennessee I
HIS 232	History of Tennessee II	HIST 2040	History of Tennessee II
MAT 099	Concepts of Geometry	MATH 0990	Concepts of Geometry
MAT 121	Concepts of Math I	MATH 1410	Topics in Contemporary Math I
MAT 122	Concepts of Math II	MATH 1420	Topics in Contemporary Math II
MAT 130	Precalculus Algebra & Trigonometry	MATH 1150	Algebra & Trigonometry for Technologies
MAT 140	College Algebra	MATH 1710	Precalculus Algebra
MAT 150	Trigonometry	MATH 1720	Trigonometry
MAT 160	Elementary Calculus	MATH 1830	Applied Calculus
MAT 180	Statistics & Probability	MATH 1530	Statistics and Probability
MAT 211	Calculus I	MATH 1910	Calculus I
MAT 212	Calculus II	MATH 1920	Calculus II
MAT 213	Calculus III	MATH 2110	Calculus III
MUS 111	Music Appreciation	MUS 1030	Music Appreciation
PED 101	Fundamentals of Gymnastics	PHED 1010	Fundamentals of Gymnastics
PED 102	Karate I	PHED 1020	Karate I
PED 103	Basketball-Volleyball	PHED 1030	Basketball-Volleyball
PED 104	Badminton-Tennis	PHED 1040	Badminton-Tennis
PED 107	Beginning Golf	PHED 1070	Beginning Golf
PED 108	Physical Fitness-Weight Training I	PHED 1080	Physical Fitness-Weight Training I
PED 109	Swimming-Water Safety	PHED 1090	Swimming
PED 110	Softball	PHED 1110	Softball
PED 112	Karate II	PHED 1120	Karate II

PED 114	Intermediate Badminton-Tennis	PHED 1140	Intermediate Badminton-Tennis
PED 117	Intermediate Golf	PHED 1170	Intermediate Golf
PED 118	Physical Fitness-Weight Training II	PHED 1180	Physical Fitness-Weight Training II
PED 128	Walking/Fitness	PHED 1280	Walking/Fitness
PED 138	Wellness/Fitness	PHED 1380	Wellness/Fitness
PED 148	Recreational Dance	PHED 1480	Recreational Dance
PED 149	Aerobics & Dance	PHED 1490	Aerobics & Dance
PHI 111	Introduction to Philosophy	PHIL 1030	Introduction to Philosophy
PHI 211	Ethics	PHIL 2110	Ethics
PHY 111	Physical Science I	PSCI 1010	Survey of Physical Science I
PHY 112	Physical Science II	PSCI 1020	Survey of Physical Science II
PHY 211	General Physics I	PHYS 2010	Non-Calculus Based Physics I
PHY 212	General Physics II	PHYS 2020	Non-Calculus Based Physics II
PHY 241	Physics for Science/Engineers I	PHYS 2110	Calculus Based Physics I
PHY 242	Physics for Science/Engineers II	PHYS 2120	Calculus Based Physics II
PS 111	United States Government and Politics I	POLS 1100	United States Government and Politics I
PS 112	United States Government and Politics II	POLS 1200	United States Government and Politics II
PS 221	Comparative European Governments	POLS 1301	Governments of the World
PS 222	Introduction to Political Theory	POLS 1102	Introduction to Modern Political Thought
SP 111	Beginning Spanish I	SPAN 1010	Beginning Spanish I
SP 112	Beginning Spanish II	SPAN 1020	Beginning Spanish II
SP 211	Intermediate Spanish I	SPAN 2010	Intermediate Spanish I
SP 212	Intermediate Spanish II	SPAN 2020	Intermediate Spanish II
THE 111	Theatre Appreciation	THEA 1030	Introduction to Theatre
RSM 070	Basic Mathematics	DSPM 0700	Basic Mathematics
DSM 080	Elementary Algebra	DSPM 0800	Elementary Algebra
DSM 085	Intermediate Algebra	DSPM 0850	Intermediate Algebra
RSE 070	Basic English	DSPW 0700	Basic Writing
RSE 080	Developmental English	DSPW 0800	Developmental Writing
DSS 080	Developmental Study Skills	DSPS 0800	Learning Strategies
RSR 070	Basic Reading	DSPR 0700	Basic Reading
DSR 080	Developmental Reading	DSPR 0800	Developmental Reading

WHAT YOU CAN EXPECT

COURSE DESCRIPTIONS

Course offerings are listed according to subject. The courses are identified by course number, course title, and credit hours. Courses beginning with 1 are freshman level courses, and those beginning with 2 are sophomore level courses. The letter "F" indicates the course is offered in the fall semester, "S" is the indicator for the spring semester and "SU" indicates the course will be offered in the summer.

Prior to the beginning of each semester, an official schedule of classes which indicates specific courses to be offered during the upcoming semester is published, posted on the jscc.edu web site, and made available to all students. Some courses described below may not be offered on a regular basis. The college reserves the right to alter or eliminate courses of any department.

Accounting

ACC 105 Fundamentals of Accounting 3 cr. hrs.
(as needed)

A course designed to give the student a basic understanding of accounting terminology and procedures. Areas of emphasis include the use of debits and credits in recording transactions, the completion of the accounting cycle and payroll accounting. This course allows the student to strengthen his/her background before attempting Principles of Accounting. This course is not designed for transfer. Prerequisite: DSPM 0800.

ACC 211 Principles of Accounting I 3 cr. hrs.
(F, S, SU)

A survey and orientation of basic terminology and principles of accounting. Emphasis is given to procedures involved in data accumulation, preparation of financial statements, communication, and use of financial information. Prerequisites: DSPM 0800, DSPR 0800, DSPW 0800.

ACC 212 Principles of Accounting II 3 cr. hrs.
(F, S, SU)

A continuation of Accounting 211 with emphasis on corporate entity accounting, cost accounting, and accounting analysis for managerial decision making. Prerequisite: ACC 211.

ACC 215 Microcomputer Accounting Applications 3 cr. hrs.
(F, S)

A course designed to provide experience in applying accounting principles to microcomputers. Areas of emphasis are the following computerized functions: integrated general ledger, financial statements, accounts receivable, accounts payable, depreciation, payroll, and accounting spreadsheet application. Prerequisite: ACC 211, CIS 101, or permission of Chair of Department of Business.

Agriculture

AGR 101 Crop Science 3 cr. hrs.
(S)

An introduction to problems in agronomy, including distribution, selection, and principles of growth; environmental relationship of climate, soils, and pests; general practices of fertilization, seeding, tillage, and harvesting. Two hours lecture and two hours lab.

AGR 102 Basic Horsemanship 3 cr. hrs.
(F, S)

Designed for students with no previous experience in the handling of horses. It includes instruction in grooming, saddling, bridling and mounting, as well as the development of basic riding skills at the walk, trot, and canter. There is a laboratory fee. One-hour lecture and five hours lab. Class meets 3 times per week for 2 hours each meeting.

AGR 103 Introduction to Natural Resource Management 3 cr. hrs.
(as needed)

A survey of natural resources management career opportunities; a history of resource management; forest, wildlife, soils, and recreation components, government and private management entities; commercial, conservation, and preservation philosophies of land management discussed. Two hours lecture and two hours lab.

AGR 110 Introduction to Agricultural Economics 3 cr. hrs.
(F even years)

Agricultural economics and other social sciences as they relate to agricultural business. Concepts are illustrated in terms of selected current social and economic issues in the industry of production agriculture, agricultural business and computer applications. Three hours lecture.

AGR 120 Introduction to Agricultural Engineering 3 cr. hrs.
(as needed)

Survey of basic engineering principles and terms; engineering applications in agriculture. Two hours lecture and two hours lab.

AGR 122 Computer Applications in Agriculture 3 cr. hrs.
(F)

A course designed to introduce students to the computer hardware and software commonly used in agriculture careers. Hands-on exercises, based on agricultural management problems, will involve the student's use of a variety of applications software. Prerequisites: DSPM 0800, DSPR 0800 and DSPW 0800.

AGR 130 Introduction to Animal Science 3 cr. hrs.
(as needed)

Fundamental principles of animal agriculture; biological and scientific aspects of development, inheritance, and feeding; animal products and scope of the animal industry.

AGR 140 Introductory Plant and Soil Science 3 cr. hrs.
(F)

Economic importance of plants and their relationship to agriculture and society; plant structure, physiology, and heredity; factors of the environment in relation to growth, adaptation, and management of plants; utilization of plant products.

AGR 141 Ornamental Horticulture 3 cr. hrs.
(F)

Introduction to the awareness and appreciation of ornamental plants, design, and management of home landscapes. The use of annuals, perennials, and turf grasses will be discussed. Two hours lecture and two hours lab.

AGR 149 Principles of GPS/GIS in Agriculture 3 cr. hrs.
(S)

This course is designed to introduce the student to the concepts and tools related to GPS/GIS applications in production agriculture. Two hours lecture and two hours lab.

AGR 150 Introduction to Geographic Information Systems 3 cr. hrs.
(F)

This course is designed to introduce the student to the use and application of tools related to GIS applications in production agriculture. Decision making, as it relates to integration of the Geographic Positioning Satellites (GPS) together with GIS, is stressed. Students will become proficient in using the software package SST-Toolbox. Students will gain a working knowledge in other related GIS software as it applies to agriculture. Two hours lecture and two hours lab. Prerequisite: AGR 122, or permission of instructor.

AGR 200 Wildlife Management Techniques (as needed)	3 cr. hrs.	AGR 230 Animal Nutrition and Feeding Management (as needed)	3 cr. hrs.
This course is a survey and application of methods and techniques used in natural resource management. Course content includes methods used to capture, mark, and handle animals; determination of age and sex; monitoring of individuals and populations; and population density estimation. Students will gain in-depth knowledge of remote sensing, biological surveys, GPS (Global Positioning Systems), and GIS (Geographical Information Systems) as it applies to Wildlife Management in this course. Two hours lecture and two hours lab. Prerequisite: AGR 149. Prerequisite/Corequisite: AGR 150		A study of animal nutrition, digestion, the use and value of feeds, feeding for maximum economy, and balanced rations for farm animals. Two hours of lecture and two hours of lab. Prerequisite: AGR 130 recommended.	
AGR 201 Practicum in Agriculture I (as needed)	1 cr. hr.	AGR 231 Animal Genetics and Breeding Management (as needed)	3 cr. hrs.
Selected contemporary agricultural topics studied in a concentrated 10 or more hours presentation. Instruction, application, and summary are conducted over a two-day period not conflicting with the regular schedule. Prerequisite: Conference with an agricultural advisor for approval prior to registration.		The genetic principles involved in breeding of economic species; variations caused by differences in genetic make-up, and environment, selection, and mating systems are explored. Application of artificial insemination is presented. Two hours of lecture and two hours of lab. Prerequisite: AGR 130 recommended.	
AGR 202 Practicum in Agriculture II (as needed)	1 cr. hr.	AGR 241 Agricultural Management (S)	3 cr. hrs.
A continuation of AGR 201, Practicum in Agriculture I.		A study of management techniques as they pertain to the acquisition of an agriculture related business, the maintenance of adequate records, financing, taxes, insurance, and the most efficient utilization of land, labor, and capital. This includes techniques particularly applicable to livestock production, crop production, and marketing for maximum profits. Computer applications will be introduced. Two hours lecture and two hours lab.	
AGR 210 Special Problems in Agriculture (F)	2 cr. hrs.	AGR 242 Pest Management (F)	3 cr. hrs.
Individually supervised project in the student's area of concentration in Agri-Business and/or Agricultural Science with emphasis on application of agricultural principles for solution of a problem. Written project outline and reports are required. Arrangement prior to registration is needed.		Decision-making dealing with the total cropping plan. Students will use direct observation and various surveying techniques to investigate weed problems, plant populations, disease problems, and insect problems, to determine economic injury and to treat thresholds. Students will perform yield checks and make recommendations for addressing a variety of pest-related problems. The techniques of Geographic Position Satellites (GPS) and Geographic Information Systems (GIS) will be utilized in recording pest management data. Two hours lecture and two hours lab.	
AGR 211 Applied Agricultural Business Practices I (F, S, SU)	3 cr. hrs.	AGR 245 Soil Fertility and Fertilizer Management (S)	3 cr. hrs.
These courses allow the student credit for farm or agriculture related employment. The employment must be a new experience or job and must be approved and supervised by the agri-business instructor. Co-requisite: Concurrently take six additional hours.		Decision-making as it relates to use, management and application of agricultural fertilizers. The student will recommend the correct fertilizer based on sound agronomic and environmental science. The preparation and utilization of a "Nutrient Management Plan" is required. Mastery of fertilizer blend calculations as well as computer fertilizer blend projects will be required. The use of Global Positioning Systems (GPS) and Geographic Information Systems (GIS) will be a major focus for students. Two hours lecture and one hour lab. Prerequisites: AGR 101, AGR 140, AGR 150 AGR 213.	
AGR 212 Applied Agricultural Business Practices II (F, S, SU)	3 cr. hrs.	AGR 250 Greenhouse Management I (as needed)	3 cr. hrs.
A continuation of AGR 211, Applied Agricultural Bus. Practices I.		A study of producing plants in a greenhouse environment. Introduces greenhouse structures and their components, plant maintenance, and bedding plant production. Prerequisite: DSPM 0800.	
AGR 213 Soils (F)	4 cr. hrs.	AGR 251 Greenhouse Management II (as needed)	3 cr. hrs.
Stresses the nature and properties of soils, including physical, chemical, and biological processes in soils and their influences on plant growth. Land judging and soil testing are included. Three hours lecture, two hours lab. Prerequisites: CHEM 1120, AGR 140 suggested.		An in-depth study of producing plants in a greenhouse environment. Residential and commercial greenhouse management, practices and problems are covered. Poinsettia production is emphasized. Two hours lecture and two hours lab. Prerequisite: AGR 250 or approval of the instructor.	
AGR 215 Wetland Ecology (as needed)	3 cr. hrs.	AGR 252 Agronomic Data Processing with a GIS System (S)	3 cr. hrs.
This course is an introduction to wetland ecology. It focuses on the integrative principles of wetland hydrology, soil and vegetation as a means of understanding the biophysical structure and ecology of wetlands. Students will gain in-depth knowledge of remote sensing, GPS (Global Positioning Systems) and GIS (Geographical Information Systems) as applied to wetland ecology. Two hours lecture and two hours lab. Prerequisite: AGR 200/BIOL 200.		This course is designed to combine a GIS system and the principles of agronomy in processing GPS, agronomic field data and geographic base data including management of data layers and the production of summarized field reports. Two hours lecture and one hour lab. Prerequisite: AGR 150.	
AGR 228 Cotton Survey Techniques (SU)	3 cr. hrs.		
Methods of field-data collection including populations of insects, weeds, and disease pests are examined. Field data collection for "Cotman" and plant growth regulator use is included. Two hours lecture and two hours lab.			
AGR 229 Applied Cotton Management (SU)	3 cr. hrs.		
The principles of Integrated Pest Management (IPM) will be used to create agronomically correct field recommendations. Information from "Cotman" will be integrated in the total decision-making process. Two hours lecture and two hours lab.			

AGR 254 Advanced Image Analysis and Processing **3 cr. hrs.**
(F)
This course is designed to provide opportunity for students to learn and apply advanced techniques in utilization of Multi-spectral Imagery in agricultural applications.

AGR 265 Herbaceous Ornamental Plants **3 cr. hrs**
(S)
A study of the characteristics, requirements, and potential uses of herbaceous ornamental plants in the landscape. Prerequisites: AGR 141 or permission from the instructor. Two hours lecture and two hours lab.

AGR 266 Woody Ornamental Plants **3 cr. hrs.**
(F)
The identification and use of woody deciduous plant materials in the landscape. Prerequisite AGR 141 or permission of the instructor. Two hours lecture and two hours lab.

AGR 272 Landscape Plants and Design **3 cr. hrs.**
(F)
The identification, classification, adaptation, culture and landscape design uses of basic ornamental trees, shrubs, and vines. Introduces landscape design drawing. Two hours lecture and two hours lab.

AGR 280 Lawn and Turf Management **3 cr. hrs.**
(S)
The study of practical lawn and turf management, including cultivar selection, identification, establishment, fertilization, mowing, irrigation, thatch control and compaction control practices. Residential and commercial turf management will be covered. Two hours lecture and two hours lab.

AGR 282 Golf Course Turfgrass Management **3 cr. hrs.**
(F)
Establishment and management of special purpose grasses for golf courses, greens, fairways, and the rough areas. Prerequisites: AGR 280 or permission from the instructor. Will require several field trips to area golf courses. Two hours lecture and two hours lab.

AGR 290 Farm Surveying and Erosion Control **3 cr. hrs.**
(S)
An engineering approach to soil and water conservation problems. The course stresses the accuracy of areas, land leveling, topographic surveying and mapping, soil erosion, contouring, strip cropping, terracing, and waterway construction. Computer design will be explored. Two hours lecture and three hours lab.

Art

ART 121 Drawing I **3 cr. hrs.**
(F)
An introduction to basic drawing techniques which stresses line, value, shape, texture, perspective and composition. Emphasis is placed on black and white media.

ART 122 Drawing II **3 cr. hrs.**
(S)
An intermediate drawing course in which students will use gesture and contour techniques to develop their figure-drawing skills. Emphasis is placed on originality and imagination. Prerequisite: ART 121 or permission of instructor.

ART 131 Painting I **3 cr. hrs.**
(F)
An introduction to acrylic painting in which all elements of art are used to develop compositions. An emphasis is placed on expressive use of color. Prerequisite: ART 121 or permission of instructor.

ART 132 Painting II **3 cr. hrs.**
(S)
A course designed to provide the student with additional studio experience with either oil or acrylic. Emphasis will be on developing creative expressions on the canvas. Prerequisite: ART 131 or permission of the instructor.

ART 141 2D Design **3 cr. hrs.**
(F)
An exploration of the elements and principles of design. The course introduces a variety of 2-D media through a problem-solving approach.

ART 142 3D Design **3 cr. hrs.**
(S)
An exploration of three-dimensional design principles through problems focusing on space, structure and surface. Students will investigate a variety of media including wood construction, plaster, clay, paper, wire and found object.

ART 151 Color **3 cr. hrs.**
(S)
An in-depth study of the theories, properties and uses of color through art problems exploring a wide variety of color media. Prerequisite: ART 141 or permission of the instructor. Three hours lab.

ART 241 Graphics Design I **3 cr. hrs.**
(F)
An introduction to design, layout and topography. Computers will be used to facilitate student learning. ART 121 is recommended to be taken prior to or with this course. ART or GDT, Technical Illustration majors should take ART 121 prior to or with this course.

ART 242 Graphics Design II
(S)
An intermediate course in which students develop advanced graphics design skills. Emphasis is placed on skillful and artistic use of design software. Prerequisite: ART 241 or permission of instructor.

ART 243 Practicum in Graphics Design I **2 cr. hrs.**
(F)
This course allows students to practice graphics design skills in an authentic work environment. Prerequisites: ART 121, 241 and permission of instructor.

ART 251 Special Topics in Graphic Design **3 cr. hrs.**
(S)
This is an advanced course which requires intensive study and practice of a selected graphics design topic. A portfolio and presentation are required. Prerequisite: Art 241 or permission of instructor.

ART 262 Art Travel Course I **1-3 cr. hrs.**
(SU)
Students and faculty will travel to a designated location to see major works of art. Art faculty will provide insight and place the viewed art into a historical or theoretical context. Arrangement prior to registration is required. May be repeated. This course can be used as an art elective.

ART 1010 Art History Survey I **3 cr. hrs.**
(F)
A survey of the visual arts in world cultures from pre-history to the Renaissance.

ART 1020 Art History Survey II **3 cr. hrs.**
(S)
A survey of the visual arts in world cultures from the Renaissance through the present.

ART 1030 Art Appreciation 3 cr. hrs.
(F, S, SU)
A survey course of significant visual achievements from the time of the Egyptians to the contemporary period. Numerous slides, films and videotapes will be reviewed. Co-requisite: DSPR 0800.

Biology

All biology courses have these prerequisites: DSPM 0800, DSPR 0800 and DSPW 0700 or acceptable placement scores.

BIOL 103 Introduction to Natural Resource Management 3 cr.hrs. (as needed)

A survey of natural resources management career opportunities; a history of resource management; forest, wildlife, soils, and recreation components, government and private management entities; commercial, conservation, and preservation philosophies of land management discussed. Two hours lecture and two hours lab.

BIOL 200 Wildlife Management Techniques 3 cr. hrs. (as needed)

This course is a survey and application of methods and techniques used in natural resource management. Course content includes methods used to capture, mark, and handle animals; determination of age and sex; monitoring of individuals and populations; and population density estimation. Students will gain in-depth knowledge of remote sensing, biological surveys, GPS (Global Positioning Systems), and GIS (Geographical Information Systems) as it applies to Wildlife Management in this course. Two hours lecture and two hours lab. Pre requisite: AGR 149. Prerequisite/Corequisite: AGR 150

BIOL 215 Wetland Ecology 3 cr. hrs. (as needed)

This course is an introduction to wetland ecology. It focuses on the integrative principles of wetland hydrology, soil and vegetation as a means of understanding the biophysical structure and ecology of wetlands. Students will gain in-depth knowledge of remote sensing, GPS (Global Positioning Systems) and GIS (Geographical Information Systems) as applied to wetland ecology. Two hours lecture and two hours lab. Prerequisite: AGR 200/BIOL 200.

BIO 250 Environmental Biology 4 cr. hrs. (SU)

An introductory study of basic ecological principles at the population, community, and ecosystem levels. Included are selected topics on the sources and effects of pollutants to the environment. The course is open to both majors and non-majors. Three hours lecture and three hours laboratory.

BIO 299 Special Problems in Biology 1-3 cr. hrs. (as needed)

Special topic courses in an area of biology with emphasis on application of biological principles. Written project outline and reports are required. Credit hours dependent on the scope and extent of course. Prerequisite: One semester of Biology or permission of instructor.

BIOL 1110 General Biology I 4 cr. hrs. (F, SU)

An introductory study of the physical and chemical basis of life, cell structure, function, energy sources, genetic information, natural selection, organism diversity, and ecology. Three hours lecture and three hours laboratory.

BIOL 1120 General Biology II 4 cr. hrs. (S, SU)

A continuation of BIOL 1110 with emphasis on the monera, protista, fungi, plant, and animal kingdoms emphasizing structure, function, development and reproduction. Three hours lecture and three hours laboratory. Prerequisite: BIOL 1110.

BIOL 2010 Human Anatomy and Physiology I 4 cr. hrs. (F, S, SU)

An introductory course primarily designed for students in nursing and allied health programs; but, also applicable to students in biology, nutrition and physical education programs. Topics include scientific methodology, limits of scientific inquiry, fundamental biological chemistry, cellular structure and function, tissues and the intergumentary, skeletal, muscular and nervous systems. Three hours lecture and three hours laboratory.

BIOL 2020 Human Anatomy and Physiology II 4 cr. hrs. (F, S, SU)

A continuation of BIOL 2010 with emphasis on endocrine, cardiovascular (including hemodynamics), lymphatic, respiratory, digestive, urinary (including water and electrolyte balance), and reproductive systems, growth and development, and genetics. Three hours lecture and three hours laboratory. Prerequisite: BIOL 2010.

BIOL 2230 Microbiology 4 cr. hrs. (F, S)

An introduction to basic principles and applications of microbiology. The course emphasizes laboratory experience in the classification and identification of fungi, algae, and protozoans. Special emphasis will be placed on the culturing, isolation, staining, and identification of bacteria. Viruses will also be considered. Three hours lecture and three hours laboratory.

Business

BUS 111 Introduction to Business 3 cr. hrs. (F, S, SU)

An introductory survey course designed to give the student a working knowledge of basic business operations and real-world applications. Topics to be covered include the foundations of business, management, marketing, finance, economics, management information systems, and current events that affect business today. Prerequisites: DSPM 0700, DSPR 0800 and DSPW 0800.

BUS 121 Business Mathematics 3 cr. hrs. (F, S)

A course that emphasizes basic applications of mathematics in the business world. Topics include operation of the electronic calculator, accounting mathematics, mathematics of retailing, and mathematics of finance. Prerequisite: DSPM 0700 or one year of high school algebra and DSPR 0800. If this course is used to satisfy general education requirements in a career program, DSPM 0850 or the equivalent is required as a prerequisite.

BUS 211 Business Law I 3 cr. hrs. (F, S)

A study of the legal rights and potential liabilities of business persons. Emphasis on introduction to the nature of the legal system, the basic law of contracts, and business organizations. Prerequisites: DSPR 0800 and DSPW 0800.

BUS 212 Business Law II 3 cr. hrs. (S)

A study of the principles of commercial paper, sales, personal property, bailment, real property, insurance and estates.

BUS 214 Seminar 1-3 cr. hrs. (as needed)

A course designed to provide business and industry with seminars, workshops and special course offerings.

BUS 221 Principles of Management 3 cr. hrs.
(F, S)
An introduction to the five functions of modern management. A decision-making, problem-solving approach will be utilized giving special emphasis to the functions of planning, organizing, staffing, leading, and controlling. Special attention will be given to the decision-making approach which managers must use in order to make the organization productive in today's business. Prerequisite: BUS 111.

BUS 231 Business Statistics 3 cr. hrs.
(S, SU)
A study of statistical methodology and techniques used in describing, interpreting and evaluating statistical data for computer information in business. Attention is given to computer usage and calculating the principal measures of central tendency and dispersion, probability relationships and distribution sampling procedures, tests for significance of sampling inferences, and correlation and regression analysis. Prerequisite: Two years high school algebra and acceptable placement score, or DSPM 0850.

BUS 245 Business Communications 3 cr. hrs.
(as needed)
A performance based course that emphasizes effective written and oral business communications in formal and informal business experiences. Technology and research will be used to create and deliver presentations. Prerequisites DSPR 0800 and DSPW 0800 or acceptable placement scores.

Chemistry

All chemistry courses have these prerequisites: DSPM 0850 and DSPR 0800 or acceptable placement scores.

CHE 299 Special Problems in Chemistry 1-3 cr. hrs.
(as needed)
Individually supervised project in an area of interest in chemistry. Written project report will be required. Arrangement with the chemistry faculty is required prior to registering for this course.

CHEM 1030 Introduction to Chemistry 3 cr. hrs.
(F, S)
An introductory course for students with little or no chemistry background. Fundamental concepts of chemistry, properties of matter, nomenclature, equation writing, simple calculations, properties of solutions, chemical equilibrium, pH, and pOH. Three hours lecture. Prerequisite: Two years of high school algebra and acceptable placement scores, or DSPM 0850.

CHEM 1110 General Chemistry I 4 cr. hrs.
(F, S)
A comprehensive study of chemical principles designed for students pursuing a career in chemistry or other scientific areas. Emphasis is on atomic and molecular structure, chemical bonding, periodic relationships of properties of elements, states of matter, properties of solutions, chemical equilibrium, pH, and pOH. Three hours lecture, three hours laboratory. Prerequisite: Two years of high school algebra and acceptable placement scores, or DSPM 0850.

CHEM 1120 General Chemistry II 4 cr. hrs.
(F, S)
Continuation of CHEM 1110. Solubility product principle, colloids, electro-chemistry, oxidation-reduction phenomena, descriptive chemistry of selected families of elements, and an introduction to organic chemistry. Laboratory is qualitative analysis for common cations and anions. Three hours lecture, three hours lab. Prerequisite: CHEM 1110.

CHEM 2010 Organic Chemistry I 4 cr. hrs.
(F)
A study of the nomenclature, properties, preparation and reactions of organic compounds. Emphasis is on aliphatic and aromatic compounds. Elimination and substitution mechanisms are discussed. Three hours lecture, three hours laboratory. Prerequisite: CHEM 1120.

CHEM 2020 Organic Chemistry II 4 cr. hrs.
(S)
A continuation of CHEM 2010. Emphasis is placed on spectroscopy, aldehydes, ketones, carboxylic acids and their derivatives, amines and phenols. The chemistry of fats, proteins and carbohydrates is also considered. Laboratory includes qualitative analysis. Three hours lecture, three hours laboratory. Prerequisite: CHEM 2010.

Communication

COM 120 Survey of Mass Communications 3 cr. hrs.
(F)
An in-depth approach to the study of the role of the media, its forms, content and consequences. Emphasis will be on what has happened in print and electronic media, public relations and advertising, on what is happening now, and on what the future of mass communications may be.

COM 201 Introduction to Broadcasting 3 cr. hrs.
(F)
This course will survey the development and current status of radio and television media. The role played by media in modern society is explored with attention given to the kinds of broadcast and non-broadcast systems currently in operation. This course will acquaint the student with the basic techniques of program production and equipment operation. The course combines class lecture with actual participation in the productions of programs in the campus studio.

COM 220 Media Writing 3 cr. hrs.
(S)
An introduction to factual writing for print and broadcast media. Emphasis on evaluation of news, basic information gathering, organizing and writing a variety of news stories, and the rights and responsibilities of the public communicator. Prerequisites: ENGL 1010 and basic typing skills.

COM 232 Practicum 1 cr. hr.
(F, S)
Students will participate in an appropriate practicum for his/her major in a professional work environment. Prerequisite: Permission of Instructor.

COM 1030 Film Appreciation 3 cr. hrs.
(F, S)
An in-depth study of documentary and feature films. Students will learn the history of film, different forms of film, and the social, historical, and cultural functions of film. Emphasis on critical and aesthetic appreciation.

Computer Information Systems

All computer information systems courses have this prerequisite: DSPR 0800. Co-requisites: DSPM 0800 and DSPW 0800 or acceptable placement scores.

CIS 101 Software Applications 3 cr. hrs.
(F, S, SU)
A course designed to enable students to achieve sufficiently proficient skill levels for accomplishing both academic and career tasks using file management, document processing, spreadsheet, presentation, graphic applications, Internet browsing, and electronic mail applications. Emphasis will be placed on promoting, developing, and enhancing practical applications skills in the laboratory.

CIS 103 Keyboarding 3 cr. hrs.
(F, S)
Introductory course for students who plan to use keyboarding skills for text input, emphasizing the basic keyboard, personal and business letters, memorandums, and reports. Note: This course will not be accepted as part of the CIS degree.

CIS 111 Information Processing (F)	3 cr. hrs.	CIS 170 Micro Systems I (F, S)	3 cr. hrs.
A course designed to develop skills in using a microcomputer for document formatting of business letters, tables, reports, business forms, and other business documents. Prerequisite: CIS 103 or a minimum speed of 40 correct words a minute (cwam) or permission of a CIS instructor.		A course designed to enable the student to make repairs to microcomputer hardware systems. Functional parts and theories will be studied. Microcomputer/Networking Concentration majors should take this course with CIS 122 and CIS 175.	
CIS 122 Integrated Software Applications (F, S)	3 cr. hrs.	CIS 175 Networking I (F, S)	3 cr. hrs.
A course designed to enable students to achieve advanced levels of proficiencies using integrated software applications. Emphasis will be placed on developing critical thinking and electronic communication skills using the advanced features of document processing, spreadsheet, database, and presentation graphics applications. Furthermore, the student will learn how to integrate external information from sources such as the Internet or other applications, into documents of presentations. These competencies will be gained by using project-based assignments. The course is best suited for the individual who already possesses a basic understanding of computer file management, operating systems and productivity software applications.		A course designed to enable students to learn local area networking. The course will cover hardware/software selection, implementation, and utilization. Microcomputer/Networking Concentration majors should take this course with CIS 122 and CIS 170.	
CIS 130 Programming Design and Logic (F, S)	3 cr. hrs.	CIS 180 Spreadsheet Application (S)	3 cr. hrs.
This course is designed to teach students programming and logic utilizing a current programming language. Critical thinking skills will be developed using realistic business examples. The emphasis of this course will be placed on variable usage, data types, decisions, and repetition. This course is designed to prepare the student for success in any programming language. Programming Concentration majors should take this course with CIS 122 and CIS 135.		This course will focus on using spreadsheets to make business decisions, developing professional-looking spreadsheets and charts, integrating spreadsheets with other programs and the World Wide Web, importing and exporting data, and developing a spreadsheet application using Visual Basic control structures to customize the spreadsheet application. The objectives of this course will be met using problem based learning techniques. Prerequisite: CIS 122.	
CIS 135 Database Development (F, S)	3 cr. hrs.	CIS 190 Networking II (S)	3 cr. hrs.
This is an introductory course in database design. Students will create tables, forms, queries, and reports that will be used to access data. Custom controls, calculated and linked fields, and OLE will be used in the design process. Programming Concentration majors should take this course with CIS 122 and CIS 130.		This course will introduce the student to network operating systems. The learner will be exposed to both peer-to-peer and client server environments. The major focus of the course will be on implementation, support, and administration of microcomputer network operating systems. Students will install, configure, setup user and group accounts, and security for microcomputer networks. In addition, the student will learn how to monitor and optimize the performance of a network. The objectives of this course will be met using problem-based learning techniques. Prerequisites: CIS 170 and CIS 175.	
CIS 141 Records Management (F)	3 cr. hrs.	CIS 200 C++ (F)	3 cr. hrs.
This is a study of the principles and practices of effective records management including creation, classification, storage, retrieval, retention, maintenance, and disposal. Manual, mechanical, and electronic systems will be studied.		Programming in C++ will be the focus of this course. The concepts covered in the class will begin with introductory concepts and conclude with advanced topics in C++. Programming concepts addressed will include data types, abstraction, classes, objects, file processing, functions, decision statements, iteration, arrays, inheritance, and pointers. Prerequisite: CIS 130.	
CIS 145 Operating Systems Administration (F, S)	3 cr. hrs.	CIS 205 Document Publishing (S)	3 cr. hrs.
This course is designed as an in-depth look at operating systems concepts; principles and practices of systems administration and management network file system, account management; OS installation; startup and shutdown, booting, backup, restore; system administration tools; duties and responsibilities of a system administrator. We will also cover the ethics of the system administrator. Our exploration of this subject will take the form of a practical hands-on approach. Prerequisite: CIS 122.		A course designed to develop a complete understanding of the machine logic and to develop a student's ability to apply this logic by using state-of-the-art microcomputers, laser printers, and desktop publishing software. Emphasis will be placed on skill development in the preparation of newsletters, business forms and presentations. Prerequisite: CIS 111.	
CIS 150 Web Development and Administration I (F, S)	3 cr. hrs.	CIS 210 Java Programming (S)	3 cr. hrs.
This course will focus on using the Internet as a communications medium, developing both personal and business-oriented Web pages and associated Web Sites. Aspects of content development, organizational design, navigational concepts, and basic forms coding will be implemented using HTML coding and other Web design tools such as FrontPage and Dreamweaver. Or, such state-of-the art Web design tools that meet current industry standards. The history of the Internet will be discussed concomitant with present usage and future potentials. The objectives of this course will be met using problem-based learning techniques. Prerequisite: CIS 122.		This course is designed as an overview of the Java programming language. Object-oriented programming concepts will be reinforced concomitantly with the Java language syntax throughout the term of the course. Programming concepts addressed will include Java classes, methods, control structures, decision structures, arrays encapsulation, and inheritance. Prerequisite: CIS 130.	
		CIS 215 Advanced Database (S)	3 cr. hrs.
		This course is designed to help students understand advanced database concepts. It will focus on the utilization of client-server systems in business. Emphasis will be given to the use of Structure Query Language in developing solutions. This course will require students to develop database applications that utilize forms, reports, and queries. The objectives of this course will be met using problem-based learning techniques. Prerequisite: CIS 135.	

CIS 216 Seminar (as needed) 1-3 cr. hrs.
A course designed to provide business and industry with seminars, workshops and special course offerings.

CIS 225 Database Administration (F) 3 cr. hrs.
This course provides students with the knowledge and skills required to install, configure, administer, and troubleshoot a database on a PC or as part of a workgroup server. Students will learn the fundamental skills needed to maintain a transactional database. The objectives of this course will be met using problem-based learning. Prerequisite: CIS 215.

CIS 230 Visual BASIC (S) 3 cr. hrs.
Programming in Visual BASIC will be the focus of this course. The concepts covered in the class will begin with introductory concepts of Visual BASIC and conclude with advanced topics in Visual BASIC. Programming concepts addressed will include data types, file processing, functions, decision statements, iteration, arrays, integration with other applications software, and database access. Prerequisite: CIS 130.

CIS 254 Web Development and Administration II (F) 3 cr. hrs.
This course will focus on developing Web-based solutions using Internet, intranets, or extranets technologies. Aspects of advanced content development, including data-driven site content, will be explored and implemented using a variety of resources and industry standard development tools. Concepts of usability, functionality, and security will be discussed concomitant with project design and implementation. The objectives of the course will be met using problem-based learning techniques. Prerequisite: CIS 135, CIS 130, and CIS 150

CIS 260 Presentation Applications (F) 3 cr. hrs.
A course designed to prepare, edit and format a presentation. Students will gain experience in adding animation, using WordArt, and creating organizational charts for use in presentations.

CIS 262 Administrative Office Procedures (F) 3 cr. hrs.
This course is a study of the practices and procedures of current office concepts with emphasis given to the electronic office.

CIS 267 Machine Transcription (Medical) (as needed) 3 cr. hrs.
A course designed to develop skill in the use of transcription equipment to produce medical documents. Emphasis will be placed on vocabulary building, proper punctuation, spelling, proofreading, grammar, and definitions of medical terms. Prerequisites: CIS 103 or minimum speed of 40 cwam or permission of instructor.

CIS 270 Micro Systems II (S) 3 cr. hrs.
A course designed to teach the following microcomputer topics; memory management, interface card installation, interrupts, I/O and memory addressing, microcomputer system utilities, hard drive management and setup, and other advanced hardware concepts. Prerequisite: CIS 170.

CIS 275 Networking III (F) 3 cr. hrs.
This course will build on the Networking II course by exposing the student to enterprise networking, which encompasses network with at least two domains. The major focus of the course will be on planning and implementation of enterprise level networks, including security, interoperability, and domain structure that includes networking protocols and protocol bindings. Students will explore how to manage clients and servers in addition to user and group accounts and profile at the enterprise level. Finally, the learner will be introduced to remote access and connectivity to network servers running different network operating systems. The objectives of this course will be met using problem-based learning techniques. Prerequisites: CIS 190 and CIS 270.

CIS 280 Networking IV (S) 3 cr. hrs.
This is the Microcomputer/Networking capstone course, which will address various topics relating to larger, more sophisticated networks. In addition, this course will include major networking projects to be completed during this course. Another objective of this course is to address high level topics such as routers and gateways, TCP/IP, Internet information servers, troubleshooting and optimization of large multi-domain, multi-operating system networks. The objectives of this course will be met using problem-based learning techniques. Prerequisite: CIS 275.

CIS 290 Microcomputer/Network Internship (F, S) 3 cr. hrs.
A supervised work program designed to provide students with a variety of practical on-the-job experiences. This will allow students to apply their knowledge to real world situations. This will also allow relationships to be built between companies and students prior to graduation. Prerequisites: CIS 180, CIS 270, and CIS 275.

CIS 293 Development and Administration Internship (F, S, SU) 3 cr. hrs.
A supervised work program designed to provide students with a variety of practical on-the-job experiences. This will allow students to apply their knowledge to real world situations. This will also allow relationships to be built between companies and students prior to graduation.

CIS 294 Office Systems Technology Internship (F, S) 3 cr. hrs.
A supervised work program designed to provide students with a variety of practical on-the-job experiences. This will allow students to apply their knowledge to real world situations. This will also allow relationships to be built between companies and students prior to graduation. This course should be taken in the last semester of enrollment before graduation.

CIS 295 Programming Internship (F, S) 3 cr. hrs.
A supervised work program designed to provide students with a variety of practical on-the-job experiences. This will allow students to apply their knowledge to real world situations. This will also allow relationships to be built between companies and students prior to graduation. Prerequisites: CIS 230, CIS 235 and CIS 240.

Criminal Justice

All Criminal Justice courses have these prerequisites: DSPR 0800 and DSPW 0800 or acceptable placement scores.

CJUS 1100 Introduction to Criminal Justice (as needed) 3 cr. hrs.
An historical overview of the American criminal justice system, with an emphasis on the work of police, the courts, the corrections system, and the development of criminal justice from English common law and traditional laws. The course will review the career options and opportunities for police officers, and the methods, problems, and ethics of the profession.

Developmental Studies

Developmental Studies Writing (See English)
Developmental Studies Mathematics (See Mathematics)
Developmental Studies Reading (See Reading)
Developmental Study Skills (See Orientation)

Economics

All economics courses have these prerequisites: DSPM 0800, DSPR 0800 and DSPW 0800 or acceptable placement scores.

ECO 211 Principles of Economics I 3 cr. hrs. (F, S, SU)

A course providing for an investigation of macroeconomic principles and policies. Following an introductory overview of the U.S. market economy, emphasis is placed upon analysis of the national income accounts; the principles of modern employment theory; the principles of money and banking; and the fiscal, monetary, and supply side policies that evolve from the application of these concepts.

ECO 212 Principles of Economics II 3 cr. hrs. (F, S, SU)

A course providing for an investigation of microeconomic principles and policies. Emphasis is placed upon analysis of the forces of supply and demand, theories of consumer behavior, production costs, application of marginal analysis and equilibrium theory to price and output decisions of the firm in competitive and noncompetitive markets, resource allocation and principles of international trade and finance.

Early Childhood Education

ECED 1010 Introduction to Early Childhood Education 2 cr. hrs. (as needed)

Orientation to the profession. Topics include professionalism, family relationships, individual and cultural diversity, child development, developmentally appropriate practice, observation and assessment, learning environment, health and safety, and guidance.

ECED 2010 Safe, Healthy Learning Environments 3 cr. hrs. (S or as needed)

A study of the basic principles of good health as they relate to the child in the family, care center, and community. Includes child nutrition, growth, disease and accident prevention, and safety. Laboratory observation and interaction. Prerequisite: ECED 1010.

ECED 2015 Early Childhood Curriculum 3 cr. hrs. (S or as needed)

A survey of the theoretical models and services available to parents and children. Laboratory observation and interaction.

ECED 2020 Infant, Toddler Child Development 3 cr. hrs. (S or as needed)

The study of the physical, cognitive, social, and emotional aspects of young children and their application to the care, guidance, and development of the child birth to eight. Laboratory observation and interaction. Prerequisite: ECED 201.

ECED 2030 Infant and Toddler Care 3 cr. hrs. (as needed)

A course on the care and education of infants and toddlers, birth to age three in group settings (i.e. child care centers, family child care homes, Early Head Start). Includes rationales and strategies for supporting the whole child including cognitive, language, social-emotional, and physical development in a safe, responsive environment. Emphasis is on relationship-based care and education with special attention to the unique environmental aspects of programs for the child under three.

ECED 2040 Family Dynamics and Comm. Involvement 3 cr. hrs. (SU or as needed)

The role of the family and community in the physical, cognitive, social, and emotional growth of the child in a diverse society. Laboratory observation and interaction. Prerequisite: ECED 1010.

ECED 2050 Psychomotor Development 3 cr. hrs. (SU or as needed)

This course discusses the major theories of psychomotor development and the application to the development of the young child ages birth to nine. Particular emphasis is placed on the positive development of motor skills. Field experiences required. Pre-requisite: ECED 2020 or department approval.

ECED 2060 Development of Exceptional Children 3 cr. hrs. (F or as needed)

This course covers physical disabilities, mental retardation, sensory impairment, the gifted child, and the accessing and coordinating of community resources to ensure accurate diagnosis and appropriate treatment and services. Students will learn to interpret diagnostic instruments and to write programs to meet the special needs of exceptional children. Laboratory observation and interaction. Prerequisite: ECED 2050.

ECED 2070 Developmental Assessment 3 cr. hrs. (S or as needed)

A study of basic instruments and checklists leading to competency in screening children for developmental problems. The course will also consider appropriate community support programs and referral procedures. Laboratory observation and interaction. Prerequisite: ECED 2050.

ECED 2080 Language and Literacy in Early Childhood 3 cr. hrs. (S, SU)

The research-based principles and practices for providing young children aged birth to nine a strong foundation in language and literacy within a developmentally appropriate approach. Field experiences required. Prerequisites: ECED 2015 and 2020 or department approval.

ECED 2085 Math and Science in Early Childhood 3 cr. hrs. (F, SU)

A course on the standards, principles, and practices in teaching mathematics and science to young children ages birth to nine. An emphasis will be placed on developing an integrated math and science curriculum that includes appropriate content, processes, environment and materials, and child-centered choices. Field experiences required. Pre-requisites: ECED 2015 and ECED 2020 or department approval.

ECED 2090 Creative Development 3 cr. hrs. (as needed)

This course provides strategies for promoting creative development of the child ages birth to nine. Students will gain an understanding of the concept of creativity: what it is, why it is important, and how the development of creativity in young children can be encouraged. Emphasis is on the development of creativity in relation to art, music, language, movement, and dramatic arts. Field experiences required.

ECED 2100 The Mentoring Teacher 3 cr. hrs. (as needed)

A study of the philosophy, principles, and methods of mentoring adults who have varying levels of training. Emphasis will be on the role of mentors as facilitators of adult learning while simultaneously addressing the needs of children, parents, and other staff. Prerequisite: Department approval.

ECED 2110 Advanced Learning Environments 3 cr. hrs. (as needed)

This course focuses on the skill, knowledge, and materials development that are necessary in the provision of a developmentally appropriate environment for young children ages birth to nine. Field experiences required.

ECED 2120 Admin. of Child Care Centers 3 cr. hrs.
(as needed)
A study of organization and administration practices applicable to the child care center. Topics of special consideration will include leadership, enrollment and public relations, staff management, financial management, facilities, regulations, parent relations, and program development. Field experiences required.

ECED 2130 Clinical Practicum I 2 cr. hrs.
(F or as needed)
Supervised pre- or in-service practicum. Minimum of 45 clock hours must be completed in an NAEYC, NAFDDS, or NSACA accredited agency, or TECTA approved site. Prerequisites: ECED 1010, ECED 2010 and ECED 2020.

ECED 2140 Clinical Practicum II 2 cr. hrs.
(S or as needed)
Supervised pre- or in-service practicum. Minimum of 45 clock hours must be completed in an NAEYC, NAFDDS, or NSACA accredited agency, or TECTA approved site. Prerequisites: ECED 2130 and ECED 2040.

ECED 2150 Clinical Practicum III 2 cr. hrs.
(S)
Supervised practicum experience with a minimum of 15 clock hours in seminar and 45 clock hours of approved early childhood practical experiences. This course focuses on the student's demonstration of competencies that produce positive developmental outcomes for young children ages birth to nine. Prerequisite: All required ECED courses or department approval.

Education

All Education courses have this prerequisite: DSPR 0800.

EDU 201 Foundations of Education 3 cr. hrs.
(F, S)
In this course attention will be given to the historical, philosophical, and sociological foundations underlying the development of American educational institutions. The role of the schools, the aims of education, and the role of state, local, and federal agencies will be emphasized. Some field experience will be required.

EDU 202 Field Experience in Teaching 3 cr. hrs.
(F, S)
Field experience in which students observe teachers and students in action. Students will perform tasks related to teacher roles. Types of observation will be tailored to individual student needs (early childhood, elementary, junior high, or high school). Prerequisite: EDU 201 or permission of instructor.

EDU 221 Human Growth and Development I 3 cr. hrs.
(F, S, SU)
Scientific study of quantitative and qualitative ways people change over time. Theory, research, and application of human development and learning processes. Emphasis will be placed on development from conception through middle childhood. A special emphasis will be placed on the theories of Erikson, Piaget, and Kohlberg. Child observation is required.

EDU 222 Human Growth and Development II 3 cr. hrs.
(S, SU)
A continuation of EDU 221, with the primary emphasis on the individual's growth and development during adolescence and through the adult years. Adolescent observation projects will be required.

EDU 250 Instructional Technology in Education 3 cr. hrs.
(F, S, SU)
An introduction to applications of technology which will assist in efficient management and effective learning within the school environment. Experience will be gained in the development and use of instructional applications including computers and educational software.

Electro-Mechanical Technology

All electro-mechanical technology courses have these prerequisites: DSPM 0700, DSPR 0800 and DSPW 0800 or acceptable placement scores.

EET 100 Electrical Circuits I 3 cr. hrs.
(F, S, SU)
This course covers the principles of DC circuit analysis. Concepts of voltage and current sources, series and parallel circuits and equivalent circuits are covered. An introduction to AC circuit analysis is also covered. The course is comprised of two hours lecture and three hours laboratory experiments.

EET 120 Digital Circuits 3 cr. hrs.
(S)
Principles of digital logic devices such as: and, or, nand, nor, xor, flip flops, ram and rom. Karnaugh maps, Boolean algebra and number bases are covered in detail. Modern digital circuits are studied and synthesized in the laboratory. Prerequisite: EET 100 or permission of instructor.

EET 150 Electro-mechanical Devices 3 cr. hrs.
(F)
This course is a survey of the major topics used in the design of electrical and mechanical devices used in the industrial setting. Electrical topics include motors, generators, transformers, programmable logic controllers, DC power supplies and circuit components. The mechanical side of the course concerns the design of machine parts such as gears, belts, shafting and clutches. Solutions to design process problems using applied engineering mechanics and strength of materials are addressed. Prerequisite: MATH 1150 or permission of instructor.

EET 160 Electrical Circuits II 3 cr. hrs.
(S)
A continuation of EET 100. Single and three phase AC circuits are analyzed, and capacitors and inductors are studied in detail. Time constants, resonance, transient analysis and simple filters are covered. Course consists of two hours lecture and three hours laboratory. Prerequisite: EET 100 or permission of instructor.

EET 170 Electronics I 3 cr. hrs.
(F)
This course covers basic semiconductor theory. Theory and applications of diodes and transistors are discussed in detail. The operation of rectifiers, filters, and amplifiers is also covered. Circuit analysis and troubleshooting techniques are developed in the laboratory. Course consists of two hours lecture and three hours laboratory experiments. Prerequisite: EET 160 or permission of instructor.

EET 175 Electronics II 3 cr. hrs.
(S)
A continuation of EET 170. Thyristors and special devices are discussed. Operational amplifiers are studied in detail. Oscillators, active filters, and voltage regulators are analyzed. Course consists of two hours lecture and three hours laboratory exercises. Prerequisite: EET 170 or permission of instructor.

EET 180 Programmable Logic Controllers I 3 cr. hrs.
(F, SU)
An introduction to programmable logic controllers and their usage in modern industry is covered. Memory addressing schemes and ladder logic are covered in detail. Hands-on experience is emphasized in laboratory exercises. Prerequisite: Acceptable placement score or student's completion of DSPM 0800 or permission of instructor.

EET 200 Motors and Motor Control Systems 3 cr. hrs.
(S)
Principles of converting mechanical work into electric power and electric power into mechanical work. The basic magnetic principles of motors and generators are studied in depth as well as efficiency and work. This course consists of two hours lecture and three hours laboratory exercises. Prerequisite: EET 160 or permission of instructor.

EET 220 Industrial Power Systems (as needed) **3 cr. hrs.**
This course is designed to introduce the student to power systems present in modern manufacturing plants. Motors, lighting systems, electrical protecting devices, and grounding systems will be studied. Power substations, feeders, and branch circuits are also covered. Course consists of three hours lecture, which includes field trips to local manufacturing plants. Prerequisite: EET 160 or permission of instructor.

EET 230 Programmable Logic Controllers II (S) **3 cr. hrs.**
A continuation of EET 180. Advanced concepts and hardware details are discussed in depth. Analog I/O, encoders, PID controls, transducers, and internal file structures and usage are the main topics of interest. Hands-on experience is emphasized in laboratory exercises. Prerequisite: EET 180 or permission of instructor.

EET 240 Fluid Power (F) **3 cr. hrs.**
The course covers pneumatic and hydraulic systems. Topics include air compression, air valves, cylinders, distribution and condensation criteria, usage and maintenance. Fundamentals of hydraulic pumps, control and servo valves, fluids, accumulators and energy and power in hydraulic systems are presented. The course will focus on fluid circuits and maintenance of fluid systems. Hands-on experience is emphasized in laboratory exercises.

EET 245 Microprocessors (S) **3 cr. hrs.**
Basic logic circuits and how they are implemented to produce a micro-processor are examined. Instruction sets, memory maps and programming in assembler are covered as well as programs written for microprocessor trainers in the lab. Prerequisite: EET 120 or permission of instructor.

EET 270 Robotic Systems (F) **3 cr. hrs.**
This course is designed to introduce the concepts of servo control systems and automation systems used in robotic control systems. The student will learn to program the Mitsubishi RV-M2 Robots. This class will consist of three hours lecture.

EET 283 Telecommunications I (as needed) **3 cr. hrs.**
This course is the first part of a two-part series intended to provide the student with the technical aspects and a good understanding of how telecommunications systems operate. Subjects covered include telephone systems, transmission codes, pulse modulation, and encoding technologies. Prerequisite: EET 160 or permission of instructor.

EET 297 Automatic Processes (F) **3 cr. hrs.**
This course is designed to introduce the student to modern process controller uses and control schemes. The control and communication of complex processes are addressed along with sensory devices that pass data back to the controller. Hands-on experience is emphasized in laboratory exercises. Prerequisite: EET 230 or permission of instructor.

Emergency Medical Technology

EMT 100 Introduction to EMS **3 cr. hrs.**
This course provides the participant with an introduction to the Emergency Medical Services system. Content includes ethics, legal considerations, critical incident stress management, and an historical account of the EMS system. Co-requisites: DSPM 0700, DSPR 0700, DSPW 0700 or acceptable placement scores.

EMT 101 Basic Emergency Medical Technician I **6 cr. hrs.**
This is the entry level course to the Emergency Medical Service (EMS) profession. Areas to be included are: EMT roles and responsibilities, airway management, patient assessment, medical emergencies, anatomy and physiology, documentation, lifting and moving, and communications. Practical labs will be conducted. Upon successful completion of this course, the student will be eligible to enroll in EMT 102. EMT 102 must be completed successfully for the student to be eligible to take the State of Tennessee Basic EMT Licensure Examination. EMT 102 must be completed in the semester immediately following EMT 101. If EMT 102 is not taken in this manner, EMT 101 must be repeated. Co-requisite: EMT 100. Prerequisites: High School graduation or GED equivalency, 18 years of age, HSC 100, and basic level placement (0700 courses) prior to state board testing.

EMT 102 Basic Emergency Medical Technician II **6 cr. hrs.**
Must be taken in same academic year as EMT 101 to be submitted for licensure. Areas to be included in this course are: childbirth, trauma emergencies, pediatric emergencies, environmental emergencies, behavioral emergencies, and ambulance operations. Practical labs will be conducted. Emergency department and prehospital clinical experience is required. Upon successful completion of this course, the student will be eligible to take a comprehensive competency-based examination. A passing score of 80 percent is required to be eligible to take the Basic EMT Licensure Examination given by the Tennessee Department of Health, Division of Emergency Medical Services. Prerequisites: HSC 100, EMT 100, EMT 101, and basic placement courses prior to state board testing. Co-requisite: EMT 104.

EMT 104 EMT Extended Skills **3 cr. hrs.**
This course prepares the EMT student to perform skill competencies consistent with State of Tennessee EMT regulations. Content areas include intravenous access, pharmacology and medication administration for the Basic EMT, and review of airway management. Practical lab and clinical experiences are required. Prerequisite: EMT100 and 101. Co-requisite EMT 102.

EMT 105 Emergency Medical Dispatch **3 cr. hrs.**
This course prepares the participant for the role of an emergency medical dispatcher consistent with state of Tennessee regulations. Content areas include telecommunicator roles and responsibilities, FCC rules and regulations, legal issues, crisis intervention techniques, basic telecommunications techniques, critical incident stress management, and a practicum in a communication center. Practical labs will be conducted. Prerequisite: DSPR 0700 and Basic Life Support for the Healthcare Provider with current card.

EMT 106 Human Systems for the EMT-Paramedic **4 cr. hrs.**
Introduction of the student to anatomy and physiology for the EMT-Paramedic. An overview of each human body system will be conducted. Medical terminology will also be taught. Prerequisite: Basic EMT license preferred.

EMT 107 Math for the Prehospital Professional **2 cr. hrs.**
This section introduces math to the prehospital professional. Addition, subtraction, multiplication and division of whole numbers, fractions, and decimals will be taught. In addition, students will be taught to use household, apothecary and metric tables to solve practical dosage problems. Other topics to be covered include calculating drug dosages for the adult and pediatric patients, intravenous drip rates, interpreting drug orders and drug labels and the use of ratio and proportion to calculate drug dosages.

EMT 141 EMS Symposium I **2 cr. hrs.**
The focus of this course will be topics of current interest in the field of Emergency Medical Services. Subjects covered will relate to skills, procedures, or knowledge required by current and future practitioners in order to provide high quality care.

EMT 142 EMS Symposium II **3 cr. hrs.**
The focus of this course will be topics of current interest in the field of Emergency Medical Services. Subjects covered will relate to skills, procedures, or knowledge required by current and future practitioners in order to provide high quality care.

EMT 150 Independent Study in EMT **1-6 cr. hrs.**
This course of study is designed to meet individual learning needs. Faculty supervision and guidance is provided to accomplish the selected learning objectives. Prerequisites: Admission to the Paramedic Program or permission of the EMT Program Director.

EMT 159 Preparatory **6 cr. hrs.**
Introduction of the student to the role of the EMT-Paramedic in the health care delivery system. The well-being of the EMT-Paramedic, including illness and injury prevention, will be taught. Other topics include venous access and medication administration, therapeutic communication, and life span development. Prerequisites: Licensed EMT, EMT 100, and EMT 106 or BIOL 2010 and 2020.

EMT 160 Principles of Pathophysiology **4 cr. hrs.**
This section introduces pathophysiology as it correlates to the disease process. Cellular composition and function, including alterations in body fluids environment, will be taught. Other topics include genetics, familial disease, hypoperfusion, the body's self-defense mechanism, the inflammatory process, immunity, and stress response to diseases. Prerequisites: Licensed EMT, EMT 100, and EMT 106 or BIOL 2010 and 2020.

EMT 161 Patient Assessment **3 cr. hrs.**
Introduction of the student to patient assessment utilized by the EMT-Paramedic. History taking, techniques of physical exam, conceptual approach to the process of patient assessment, clinical decision making, patient interaction, and documentation will be taught. This section will lay the foundation for additional course work in patient assessment, stabilization, and treatment. Prerequisites: Admission to the Paramedic Program, EMT 159 and 160.

EMT 162 Prehospital Pharmacology Introduction **3 cr. hrs.**
Introduction of the student to general groups of drugs and classification of each. Topics include therapeutic effects of drugs, indications, contraindications, dosage and side effects. Also, the student will learn methods of administering medications after calculations of appropriate dosages. This unit is designed to help the EMT-Paramedic implement a patient management plan based on principles and applications of pharmacology. Issues such as personal responsibility for safe and therapeutically effective drug administration within legal and ethical realms will be taught. Prerequisite: Admission to Paramedic Program.

EMT 163 Medical Situations **6 cr. hrs.**
Introduction of the student to medical illnesses as encountered by the EMT-Paramedic. This section incorporates previously learned abilities into teaching the pathophysiology, symptomology, and treatment for diseases and injury to the respiratory system, cardiovascular system, endocrine system, and nervous system. Topics include areas of instruction in pulmonary, cardiology, neurology, endocrinology, allergies, gastroenterology, renal and urology, toxicology, hematology, environmental disorders, infectious and communicable diseases, behavioral disorder, gynecology, and obstetrics. ACLS certification will be awarded during this course to students meeting the established criteria of the American Heart Association. Prerequisite: Admission to Paramedic Program.

EMT 164 Airway Management **2 cr. hrs.**
This section is designed to teach the EMT-Paramedic student how to establish and maintain a patent airway, oxygenate, and ventilate a patient. Details of upper and lower airways, including differences in pediatric variations, is taught. Other topics include details of respiration, ventilation, measurement of gases, and causes of decreased oxygen concentrations in the blood. Psychomotor skill labs will be conducted. Prerequisite: Admission to Paramedic Program.

EMT 165 Clinical Experience I **3 cr. hrs.**
Clinical education is comprised of time spent in various area hospitals, clinics, field trips, and EMS agencies. Major emphasis is placed on EMS observation, emergency room, labor and delivery, pediatrics, operating room, and recovery room. Prerequisite: Admission to Paramedic Program.

EMT 170 EMS Operations **4 cr. hrs.**
The student will practice previously learned paramedic skills. Medical incident command, rescue operations and awareness, basic water rescue, confined space rescue awareness, highway/vehicle rescue operations, hazardous terrain, hazardous materials awareness and operations, and crime scene awareness and operations will be conducted. Prerequisite: Admission to Paramedic Program.

EMT 171 Patient Management **4 cr. hrs.**
This is a continuation of Medical Situations. Topics to be covered will include: neonatology, pediatrics, geriatrics, abuse and assault, patient with special challenges, and care of chronic care patients. In addition, the student will practice patient assessment and management through simulated scenarios. Prerequisite: Admission to Paramedic Program.

EMT 172 Trauma Emergencies **4 cr. hrs.**
Pre-hospital Trauma Life Support concepts to the Standards of the American College of Surgeons will be presented. This section will allow the student to integrate pathophysiological trauma principles and assessment findings into an ability to formulate a general field impression and implement a patient treatment plan. Topics include trauma systems, mechanism of injury, hemorrhage, shock, soft tissue trauma, burns, head and facial trauma, spinal trauma, thoracic trauma, abdominal trauma, and musculoskeletal trauma. Prerequisite: Admission to Paramedic Program.

EMT 173 Clinical Experience II **3 cr. hrs.**
A continuation of EMT 165. Major emphasis includes the addition of coronary care, intensive care, and psychiatric units. Prerequisite: Admission to Paramedic Program.

EMT 180 Clinical Experience III **3 cr. hrs.**
A continuation of EMT 165 and 173. Minimum competencies are required for successful completion. Prerequisite: Admission to Paramedic Program.

EMT 181 Internship **3 cr. hrs.**
Summative evaluation of experience from classroom and clinical settings within pre-hospital Advanced Life Support Units will be gained. This experience must be conducted under the direction of a licensed EMT-Paramedic or a course instructor. Under supervision, the student will be exposed to injuries and illnesses and will participate in the diagnosis and treatment of the patient while working in an environment approximating that found upon graduation. The intern will progress from observer, through team member, to a leadership roles as a pre-hospital provider as part of the summative evaluation. Minimum competencies are required for successful completion. Prerequisite: Admission to Paramedic Program.

EMT 211 Comprehensive ACLS **2 cr. hrs.**
A course in Advanced Cardiac Life Support to the standards of the American Heart Association. Designed for those who need extra instruction in ACLS techniques including: endotracheal intubation, dysrhythmia recognition, pharmacology and conducting a Megacode resuscitation. Successful students will be eligible to seek certification as ACLS providers by the American Heart Association by taking the two-day ACLS course or by challenging the ACLS testing stations. Practical lab will be conducted. Prerequisite: Current licensure as a physician, nurse, paramedic, respiratory therapist, or dentist.

English

□DSPW 0700 Basic Writing (F, S, SU)

3 cr. hrs.

A course designed to teach the basics of language use, writing mechanics, and the principles of elementary composition. The fundamentals of grammar, punctuation, spelling, vocabulary, and sentence structure will be emphasized. Instruction concentrates on logical sentences that are mechanically correct and organized into simple paragraphs. This course does not meet English requirements for graduation nor elective credits for graduation. Prerequisite: placement by TBR placement test.

□DSPW 0800 Developmental Writing (F, S, SU)

3 cr. hrs.

A course designed to introduce the basic principles of writing with emphasis on paragraph development and basic theme structure. Logic and maturity of thought will be stressed. This course does not meet English requirements for graduation nor elective credits for graduation. Prerequisite: DSPW 0700 or placement by TBR placement test.

ENG 250 Topics in English (on demand)

1-3 cr. hrs.

A course designed to explore specific literary, writing, or language interests. The focus of the course will be either theme, genre, or media. Typical topics: literature of ethnic groups, literature by women, modern drama, Shakespeare on film, or the American novel on film. May be taken more than one time for credit. Prerequisites: ENGL 1010 and ENGL 1020 or permission of the instructor.

ENG 260 Technical Writing (S)

3 cr. hrs.

A course designed to prepare students for the writing they will do in their careers. By preparing students' writing skills and developing their insights regarding readers' needs, reactions, and reading circumstances in the business and industrial workplace, this course aims to help students become confident, flexible, and effective communicators on the job. Prerequisite: ENGL 1010 or consent of instructor.

ENG 261 Print Media Applications (F)

3 cr. hrs.

A course designed to train students to develop sophisticated professional publications – printed and electronic media that involve challenges in collecting, managing, and effectively using text, graphic designs, photographs, and other data. Students use standard publication software to plan, draft, and edit text and graphics electronically, in a manner used by today's businesses that create product brochures, newsletters, advertisements, bulletins, training materials, and the like. Prerequisites: ENGL 1010 and ENG 260 or COM 121, or permission of instructor.

ENGL 1010 English Composition I (F, S, SU)

3 cr. hrs.

A course designed to emphasize the development of writing skills applied to different purposes with emphasis on logic, organization, levels of usage, information gathering, and audience awareness. Familiarity with basic essay form and outlining techniques is assumed. Prerequisites: DSPW 0800 and DSPW 0800 or acceptable placement scores.

ENGL 1020 English Composition II (F, S, SU)

3 cr. hrs.

A course designed to focus on expository writing using both research and documentation procedures and the ideas found in literature. Prerequisite: ENGL 1010.

ENGL 2111 Survey of American Literature I (as needed)

3 cr. hrs.

A survey of American Literature from precolonial times to the American Civil War, emphasizing literary trends and themes these works represent as well as their historical and political contexts and relating them to contemporary issues. Literature courses may be taken in any order. Prerequisite: ENGL 1010; recommended: ENGL 1020

ENGL 2210 Survey of British Literature I (F)

3 cr. hrs.

A survey of British Literature from the early Medieval period to the Renaissance and the 18th-Century Neoclassical period, emphasizing the changing literary trends and themes these works represent as well as their historical and political context and relating them to relevant contemporary issues. Literature courses may be taken in any order. Prerequisite: ENGL 1010; recommended: ENGL 1020.

ENGL 2220 Survey of British Literature II (S)

3 cr. hrs.

A survey of British Literature from the Romantic, Victorian, early 20th Century, and Modern periods, emphasizing those ideas and events of the 19th and 20th Centuries which have shaped this literature and which still influence our contemporary experience. Literature courses may be taken in any order. Prerequisite: ENGL 1010; recommended: ENGL 1020.

ENGL 2121 Survey of American Literature II (as needed)

3 cr. hrs.

A survey of American Literature from the American Civil War to today, emphasizing literary trends and themes these works represent as well as their historical and political contexts and relating them to contemporary issues. Literature courses may be taken in any order. Prerequisite: ENGL 1010; recommended: ENGL 1020.

ENGL 2310 Survey of World Literature I (F, S, SU)

3 cr. hrs.

A survey of selected world literature from ancient times to the early seventeenth century, reflecting the changes within civilizations, exploring the struggle with universal problems, and analyzing the influence of the past upon the present. Literature courses may be taken in any order. Prerequisite: ENGL 1010; recommended: ENGL 1020.

ENGL 2320 Survey of World Literature II (F, S, SU)

3 cr. hrs.

A survey of world literature from the late seventeenth century to the late twentieth century, emphasizing changes in public standards of taste and morality, exploring the pursuit of individual liberties, and analyzing societal values that influence contemporary cultures and issues. Literature courses may be taken in any order. Prerequisite: ENGL 1010; recommended: ENGL 1020.

French

FREN 1010 Beginning French I (F)

3 cr. hrs.

A study of pronunciation, phonetics, and basic grammar through the past tense. Emphasis on basic conversational sentences and listening comprehension. Some discussion of French civilization and customs.

FREN 1020 Beginning French II (S)

3 cr. hrs.

The completion of basic grammar and verb tenses through the subjunctive. Continuation of reading and conversation. Some discussions of French civilization and customs. Prerequisite: FREN 1010 or two years of high-school French.

General Technology

GTP 100 General Technology 1-30 cr. hrs.

This course is used to record transcript credit toward the concentration area of the Associate of Applied Science degree in General Technology upon submission of documented evidence of successful completion of vocational learning experiences resulting in competencies equivalent to learning outcomes expected from college level courses. Appropriate assessment procedures to document college level proficiencies are determined by Jackson State. Credit can be awarded when a student has successfully completed 15 or more semester hours of college level courses at Jackson State in the General Technology degree program and upon approval of the Dean of Professional and Technical Studies.

Geography

GEO 201 Survey of World Regions 3 cr. hrs. (S)

A survey of the economic, cultural, and physical traits that are characteristic of developing nations. The course is focused on the geographic problems and aspects of the development of "Third World" nations in Latin America, Africa, Asia, and Oceania and on the global position of the worlds developed nations (Russia, Western Europe, Great Britain, North America, Japan, Australia) and the geographical landscapes of those regions. Prerequisite: DSPR 0800 and DSPW 0800.

Graphics Design Technology

GDT 100 Photography and Digital Imaging Techniques 3 cr. hrs. (F, S, SU)

This course provides an introduction to the basic operation of conventional SLR and digital cameras, lighting techniques, transfer of digital files from camera to computer, scanning of transparencies to digital files, and manipulation and printing of digital files.

Health Science

HSC 100 Basic Life Support for the Health Sciences 1 cr. hr. (F, S, SU)

This course prepares the health care worker to administer basic life support to the adult, child and infant. The course is based upon the guidelines set forth by the American Heart Association. Content areas include basic airway control, cardiopulmonary resuscitation, and use of airway adjuncts. The course consists of lecture, demonstration and practical labs.

HSC 101 Introduction to the Health Professions 3 cr. hrs. (as needed)

A broad overview of the health sciences, including the educational requirements, as well as career advancement opportunities. Designed to help the student make realistic career plans by introducing them to various health care professions and allowing them to closely evaluate their areas of interest.

HSC 111 Medical Terminology 3 cr. hrs. (F, S)

An introduction to the constituents of medical and scientific vocabulary building and recognition through study and analysis of common technical prefixes, combining forms, and suffixes which will enable students to interpret and understand complex medical terms. Prerequisites: DSPR 0800 and DSPW 0800.

HSC 112 First Responder 4 cr. hrs. (as needed)

This Emergency Services course is designed for firefighters, law enforcement, industrial safety personnel, and individuals seeking fundamental knowledge and skills in the treatment of injury and illness. Topics to be included are: The EMS system, First Responder roles and responsibilities, airway management, patient assessment, medical emergencies, trauma emergencies, emergency childbirth, and documentation. Practical labs will be conducted. Clinical observation is required. Upon successful completion of this course, the participant will be eligible to take the state of Tennessee First Responder Certification examination. Pre-requisites: High School graduate (academic) or GED equivalency, eighteen years of age, and HSC 100.

HSC 150 Health Sciences Seminar 1-3 cr. hrs. (as needed)

A course designed to offer seminars, workshops, and other training specific to the interests of nursing and allied health students.

HSC 190 Pathophysiology 3 cr. hrs. (F, S, SU)

A course designed to assist the student in understanding the relationship of normal body functioning, physiologic changes that occur as a result of disease processes, and how the body compensates for changes brought about by disease. All body systems are explored. Prerequisites: BIOL 2020

HSC 200 Critical Incident Stress Management/Death&Dying 3cr. hrs. (as needed)

This course is designed to prepare emergency workers for dealing with stress, post traumatic stress brought on by critical incidents, and the impact of death and dying. Symptomology and management techniques will be taught.

HSC 202 Fire Prevention and Inspection 3 cr. hrs. (as needed)

This course will prepare the participant to investigate fire protection systems, buildings for adherence to fire code, identify fire hazards, and provide action plans for improvement of domiciles, business, and industry.

HSC 206 Fire Protection Systems 3 cr. hrs. (as needed)

During this course, students will learn design and operation of fire detection and alarm systems. Information regarding heat and smoke control systems, special protection, and sprinkler systems will be provided. In addition, the participant will learn information about water supply for fire protection and portable fire extinguishers.

History

All History courses have these prerequisites: DSPR 0800 and DSPW 0800 or acceptable placement scores. American History is required at TBR universities. World Civilizations is required at UT universities.

HIST 1110 Survey of World Civilizations I 3 cr. hrs. (F, S, SU)

A study of world civilizations from ancient times to 1500. Areas to be examined include the Near East, Far East, Eastern Europe, Africa, and the Americas. Emphasis will be placed upon significant social, economic, and political developments in each region.

HIST 1120 Survey of World Civilizations II 3 cr. hrs. (F, S, SU)

A study of world civilizations from 1500 to the present. Areas to be examined include the Near East, Far East, Europe, North America, and South America. Emphasis will be placed upon significant social, economic, and political developments in each region. The increasing interaction and interdependence of world cultures will be a major theme.

HIST 2010 Survey of American History I
(F, S, SU)**3 cr. hrs.**

A study of America's European background, colonial development, and the American Revolution will be conducted. Also, the rise of sectional controversies, the Civil War, and Reconstruction will be treated in a topical manner.

HIST 2020 Survey of American History II
(F, S, SU)**3 cr. hrs.**

A study of the Industrial Revolution, new political movements, and the emergence of the United States as a world power will be conducted. World War I, the Great Depression, World War II, and historical events of the 1950s through the present will also be covered.

HIST 2030 Tennessee History I
(as needed)**3 cr. hrs.**

A study of the prehistory period of Tennessee, including a general survey of the various Indian groups. Emphasis will be placed on the early European explorations in the transmontane country. Early attempts by Tennesseans to establish independent governments will be studied. The political and economic development of Tennessee from 1796 through 1848 will be examined. The Jacksonian period from 1815 through 1848 will be a central theme. A study of the national and state events of the 1850s that lead to the Civil War as well as a detailed examination of the Civil War, Reconstruction, and the 1870 State Constitution will be conducted.

HIST 2040 Tennessee History II
(as needed)**3 cr. hrs.**

Recent topics in Tennessee history will be studied, including the Great Depression, TVA, World War II, and the civil rights movement will be discussed. Oral history projects will be utilized to study events from the 1930s and beyond.

Home Economics**HEC 231 Principles of Nutrition**
(F, S)**3 cr. hrs.**

Principles of nutrition and their applications to everyday living will be a primary focus of the course. It will also include a study of the cultural and scientific aspects of foods and nutrition as applied to the individual. Prerequisites: DSPM 0800, DSPR 0800 and DSPW 0800.

Honors

An honors course can be taken concurrently with other academic area courses. It will carry the designation of the department's rubric and 188, 189, 288, or 299. For example, ENGL 188, ENGL 189, HIST 188, or HIST 189. Please refer to page 14 of this catalog for more information about the Honors Program.

Industrial Technology**IT 150 Industrial Circuits**
(S)**3 cr. hrs.**

This course will provide an overview of the common electronic devices and circuits used in industrial applications. The topics covered include basic dc and ac theory, transformers, motors and motor controls, programmable logic controllers (PLCs) and a review of hydraulics and pneumatics. The course consists of three (3) hours of lecture per week. Prerequisite: DSPM 0800 or acceptable placement score or permission of instructor.

IT 160 Motion and Time Study
(F)**3 cr. hrs.**

This course will provide a study of work methods and analyses used in improving labor efforts, processes, and problem-solving approaches. Data gathering methods such as time studies, predetermined time standards, and work sampling will be used to reduce production costs and improve efficiency. This course will consist of three hours lecture. Prerequisite: MATH 1150 or MET 109.

IT 170 Facilities Planning
(S)**3 cr. hrs.**

This course focuses on the planning and analysis of the storage and retrieval of production materials and supplies. Economic selection of material handling systems, storage equipment determination, and space allocation for the functions of manufacturing, testing, and inspecting the product will be addressed. This course will consist of three hours lecture, and field trips to local industry will be a significant part of this course. Prerequisite: MATH 1150 and MET 110.

IT 291 Industrial Technology Intern/Co-op
(S)**3 cr. hrs.**

This is a directed study course in which the student is placed in an industrial job (compensated or uncompensated) in his/her concentration. This provides the student with opportunity for on-the-job training. Students will participate in professional growth seminars, write reports, and maintain records of their work experiences. This enables the student to become familiar with the workforce, work requirements, habits, and expectations of potential employers. A portfolio and presentation are required. The academic instructor and employer representative will evaluate the student's performance.

Management

All management courses have these prerequisites: DSPM 0700, DSPR 0800 and DSPW 0800 or acceptable placement scores.

MGT 121 Cooperative Work Experience I
(F, S)**3 cr. hrs.**

An on-the-job training program designed to provide the student with practical career experience while concurrently being enrolled for a minimum of six additional hours. Note: Course may be taken only by approval of department chair.

MGT 122 Cooperative Work Experience II
(F, S)**3 cr. hrs.**

An on-the-job training program designed to provide the student with practical career experience while concurrently being enrolled for a minimum of six additional hours. Note: Course may be taken only by approval of department chair.

MGT 211 Supervision and Team Building
(F,S)**3 cr. hrs.**

A study of the job of first-line supervisors in their efforts to direct effectively the activities of subordinates. Emphasis will be given to the effectiveness of human relations in communications and leadership patterns. Special emphasis will be given to the team-building concept as it relates to the workplace.

MGT 214 Seminar
(as needed)**1-3 cr. hrs.**

A course designed to provide business and industry with seminars, workshops and special course offerings.

MGT 231 Industrial Safety and Health
(as needed)**3 cr. hrs.**

A study of industrial safety and health standards, methods, and procedures and how they relate to the industrial manager. Major emphasis will be placed on the application of the Occupational Safety and Health Administration (OSHA) regulations to formulate an effective in-plant safety program.

MGT 245 Quality Management
(S)**3 cr. hrs.**

A course designed to give the student a working knowledge of major quality concepts and an overview of the policies, procedures, and problem-solving techniques in quality management.

MGT 247 Production and Operations Management
(as needed)**3 cr. hrs.**

An introduction to various techniques used to facilitate solutions to productivity and quality issues in both manufacturing and service industries.

Manufacturing Technology

All Manufacturing Technology classes have these prerequisites: DSPM 0700, DSPR 0800 and DSPW 0700 or acceptable placement scores.

MET 100 Engineering Drawing 3 cr. hrs. (F, S, SU)

This course introduces the principles of engineering drawing interpretation and general drafting practices per ANSI guidelines. Line convention, orthographic projections, and dimensioning and tolerancing per current ANSI Y14.1-6 standards are emphasized. Activities include free-hand sketching and use of standard drafting tools.

MET 105 Geometric Dimensioning & Tolerancing 3 cr. hrs. (F, S)

This course introduces the principles of Geometric Dimensioning and Tolerancing of engineering drawing as applied to mechanical design, drafting, mechanical inspection, machining, molding, and sheet metal fabrication processing. Prerequisite: Working knowledge of engineering drawing standards.

MET 107 Principles of Machining I 5 cr. hrs. (F)

This course consists of a series of lectures and labs relevant to the principles of machining as applied to the machine tool manufacturing environment with conventional based technology. The fundamentals of measurement, blueprint interpretation, drilling, milling, and turning are emphasized. Machining labs are designed around OJT (on-the-job training) principles related to conventional-based machining processes. Through the actual commercial-value (co-op) project development, students can closely examine their aptitudes in machining orientation as a machinist technician generalist or machinist technician specialist in lathe turning and milling options. Prerequisite: Two years of high school algebra and an acceptable placement score, DSPM 0850, or permission of instructor.

MET 108 Principles of Machining II 5 cr. hrs. (S)

This course consists of a series of lectures and labs, a continuation of MET 110, relevant to the principles of machining as applied to the machine tool manufacturing environment with conventional-based technology. Advanced processes in the machine tool environment, grinding (surface, outside diameter grinding, and tool and cutter) universal milling and the attachments are emphasized. Machining labs are designed around OJT (on-the-job training) principles related to conventional-based machining processes. Reinforced by actual commercial-value (co-op) projects, the student will develop problem solving skills as the project progressively increases in difficulty. Prerequisite: MET 110 or consent of the instructor

MET 109 Technical Math 3 cr. hrs. (as required)

A general overview of the fundamentals of algebra, analytic geometry, and laws of trigonometric functions. Emphasis is on applied mathematical principles found on engineering drawings, schematics, and/or any other media commonly found in the business and industry environment. A background in elementary algebra is desirable but not essential. A working knowledge of mathematics in general and the application of ideas to solving technical and practical problems is stressed. This course does not meet requirements for college/university transfer credit.

MET 110 CAD I Introduction to AutoCAD 3 cr. hrs. (F, S, SU)

This course is an extension of MET 100. It covers the operation of a CAD system as applied to basic electromechanical and architectural drawings. Prerequisite: MET 100 and CIS 101, or permission of instructor.

MET 125 Molding Processes I 4 cr. hrs. (F)

This course consists of a series of lectures and labs relevant to the principles of molding non-ferrous and composite materials. Fundamentals of compression, injection, blow molding, and vacuum forming applications are emphasized throughout this course. Principles are applied relevant to modern molding techniques. This course is intended for students with a concentration in molding and/or as a course elective. Prerequisites: Two years of high school algebra and an acceptable placement score, DSPM 0850, or permission of the instructor.

MET 130 Molding Processes II 4 cr. hrs. (S)

This course is a continuation of MET 125 with emphasis on expanded principles of molding processes and the selection and maintenance of relevant tooling and accessories. This course consists of a series of lectures and labs relevant to the advanced principles of molding non-ferrous and composite materials. Advanced fundamentals of compression, injection, blow molding, and vacuum forming applications are emphasized throughout this course relative to modern molding techniques. This course is intended for students with a concentration in molding and/or as a course elective. Prerequisite: MET 125 or permission of instructor.

MET 155 Manufacturing Seminar 1-5 cr. hrs. (as required)

A course designed to offer seminars, workshops and other training specific to the interests of Manufacturing Engineering Technology students.

MET 201 CAD II / Intermediate AutoCAD 3 cr. hrs. (S)

This course is an extension of MET 110 (CAD I). Topics include customizing menus, 3-D concepts, solid and surface modeling, and surface rendering. This course includes interactive computer drafting and design using advanced AutoCAD software and is primarily for students who desire to increase their capabilities using CAD. This course consists of two hours lecture and three hours laboratory exercises. Prerequisite: MET 110.

MET 205 CAD III Introduction to Pro-Engineer 3 cr. hrs. (F)

This course introduces Pro-Engineer. Topics include geometric forms, modify commands, user defined objects, printing/plotting, and saving drawings. This course consists of two hours lecture and three hours laboratory exercises. Prerequisite: MET 100 or permission of instructor.

MET 211 CAD IV/Intermediate Pro-Engineer 3 cr. hrs. (S)

This course is an extension of MET 205 (CAD III) and uses Pro-Engineer. Topics include 3-D concepts, solid modeling, rendering, mechanical design, and parametric CAD programming. Primarily for students who desire to increase their capabilities using CAD from a mechanical design aspect. This course consists of two hours lecture and three hours laboratory exercises. Prerequisite: MET 205 or permission of instructor.

MET 212 Materials and Manufacturing Processes 3 cr. hrs. (F, S, SU)

This course focuses on the applications, types, and characteristics of ferrous and non-ferrous engineering materials, composites, and plastics. The course covers a wide range of manufacturing, production, and fabrication processes to include heat-treating, casting, forging, extruding, and welding. Field trips to local industry will be a significant part of this course. Prerequisite: MATH 1150 or MET 109.

MET 222 Metrology and Quality Control (S) **3 cr. hrs.**

This course consists of a series of lectures and labs relevant to the principles of measurement and gauging as applied to the machine tool manufacturing environment. An introduction to dimensional measurement and control as applied to the manufacturing environment in general, and mechanical inspection principles in particular. Calibration, selection, and proper application and documentation of precision hand-, bench-, and floor-type tools. A brief overview of SPC principles and surface texture characteristics and measurements. Prerequisites: MET 100 or DSPM 0850, or permission of the instructor.

MET 225 CAD V Intermediate Architectural AutoCAD (as needed) **3 cr. hrs.**

This course is an extension of MET 110 (CAD I Introduction to AutoCAD). Topics include customizing menus, surveying, topography, landscaping, and architectural design. Interactive computer drafting and design using advanced AutoCAD software. Primarily for students who desire to increase their capabilities using CAD from an architectural aspect. Prerequisite: GDT 150.

MET 230 Tool Design (S) **3 cr. hrs.**

Emphasis is in material selection, production and quality control, tooling requirements, assessment and design as applied to machining and fabrication (jigs and fixtures). Some overview of dies and molds is also included. Prerequisites: EET 150 and MET 110 or permission of instructor.

MET 236 Advanced Machining I (F) **5 cr. hrs.**

This course consists of a series of lectures and labs relevant to the principles of advanced machining as applied to the machine tool manufacturing environment with CNC-based technology. The fundamentals of CNC drilling, turning, milling, and E.D.M. machining are emphasized. Machining labs are designed around OJT (on-the-job training) principles related to conventional and CNC-based machining processes. This course is reinforced by actual commercial-value (co-op) projects. The students will develop problem solving skills as the projects progressively increase in difficulty. Prerequisite: MET 108 or MET 130 or permission of instructor.

MET 240 Statistical Process and Quality Control (F) **3 cr. hrs.**

The course design emphasis is on economic aspects of quality control by statistical methods. Various control charts for nonconformities (control charts examined include \bar{x} -bar and r , p , and c charts). Additional coverage includes acceptance sampling procedures. Prerequisite: MET 100 or MATH 1150 or permission of instructor.

MET 256 Advanced Machining II (S) **5 cr. hrs.**

This course is a series of lectures and labs relevant to the principles of computer age machining, and is a continuation of MET 236, Advanced Machining I. More advanced machining processes are emphasized, including coordinate measuring machines, and basic reverse engineering processes. Also integrated into this course is an introduction to solid modeling (3-D CAD) and physical modeling (rapid prototyping). Technical writing skills will also be emphasized by the incorporation of exercises involving the preparation of technical documents of various formats. Labs incorporate on-the-job-training principles relating to CNC operations and reverse engineering projects, and involve assignments progressively increasing in difficulty. Prerequisite: MET 236 or permission of the instructor.

Marketing

All marketing courses have these prerequisites: DSPM 0700, DSPR 0800 and DSPW 0800 or acceptable placement scores.

MKT 211 Principles of Marketing (F, S) **3 cr. hrs.**

A survey of the role of marketing in society and within the firm, with emphasis on the strategic implications of the four P's of marketing: the product, place, promotion, and price variables of the marketing mix. Attention will be given to the management of the marketing program and its implementation.

MKT 214 Seminar (as needed) **1-3 cr. hrs.**

A course designed to provide business and industry with seminars, workshops and special course offerings.

MKT 221 Salesmanship (F, S) **3 cr. hrs.**

A study of the role of selling in the marketing strategy, including the activities of prospecting for customers, buying motives, the persuasion process, the steps in the sales presentation, and the sales communication process. Attention will be given to ethics, professionalism, and creativity in the selling field.

MKT 245 Intro to E-Commerce (as needed) **3 cr. hrs.**

Students will learn some of the most important topics about Electronic Commerce, including Web Marketing practices, Web security issues, electronic payment issues, legal issues, and creating a functioning online store. It is expected that the student will have a basic knowledge of the use of a PC, file management skills, Web navigation skills, as well as fundamental Internet concepts.

Mathematics

A student may be eligible to register for advanced mathematics courses on the basis of his/her high school record. Permission must be obtained from a member of the Department of Mathematics or the department chair.

DSPM 0700 Basic Mathematics (F, S, SU) **3 cr. hrs.**

Topics include operations on fractions and integers, power and root expressions, order of operations, algebraic expressions, linear equations, ratios and proportions, percents, area and perimeter, descriptive statistics, statistical graphs, units of measure, scientific notation. Prerequisite: Acceptable placement score.

DSPM 0800 Elementary Algebra (F, S, SU) **3 cr. hrs.**

An introduction or review of elementary algebra. Topics include first-degree algebraic expressions, tables of values and graphs for relations, functions and domain and range, linear functions, linear equations, absolute value equations, linear equation graphs, linear equations in two variables, systems of linear equations, linear inequalities. Prerequisite: DSPM 0700 or acceptable placement score.

DSPM 0850 Intermediate Algebra (F, S, SU) **3 cr. hrs.**

A continuation of developmental algebra. Topics include quadratic functions, graphs of quadratic functions, exponential expressions, polynomial operations, factoring, quadratic equations, rational expressions, rational equations, radical expressions, distance and Pythagorean Theorem, real-world applications. Prerequisites: One year high school algebra and acceptable placement score, or DSPM 0800.

MATH 0990 Concepts of Geometry (as needed)	3 cr. hrs.
Introductory course which includes basic properties of congruence, similarity, parallelism, perpendicularity, constructions, ratio and proportion, and proof. This course is designed to remove high school unit deficiencies in geometry for students who graduate after spring 1989, and does not meet any degree requirement or count as an elective. Students must complete the course with a grade of C or better. May be taken concurrently with DSPM 0850. Prerequisites: DSPM 0800 or 1 year of high school algebra and acceptable placement scores.	
<i>All the mathematics courses below have these prerequisites: Two years high school algebra and acceptable placement score or DSPM 0850.</i>	
MATH 1150 Algebra and Trig for Technologies (F, S)	3 cr. hrs.
Topics include complex numbers, circles, functions, and graphs, basic Euclidean geometry, right angle trigonometry, trigonometric functions of any angle, and vectors. This course is designed for Industrial Technology and related programs.	
MATH 1410 Topics in Contemporary Mathematics I (F, S)	3 cr. hrs.
Topics covered include: problem solving, sets, number systems, number bases, number theory, matrices, systems of equations.	
MATH 1420 Topics in Contemporary Mathematics II (F, S)	3 cr. hrs.
Topics include: geometry, probability, descriptive statistics, normal distributions, and consumer math.	
MATH 1530 Statistics and Probability (F, S)	3 cr. hrs.
Topics include basic statistical concepts, elementary probability theory, normal distribution and applications, statistical inference, regression lines, and correlation. Computer applications will be investigated throughout the course.	
MATH 1630 Finite Mathematics (F, S, SU)	3 cr. hrs.
Introduction to linear functions, mathematics of finance (interest, annuities, amortization), linear programming, matrix algebra, and probability with applications in each of these areas.	
MATH 1710 Precalculus Algebra (F, S, SU)	3 cr. hrs.
Topics include functions and graphs, polynomial equations, systems of equations, matrices, determinants, exponential and logarithmic functions, sequences and series, binomial theorem.	
MATH 1720 Trigonometry (F, S)	3 cr. hrs.
Topics include trigonometric functions, identities, equations, graphs, multiple angle formulas, right triangle trigonometry, laws of sines and cosines.	
MATH 1830 Applied Calculus (F, S, SU)	3 cr. hrs.
Topics include limits; continuity, rates of change; differentiation of algebraic, exponential, and logarithmic functions; applications of the derivative, antiderivative, integrals, and methods of integration. A student who has received a grade of C or better in MATH 1910 may not subsequently receive a grade in MATH 1830. Prerequisite: MATH 1710 or equivalent.	
MATH 1910 Calculus I (S)	4 cr. hrs.
Topics include plane analytical geometry, limits, the derivative with applications, the integral with applications, exponential and logarithmic functions. Prerequisite: MATH 1720 or equivalent.	

MATH 1920 Calculus II (F)	4 cr. hrs.
A continuation of Calculus I. Topics include trigonometric and hyperbolic functions, techniques of integration, polar coordinates and conic sections, indeterminate forms, and improper integrals. Prerequisite: MATH 1910.	
MATH 2110 Calculus III (S)	4 cr. hrs.
A continuation of Calculus II. Topics include infinite series; parametric curves and vectors in the plane, vectors, curves, and surfaces in space; partial differentiation; multiple integrals; and differential equations. Prerequisite: MATH 1920.	

Medical Laboratory Technician

All Medical Laboratory Technician courses have these prerequisites: DSPM 0850, DSPR 0800 and DSPW 0800 or acceptable placement scores.

Students enrolling in any MLT courses except MLT 103 must be formally admitted to the MLT Program or have special permission of the Program Director.

MLT 103 Laboratory Supervision and Management **3 cr. hrs.**

Students enrolling in the MLT 103 course do not have to be formally admitted to the MLT Program. This course is designed to present a review of the knowledge and skills needed to be an effective laboratory supervisor. Topics to be included are: motivation, delegation, time management, stress management, communication, employee selection and evaluation, budgeting, workload recording, etc. Prerequisites: Previous laboratory experience and permission of the MLT Program Director.

MLT 119 Introduction to the Medical Laboratory **1 cr. hr.**
Orientation to the duties of the Medical Laboratory Technician, medical terminology, use of the microscope, laboratory safety, laboratory glassware, quality control, basic laboratory math, specimen collection by phlebotomy and capillary puncture. One hour lecture, one hour laboratory.

MLT 120 Pre-Clinical Urinalysis and Hematology **5 cr. hrs.**
Routine analysis of urine; physical, chemical, and microscopic examination; basic principles and procedures of routine hematology, formation and composition of blood, differentiation of cell types, cell counts, hemoglobin, and hematocrit determinations, blood diseases, coagulation theory and procedures; analysis of miscellaneous body fluids. Four hours lecture, three hours laboratory.

MLT 121 Pre-Clinical Immunology, Serology & Blood Banking **4 cr. hrs.**
Basic theories of immunology; principles and procedures of routine serology testing; immunoassays; blood banking-blood groups and typing, compatibility testing, donor selection and phlebotomy, blood components. Three hours lecture, three hours laboratory.

MLT 122 Pre-Clinical Chemistry **4 cr. hrs.**
Basic principles and procedures of clinical chemistry, chemical analysis of body fluids using manual methods and some basic instrumentation. Three hours lecture, three hours laboratory.

MLT 125 Basic Medical Microbiology **5 cr. hrs.**
The study of micro-organisms responsible for disease states in man with emphasis on specimen collections, cultures, isolation, staining, and identification of bacteria. Four hours lecture, three hours laboratory.

MLT 126 Parasitology and Mycology **2 cr. hrs.**
Students are introduced to the theories and routine procedures of parasitology and mycology as performed in a medical laboratory. Two hours lecture, one hour lab.

MLT 201 Clinical Practicum I **10 cr. hr.**
Assignment to a clinical laboratory at an affiliate hospital for practical experience and attainment of career entry level competencies. (465 clinical hours)

MLT 202 Clinical Practicum II **10 cr. hr.**
A continuation of MLT 201 (465 clinical hours)

MLT 210 Introduction to Hospital Practice **1 cr. hr.**
This course is designed to introduce the students to the hospital and to the laboratory environment early in the program. The students will achieve minimum competency in the collection of patient specimens. (30 clinical hours)

MLT 217 Clinical Blood Collection **1 cr. hr.**
This course is designed to provide MLT students with the confidence and experience necessary to meet career entry requirements in the area of specimen collection. (40 clinical hours)

MLT 218 Clinical Seminar and Review **2 cr. hrs.**
A seminar course designed to give students experience in researching and presenting case studies with emphasis on correlation of laboratory results. The course will also include review sessions to prepare students for examinations for licensure and certification. Two hours lecture.

Military Science

MSL 101 – Foundations of Officership **3 cr. hrs.**
Examines the unique duties and responsibilities of officers, discusses organization and the role of the Army, reviews basic life skills pertaining to fitness and communication, and analyzes Army values and ethical behavior. Military Science and Leadership 101 consist of one 50-minute lecture and one two-hour lab. Students must meet enrollment and continuation requirements outlined in the Department of Military Science and Leadership section (page 94). This class is a pre-requisite for entry into the advanced program unless waived by the Professor of Military Science.

MSL 102 – Basic Leadership **3 cr. hrs.**
Presents fundamental leadership concepts and doctrine, practices effective skills that underlie problem solving, applied active listening and feedback skills, examines factors that influence leader and group effectiveness, and examines the officer experience. Military Science and Leadership 102 consist of one 50-minute lecture and one two-hour lab. Students must meet enrollment and continuation requirements outlined in the Department of Military Science and Leadership section. This class is a pre-requisite for entry into the advanced program unless waived by the Professor of Military Science.

MSL 201 - Individual Leadership Studies **3 cr. hrs.**
Develops knowledge of self, self-confidence, and individual leadership skills. Develops problem-solving and critical-thinking skills and applies communication, feedback, and conflict resolution skills. Military Science and Leadership 201 consist of two 50-minute lectures and one two-hour lab. Students must meet enrollment and continuation requirements outlined in the Department of Military Science and Leadership section. This class is a pre-requisite for entry into the advanced program unless waived by the Professor of Military Science.

MSL 202 - Leadership and Teamwork **3 cr. hrs.**
Focuses on self-development guided by knowledge of self and group processes. Challenges current beliefs, knowledge, and skills. Provides equivalent preparation for the ROTC Leader Development and Assessment Course and the Leader's Training Course. Military Science and Leadership 202 consist of two 50-minute lectures and one two-hour lab. Students must meet enrollment and continuation requirements outlined in the Department of Military Science and Leadership section. This class is a prerequisite for entry into the advanced program unless waived by the Professor of Military Science.

Music

MUS 127 Music Theory for non-majors **4 cr. hrs.**
(F, S)

Beginning practical music theory for those wishing to read and notate music. Excellent for choir directors and church musicians who do not have a music degree or advanced theory skills. Also recommended for persons wishing to play an instrument with no prior music reading skills and experience. Fundamentals of musicianship will be covered including notation, scales, intervals, keys, triads and composition. Related keyboard skills will be developed and the use of music software will enhance individual learning and musical performance. Open to anyone with an interest in music.

MUS 152, MUS 153, MUS 252 and MUS 253 Applied Voice 1, 2, 3 and 4 **2 cr. hrs. each**
Applied music is allowed with permission of the music faculty. The fee for applied music is \$110.00 per semester. The student receives one 60-minute music lesson per week. These are nonrefundable fees. Practice time of at least 3 hours per week will be assigned by the instructor to meet the needs of the student.

MUS 1050, 1051, 2050, 2051 Innovation Ensemble **1 cr. hr.**
(F, S, SU)
A course designed for performance instruction and practice in individual and group vocal and choreography techniques. "Innovation" is a JSCC performance choir with an intensive schedule of performances both on campus and in the service area. "Innovation" performs a wide variety of music. Prerequisite: Selection through audition.

MUS 1030 Music Appreciation **3 cr. hrs.**
(F, S, SU)
An in-depth approach to the study of music and its relationship to other art forms. Leading composers and significant compositions from the Baroque era to the present are studied to encourage a more effective understanding of music. Prerequisite: DSPR 0700.

Nursing

All Nursing courses have these prerequisites: DSPM 0850, DSPR 0800 and DSPW 0800 or acceptable placement scores.

NUR 105 Nursing Role Transition **2 cr. hrs.**
(F, S)
This course is designed to assist in the transition from Licensed Practical Nurse to Associate Degree Registered Nurse. The focus of the course is the basic principles of personal care and application of the nursing process. Content areas include: the roles of the A.D. nurse in health care, standards of nursing practice, legal and ethical aspects of nursing, basic human needs, stress and adaptation, diagnostic tests, physical assessment, the nursing process, dosage and calculation of drugs, medication administration, and IV therapy. The concepts of person, environment, culture, health, and nursing are introduced to identify their correlation with clients and the health care system. Communication techniques are introduced which emphasize compassion, caring, and cultural awareness in the establishment of a trusting nurse-client relationship. Prerequisite: Admission to the Nursing Program; Pre/Co-requisites: BIOL 2010, PSY 261, ENGL 1010.

**NUR 110 Nursing Foundations
(F, S)****7 cr. hrs.**

This course focuses on the basic principles of the person's care and application of the nursing process. Content areas include: the roles of the A.D. nurse in health care, standards of nursing practice, legal and ethical aspects of nursing, basic human needs, stress and adaptation, growth and development, spirituality, promotion of safety, comfort and rest, activities of daily living, medical and surgical asepsis, infection control, nutrition, elimination, oxygenation, diagnostic tests, physical assessment, nursing process, dosage and calculation of drugs, medication administration, preoperative care and IV therapy. The concepts of person, environment, culture, health, and nursing are introduced to identify their correlation with clients and the health care system. Communication techniques are introduced which emphasize compassion, caring, and cultural awareness in the establishment of a trusting relationship. Prerequisite: Admission to the Nursing Program; Pre/Co-requisites: BIOL 2010, PSY 261, ENGL 1010.

**NUR 120 Maternal-Child Nursing
(F, S)****7 cr. hrs.**

This course focuses upon care of the maternity, newborn, and pediatric clients. Normal conditions are emphasized and deviations from the norm explored. The student's use of program concepts such as person, environment, culture, health, and nursing is expanded to include infants, children, and the family system. Standards of practice and legal and ethical considerations related to the maternal-child practice arena are examined. Emphasis is placed on the practice roles of: manager of care, member of the profession, client advocate and educator. Laboratory and clinical experiences are designed to assist the student in utilizing the nursing process to assist the client or client's family in meeting self-care needs, and in promoting adaptation to health care situations. Communication with clients, families, and health team members continues to be a foundation for establishment of a trusting nurse-client relationship based on compassion, caring and cultural awareness. Prerequisites: NUR 110 or NUR 105, BIOL 2010, PSY 261, ENGL 1010. Prerequisite/Co-requisite: BIOL 2020.

**NUR 140 LPN Career Mobility
(SU)****8 cr. hrs**

This course is designed to assist students in the transition from Licensed Practical nurse to Associate Degree nurse. Content is drawn from the first-level nursing courses to provide a conceptual and theoretical background congruent with the program. Concepts of role acquisition and transition, as well as program core concepts such as person, environment, culture, health and nursing are introduced. Standards of practice and legal and ethical considerations related to the care of the adult and maternal-child practice arenas are examined. Emphasis is placed on the practice roles of: manager of care, member of profession, client advocate and educator. Laboratory and clinical experiences are designed to assist the student in utilizing the situations. Communication with clients, families, and health team members is a foundation for establishment of a trusting nurse-client relationship based on compassion, caring, and cultural awareness. Prerequisites: Admission to the nursing program via LPN Career Mobility Option.

NUR 150 Independent Study in Nursing**1-6 cr. hrs.**

Course of study designed to meet individual learning needs. Faculty supervision and guidance is provided to accomplish the selected learning objectives. Prerequisite: Admission into the Nursing Program.

**NUR 180 Pharmacology in Nursing
(F, SU)****3 cr. hrs.**

This course is designed to teach students the basic principles of pharmacology and nursing roles in medication administration. It examines the classification of drugs, their actions, usage, therapeutic effects and side effects. Consideration for clients of various developmental levels and nursing responsibilities for each classification of drugs are also examined. Prerequisites: BIOL 2020 and NUR 110 or NUR 105.

**NUR 200 Mental Health Nursing
(F, S)****5 cr. hrs.**

This course focuses on the roles of the nurse in the care of persons experiencing self-care deficits due to psychological stressors or disorders. An overview of mental health concepts, as well as, care of persons experiencing psychiatric disorders, and developmental crises is covered. Legal/ethical, sociocultural, developmental and spiritual aspects are integrated throughout the course. Clinical experiences allow the student with the opportunity to practice nursing roles and utilize the nursing process in primary, secondary, and tertiary settings. Prerequisites: NUR 120 or NUR 140, PSY 102, 261 and SPE 211. Co-requisite: NUR 214.

**NUR 214 Adult Nursing I
(F, S)****7 cr. hrs.**

This course focuses on the care of the adult experiencing common, well-defined illnesses of a biological nature. Care of the client experiencing musculoskeletal, reproductive, gastrointestinal, genitourinary, neurological and endocrine illnesses, as well as fluid and electrolyte and acid-base imbalances is covered. Laboratory and clinical experiences allow the student to practice psychomotor and cognitive skills in primary, secondary and tertiary care settings. Prerequisites: NUR 120 or 140, and 180 and HSC 190. Co-requisite: NUR 200.

**NUR 220 Adult Nursing II
(F, S)****10 cr. hrs.**

This course focuses upon the adult client experiencing common, well-defined biological illnesses. Care of the client experiencing respiratory, cardiovascular, hematological, sensory, integumentary, neoplastic, and immune illness is covered. Laboratory and clinical experiences allow the student to practice psychomotor, affective and cognitive skills in primary, secondary, and tertiary settings. Clinical experiences provide opportunities for the student to refine clinical and organizational skills and practice the role of the manager of care for a group of clients. Prerequisites: NUR 214, 180, 200, and HSC 190. Co-requisite: NUR 225.

**NUR 225 Leadership and Management in Nursing
(F, S)****1 cr. hrs.**

This course introduces the student to leadership and management concepts, principles and skills necessary to meet responsibilities of a manager of care, client advocate, and member of a health team. Critical thinking exercises and group activities are utilized to assist the student in planning, directing, and evaluating client care. Interdisciplinary communication and collaboration strategies are emphasized to encourage appropriate time management, change and conflict management, and stress-relief practices needed in today's complex health-care environment. The importance of cost containment, quality assurance, and job performance in the work situation is stressed. Prerequisites: NUR 200 and NUR 214. Co-requisite: NUR 220

**NUR 280 NCLEX Preparation
(F, S, SU)****1 cr. hr.**

This course is designed to help prepare the nursing student for the national licensure examination for registered nurses. Prerequisite: NUR 220.

NUR 299 Current Topics in Nursing**1-3 cr. hrs.**

Topics of special interest to nursing students and practitioners. Prerequisite: Admission into the Nursing Program or permission of the Program Director.

Orientation**ORN 100 Orientation to College
(F, S, SU)****1 cr. hr.**

A course designed to assist the student in making a successful adjustment to college life. Among the topics covered are college services, library usage, career goals, study skills, advising and registration, and value clarification.

DSPS 0800 Learning Strategies 2 cr. hrs.
(F, S, SU)
Required of a student placed in two developmental subject areas. A course for self-assessment, motivation, and planning. Emphasis on basic academic study skills, listening, note taking, problem solving and decision making skills. This course does not meet requirements for graduation or give elective credit for graduation. A student in this course must also register for ORN 100 Orientation to College. Prerequisite: Placement by TBR placement testing. Co-requisite: ORN 100.

Philosophy

All philosophy courses have these prerequisites: DSPR 0800 and DSPW 0800 or acceptable placement scores.

PHI 150 Introduction to Logic 3 cr. hrs.
(F)
Examination of the basic rules and systems of informal logic. Attention is focused on language usage and scientific reasoning; and on deductive and inductive inference.

PHIL 1030 Introduction to Philosophy 3 cr. hrs.
(F, S)
A general introduction to philosophical inquiry, to include an emphasis on terminology and major problems in the areas of metaphysics, epistemology, and axiology. Selective consideration will be given to the nature of the universe and humankind's place in it, with an emphasis on the developments in the 20th century sciences.

PHIL 2110 Ethics 3 cr. hrs.
(F, S)
Critical analysis of ethical principles and their application to issues raised in a global society, to include business and industry, technology, the health sciences, and the arts and sciences.

Physical Education

All Physical Education courses except the activity courses have these prerequisites: DSPR 0700 and DSPW 0700 or acceptable placement scores.

Health courses are designed for the promotion and maintenance of healthful living for students and for training of teachers and leaders in the field of health. Professional courses are provided for students planning to become physical education teachers. The following courses do not substitute for the physical education activity requirement.

PHED 2010 First Aid and Safety 3 cr. hrs.
(F, S)
A course emphasizing the study, practice, and application of the standard and accepted principles of first aid and safety. Certification in Cardiopulmonary Resuscitation is awarded to those who qualify.

PHED 2020 Personal Health 3 cr. hrs.
(F)
A course stressing the values of desirable health practices as related to the functions of body use and care, communicable diseases, family living, and body and mind conservation protection.

PHED 2030 Community Health 3 cr. hrs.
(S)
A course stressing the values of desirable health practices as related to the health of the family and the community.

PHED 2040 Introduction to Physical Education 3 cr. hrs.
(F)
Historical and philosophical survey of physical education and its place in the general framework of education, and a study of the basic principles underlying the modern physical education program.

PHED 2050 Health and Wellness 3 cr. hrs.
(F, S)
Health and Wellness promotes individual responsibility for well being, local and natural health concerns, personal health risk factors, lifestyle behaviors, cultural and societal influences and preventive health measures.

Activity Courses

These courses are designed (1) to teach recreational leisure-time activities, (2) to provide health-giving physical exercises, and (3) to provide a basis for carry over of healthful physical activity into later life.

PHED 1020 Beginning Karate I 1 cr. hr.
(F, S)
This course will introduce students to the physical and mental skills utilized in the martial arts, emphasizing skills of self defense.

PHED 1030 Basketball – Volleyball 1 cr. hr.
(F, S)

PHED 1040 Badminton – Tennis 1 cr. hr.
(F, S, SU)

PHED 1070 Beginning Golf 1 cr. hr.
(F, S, SU)

PHED 1080 Physical Fitness - Weight Training I 1 cr. hr.
(F, S, SU)

PHED 1120 Karate II 1 cr. hr.
(F, S)
A continuation of PHED 1020, Karate I, plus an introduction to sparring. Prerequisite: PHED 1020 or permission of the instructor.

PHED 1140 Intermediate Badminton – Tennis 1 cr. hr.
(SU)
A continuation of PHED 1040.

PHED 1170 Intermediate Golf 1 cr. hr.
(SU)
A continuation of PHED 1070.

PHED 1180 Physical Fitness - Weight Training II 1 cr. hr.
(F, S, SU)
A continuation of PHED 1080.

PHED 1280 Walking/Fitness 1 cr. hr.
(F, S, SU)
A course designed for students wanting to begin and maintain physical fitness through the aerobic exercise of walking.

PHED 1285 – Physical Fitness Training 2 cr. hrs.
This course is designed to provide the student with the opportunity to participate in a structured physical fitness routine. Components include flexibility, muscular strength and endurance, and cardiovascular training. This will provide exposure to Army ROTC procedures and opportunities. Freshmen and sophomores are encouraged to participate because of their eligibility as it relates to possible ROTC financial benefits. **Prerequisite ROTC membership.**

PHED 1380 Wellness/Fitness 1 cr. hr.
(F, S, SU)
A course designed to introduce theories and practical experiences in the principles of wellness. Emphasis on physical fitness, fitness assessment, stress management, weight control and proper diet. Physical activity required.

Physical Therapist Assistant

All Physical Therapist Assistant (PTA) courses have these prerequisites: DSPM 0850, DSPR 0800 and DSPW 0800 or acceptable placement scores.

All PTA courses must be taken in appropriate sequence. Admission to the program is required prior to taking any PTA courses.

PTA 105 Introduction to Physical Therapy **1 cr. hr.**
This course is designed to introduce the student to the history and the practice of physical therapy and the role of the physical therapist assistant within the profession and the relationship between the physical therapist and other health care providers. Medical terminology is presented in context with its application to physical therapy, as well as proper documentation techniques.

PTA 115 Physical Therapy Procedures I **3 cr. hrs.**
This is the first of two courses designed to introduce students to the skillful knowledge and performance of basic physical therapy principles and procedures, basic patient care techniques, wheelchair transfers, perambulation activities, assistive devices, ambulation training, goniometry, ROM exercises, and soft tissue techniques. Two hours lecture and three hours lab per week.

PTA 120 Physical Therapy Procedures II **4 cr. hrs.**
Continuation of PTA 115, emphasizing the principles and uses of physical agents: superficial heat and cold, hydrotherapy, ultrasound, electrical stimulation devices, spinal traction, and external compression devices. A liability insurance fee is required. Three hours lecture, four hours lab. Prerequisite: PTA 115.

PTA 140 Functional Anatomy **4 cr. hrs.**
Course is designed to integrate functions of the nervous and musculoskeletal systems. Covering joint structure, muscle origins, insertions, actions, innervation and physiology. Emphasis placed on normal motion and movement patterns. Includes manual muscle assessment, sensory assessment and gait analysis. Three hours lecture, three hours lab.

PTA 190 Clinical Education I **3 cr. hr.**
Supervised clinical practice of physical therapy procedures and clinical skills learned in the fall and spring semesters. Students are under the supervision of a physical therapist or physical therapist assistant. Clinical competency will be evaluated and documented. 140 clinical hours. Prerequisites: PTA 115, 120, 140, and 200.

PTA 200 Orthopedic Conditions and Treatment **4 cr. hrs.**
Introduces the student to the fundamental concepts of therapeutic exercise and common orthopedic conditions and related procedures, including the following: skeletal and soft tissue conditions of the spine, upper extremities and lower extremities, and generalized pathologic conditions. Opportunity is given for the learning and practice of specific treatment techniques. Three hours lecture, four hours lab.

PTA 230 Neurological Conditions and Treatment **4 cr. hrs.**
This course introduces the student to neuroanatomy, common neurological pathologies, the rehabilitation concept and accepted therapeutic interventions. Course includes the application of various physical therapy methods and techniques used for clients with neurological conditions. Three hours lecture, four hours lab.

PTA 250 Medical and Surgical Conditions and Treatment **4 cr. hrs.**
Course focuses on common medical and surgical conditions and related physical therapy interventions for clients with respiratory diseases, coronary artery disease, peripheral vascular disease, diabetes, amputation, women's health issues, AIDS, burns and wound care. Also includes prosthetics, orthotics, and therapeutic exercise (aerobic conditioning) to promote fitness and wellness. Three hours lecture, two hours lab.

PTA 260 Seminar I **2 cr. hrs.**
This is a lecture/discussion course which focuses on professional development, the psychology of health care, and ethical issues. It introduces students to standards of practice, reimbursement guidelines, legislative issues, and current developments within the physical therapy profession. Two hours lecture.

PTA 270 Seminar II **2 cr. hrs.**
This course includes commentary on physical therapy procedures and techniques related to clinic participation. Students prepare presentations on physical therapy procedures and techniques, pathology, and associated topics. Strategies for the successful obtainment of licensure and employment are covered. Two hours lecture.

PTA 290 Clinical Education II **10 cr. hrs.**
Continuation of PTA 190. Application and practice of the skills obtained through classroom and laboratory participation. Students are under the supervision of a physical therapist or licensed physical therapist assistant. (450 clinical hours)

Physics

All physics courses have these prerequisites: DSPM 0850 or two years of high school algebra and acceptable placement scores and DSPR 0800.

PHY 261 Statics **3 cr. hrs.**
(F)
Analysis of two- and three-dimensional force systems, centroids, inertia, equilibrium, machines and frames, beam shear and moments. Prerequisite/co-requisite: PHYS 2110 or permission of instructor.

PHY 262 Dynamics **3 cr. hrs.**
(S)
Particle kinematics, relative motion, kinetics, applications of Newton's Laws, work-energy principle, impulse-momentum, vibrations. Prerequisite: PHY 261.

PSCI 1010 Survey of Physical Science I **4 cr. hrs.**
(F, SU)
Designed for the non-science major to fulfill general education requirements in the laboratory-based physical sciences. This course includes a study of the fundamental concepts of Newtonian mechanics: linear motion, momentum, energy, gravity, and satellite motion; fluid mechanics; thermodynamics including thermal energy and heat transfer; electricity, magnetism; waves, sound and light waves, and the properties of light to establish a base in which the non-science student can view nature more perceptively. It is designed to correct a missing essential in the sciences, the practice of conceptualizing before calculating. Three hours lecture and two hours lab.

PSCI 1020 Survey of Physical Science II **4 cr. hrs.**
(S, SU)
Designed for the non-science major to fulfill general education requirements in the laboratory-based physical sciences. This course includes a study of three fundamental components of the physical sciences: (1) Chemistry: Structure of the atom, the atomic nucleus, periodic table, chemical bonding, chemical reactions, acids, bases, molecular mixing, and organic chemistry. (2) Earth science: Rocks, minerals, earth's internal properties, water surface properties, the atmosphere, oceans, and the weather. (3) Astronomy: Our solar system and the relation to the universe. This course is designed to correct a missing essential in the sciences, the practice of conceptualizing before calculating. Three hours lecture and two hours lab.

PHYS 2010 Non-Calculus Based Physics I **4 cr. hrs.**
(F)
The first course of a two-semester sequence designed for general education, pre-pharmacy, pre-med, and certain other pre-professional and technology majors. The course includes a study of the fundamental laws of mechanics, heat, and sound. Three hours lecture, three hours laboratory. Prerequisite: MATH 1150 or higher.

PHYS 2020 Non-Calculus Based Physics II 4 cr. hrs.
(S)
A study of the fundamental laws of electricity, magnetism, optics, and an introduction to atomic and nuclear physics. Three hours lecture, three hours laboratory. Prerequisite: PHYS 2010 or permission of the instructor.

PHYS 2110 Calculus Based Physics I 4 cr. hrs.
(F)
The study of the fundamental laws of mechanics, heat, and sound. The same material as PHYS 2010 except for calculus being used throughout. Three hours lecture and three hours lab. Prerequisite or co-requisite MATH 1910 with permission of the instructor.

PHYS 2120 Calculus Based Physics II 4 cr. hrs.
(S)
The study of fundamental laws of electricity, magnetism, optics, and an introduction to atomic and nuclear physics. Three hours lecture, three hours laboratory. Prerequisite: PHYS 2110.

Political Science

All political science courses have these prerequisites: DSPM 0700, DSPR 0800 and DSPW 0800 or acceptable placement scores.

POLS 1100 United States Government and Politics I 3 cr. hrs.
(F)
An examination of the Constitution, federalism, separation of powers, political parties, interest groups, the media, and political theory.

POLS 1200 United States Government and Politics II 3 cr. hrs.
(S)
An examination of the executive, legislative, judicial, and bureaucratic systems at the national, state, and local levels.

POLS 1301 Governments of the World 3 cr. hrs.
(F)
A comparison of institutions, issues, political processes and policies in a variety of political systems ranging from European to Asian to African countries. With a special emphasis on the basic concepts of international politics, national power, diplomacy and warfare, and other vital interests of the nations.

POLS 1102 Intro. to Modern Political Thought 3 cr. hrs.
(S)
Inquiry into the fundamental questions of modern political thought, such as the origin of political society, proper rights of citizens, legitimate purposes of government, meaning of justice and good society, attention will be given to power relationships among men, between men and the state and among nations. Emphasis will be given to the philosophical foundations of conservatism, liberalism, socialism and fascism.

Psychology

All psychology courses have these prerequisites: DSPM 0700, DSPR 0800 and DSPW 0800 or acceptable placement scores.

PSY 101 General Psychology I 3 cr. hrs.
(F, S, SU)
An introduction to the methods, findings, and terminology in psychology. Emphasis will be placed in the following areas: history, philosophy of science, methodology, statistics, physiology, development, motivation, emotion, altered states of consciousness, sleep and dreaming, sensation, and perception. Prerequisites: DSPM 0700, DSPR 0800 and DSPW 0800.

All the following psychology courses have these prerequisites: DSPR 0800 and DSPW 0800 or acceptable placement scores.

PSY 102 General Psychology II 3 cr. hrs.
(F, S, SU)
An introduction to the methods, findings, and terminology in the following areas: learning, memory, cognitive processes, verbal behavior, tests and measurements, personality, psychopathology, psychotherapy, behavior therapy, somatic therapy, human sexuality, and applied and social psychology.

PSY 201 Social Psychology 3 cr. hrs.
(F)
A study of the methods and findings in social psychology with an emphasis on the following areas: conformity, mass communication, propaganda, persuasion, self-justification, human aggression, prejudice, human attraction, and communication.

PSY 202 Abnormal Psychology 3 cr. hrs.
(S)
A study of the etiology, psychodynamics, treatment, and prognosis for the various types of behavioral disorders.

PSY 261 Developmental Psychology 3 cr. hrs.
(F, S, SU)
A course presenting a life-span overview of growth and development from birth to old age. The theories of Piaget, Kohlberg, Bandura and Maslow are covered, and emphasis is placed upon language, cognition, personality, social behavior, emotions, and physical development across the life-span.

Radiography

All radiography courses have these prerequisites: DSPM 0850, DSPR 0800 and DSPW 0800 or acceptable placement scores.

RAD 101 Radiology Orientation 3 cr. hrs.
Introduction of the medical profession and radiologic technology with emphasis on the radiology departments of the affiliate hospitals, professional ethics and legal problems, and basic radiation and electrical protection. Two hours lecture, four hours laboratory. Prerequisite: Admission to Radiography Program.

RAD 102 Radiographic Imaging 3 cr. hrs.
Basic fundamentals concerned with production and recording of radiographic image. Film processing principles including chemicals, films, film holders and various types of processing equipment, including automation. Detailed study of factors that affect radiographic quality. Two hours lecture, four hours laboratory.

RAD 110 Radiographic Procedures I 3 cr. hrs.
At the affiliate hospital, the student will perform radiographic examinations under staff supervision. Clinical competence will be evaluated and documented. Twelve hours laboratory.

RAD 111 Fundamentals of Radiography I 3 cr. hrs.
Introduction to medical terminology with emphasis on terminology and basic principles of radiographic positioning. Nursing procedures and techniques in general patient care. Detailed information on radiographic examination of the chest, abdomen and upper extremity. Two hours lecture, four hours laboratory. Prerequisite: Admission to the Radiography Program.

RAD 112 Fundamentals of Radiography II 3 cr. hrs.
Radiographic positioning of the structures and organs of the body, precise and detailed information on the various positions routinely used in radiographic examination of the upper and lower extremity, spine and bony thorax. Three hours lecture.

- RAD 161 Radiographic Physics and Equipment I** 3 cr. hrs.
This course is a study of basic physics and electrical components for radiography students. The course includes basic mechanics, structure of matter, electromagnetic radiation, electrostatics, magnetism, electrodynamics, and electromagnetism. Two hours lecture, two hours laboratory. Prerequisite: Admission to Radiography Program.
- RAD 162 Radiographic Physics and Equipment II** 3 cr. hrs.
Continuation of RAD 161. The course is a study of rectification, x-ray tubes, x-ray circuits, production of x-ray, and interaction of x-ray with matter. Also included is operation of medical radiographic and fluoroscopic equipment and accessories. Two hours lecture, two hours laboratory. Prerequisite: RAD 161.
- RAD 190 Radiologic Clinical Education** 4 cr. hrs.
Designed to familiarize students with elementary radiography procedures, patient flow, and general operation of the department. Under staff supervision, students will perform basic radiographic examinations. Thirty-two hours clinical assignment per week.
- RAD 191 Radiology Seminar I** 4 cr. hrs.
Basic principles of positioning for cranial and facial bones, with detailed study of positions used in the more common examinations of the cranial and facial bones. Simulation and analysis of radiographic procedures and film critique. Four hours lecture.
- RAD 211 Fundamentals of Radiography III** 6 cr. hrs.
Advanced radiography, radiography in surgery, and mobile radiography. Common examinations using contrast media and pharmacology for radiographers. Four hours lecture, four hours laboratory.
- RAD 212 Fundamentals of Radiography IV** 6 cr. hrs.
Special considerations for radiographic examination of the pediatric patient. Survey of disease, advanced radiation protection, and radiation biology. Four hours lecture, four hours laboratory.
- RAD 220 Radiographic Procedures II** 6 cr. hrs.
At the affiliate hospital, the student will perform radiographic examinations under staff supervision. Clinical competence will be evaluated and documented. Twenty hours laboratory.
- RAD 230 Radiographic Procedures III** 3 cr. hrs.
Continuation of RAD 220. Twenty hours laboratory.
- RAD 290 Advanced Radiologic Clinical Education** 4 cr. hrs.
Clinical application of radiographic theory in all phases of radiologic technology. Students perform with indirect supervision in areas where competence is documented. Final clinical competencies will be evaluated and documented. Twenty-four hours clinical assignment per week.
- RAD 291 Radiology Seminar II** 4 cr. hrs.
Introduction to new imaging modalities. Students will complete a scientific research thesis and produce a scientific exhibit. Assessment of current knowledge in radiography and preliminary registry review. Professional growth is emphasized. Two hours lecture, four hours laboratory.
- RAD 299 Radiology Symposium** 1-3 cr. hrs.
State of the art radiology procedures and equipment to include all imaging modalities. Prerequisite: Current JSCC radiology student or employed in related field or certified by ARRT.

Reading

- DSPR 0700 Basic Reading** 3 cr. hrs.
(F, S, SU)
A course designed to improve the students skills in reading comprehension and vocabulary. This course does not meet requirements for graduation nor elective credit for graduation. Prerequisite: Placement by TBR placement test.

- DSPR 0800 Developmental Reading** 3 cr. hrs.
(F, S, SU)
A course designed to improve the student's basic reading competencies. This course does not meet requirements for graduation or elective credit for graduation. Prerequisite: DSPR 0700 or placement by TBR placement test.

Respiratory Care Technology

All respiratory care technology courses have these prerequisites: DSPM 0850, DSPR 0800 and DSPW 0800 or acceptable placement scores.

- RCT 110 Introduction to Respiratory Care** 2 cr. hrs.
Topics to include the AARC, NBRC, and the national credentialing examinations. Medical ethics will be discussed as it relates to respiratory care. Focus will be on patient care and assessment and documentation related to charting.
- RCT 113 Foundation of Respiratory Care I** 4 cr. hrs.
This course is a study of the theory, application, and administration of medical gases, humidity and aerosol therapy, concepts of hyperinflation therapy and incentive spirometry. Topics will include arteriotomy, oxygen analyzers and arterial blood gas analyzer and PFT equipment quality control. Two hours lecture, two hours lab.
- RCT 114 Respiratory Care Science I** 3 cr. hrs.
As review of basic chemistry focusing on acid-base balance; physics and physical gas laws, medical microbiology related to respiratory care and math for respiratory care.
- RCT 115 Respiratory Care Science II** 3 cr. hrs.
A study of the etiology, recognition and management of restrictive and obstructive respiratory diseases, respiratory and cardiovascular diseases of surgical and traumatic origin. Topics include arterial blood gas interpretation, radiographic techniques, sleep studies, and management of disease including chest physiotherapy and rehabilitation.
- RCT 116 Cardiorespiratory Pharmacology** 3 cr. hrs.
A study of agents administered by the respiratory care practitioner and agents that act directly or indirectly on the cardiorespiratory system. This course includes administration, dosage calculation, indications and contraindications of various agents.
- RCT 117 Cardiopulmonary Anatomy and Physiology** 3 cr. hrs.
A study of the anatomy and physiology of the respiratory system including normal and abnormal pulmonary function values. Also to be included will be a review of the circulatory system and the electrophysiology of the heart including rhythm interpretation. A special emphasis will be placed on ventilation-perfusion relationships. An in-depth analysis of hemodynamic measurements will be included in this course as well as renal function related to acid-base balance.
- RCT 214 Clinical Practice I** 3 cr. hrs.
An integrated study of the application and practice of topics discussed in previous and current respiratory care courses. Designed to familiarize students with hospital policies and procedures, charting procedures, basic respiratory therapy and oxygen therapy.
- RCT 225 Clinical Practice II** 6 cr. hrs.
An integrated study of the application and practice of topics discussed in previous and current respiratory care courses. Clinical competencies will be evaluated and documented. Specialty rotations will be assigned.
- RCT 234 Clinical Practice III** 6 cr. hrs.
An integrated study of the application and practice of topics discussed in previous respiratory care courses. Final clinical competencies in critical care will be evaluated and documented. Additional specialty rotations may be assigned.

RCT 242 Perinatal & Pediatric Respiratory Care 2 cr. hrs.
A study of the respiratory needs of the newborn and pediatric patient. Special emphasis is given to the cardiopulmonary diseases and care of the newborn.

RCT 249 Respiratory Care Symposium 3 cr. hrs.
A symposium of review sessions to prepare students for the NBRC credentialing examinations. Sessions will include practice tests, computer simulations and test-taking tips. Prerequisites: Successful completion of all RCT courses.

RCT 250 Foundation of Respiratory Care II 4 cr. hrs.
A detailed study of the classification, function, use and maintenance of mechanical ventilators. This course includes the study of intubation and tracheostomy, airway patency and care of the artificial airway. Theory and application will include suctioning techniques.

RCT 252 Foundation of Respiratory Care III 3 cr. hrs.
A continuation of RCT 250. Continued study of mechanical ventilation and an in-depth study of monitoring techniques in the critical care setting. Special emphasis on intra-aortic balloon pumping, cardiac catheterization, Swan-Ganz catheterization, arterial line insertion and maintenance. Also includes topics on ACLS, PALS, phlebotomy and IV care.

Sociology

All sociology courses have these prerequisites: DSPR 0800 and DSPW 0800 or acceptable placement scores.

SOC 201 Introduction to Sociology 3 cr. hrs.
(F, S, SU)
A general survey of the fundamental concepts and basic principles underlying social relationships.

SOC 202 Social Problems 3 cr. hrs.
(F, S, SU)
A study of the major problem areas in, and current issues facing, the society of the United States.

SOC 241 Marriage and the Family 3 cr. hrs.
(F)
A study of the institution of marriage, with an emphasis on the role of the family in family organization, disorganization, and reorganization. The course considers the role of the family in social change and the future of American and foreign families.

SOC 291 Introduction to Social Work 3 cr. hrs.
(S)
A general survey of the field of social work emphasizing the basis, practice concerns, programs, and future of the profession.

Sonography

SON 101 Fundamentals of Medical Sonography I 3 cr. hrs.
Introduction to Medical Sonography with emphasis on equipment, physics, scanning procedures and techniques, disease processes, anatomy of abdomen, patient preparation, and scan protocol. Three hours lecture. Prerequisite: Certified Radiography Graduate.

SON 102 Fundamentals of Medical Sonography II 3 cr. hrs.
Continuation of abdominal ultrasound equipment and physics principles, sonography as related to gynecology, anatomy of the pelvis, reproductive physiology, sonography of the uterus/ovaries, first, second, and third trimester obstetrics with assessment of fetus. Three hours lecture. Prerequisite: SON 101.

SON 103 Medical Sonography Symposium 2 cr. hrs.
Current sonographic procedures and state of the art equipment. Comprehensive Registry Review including equipment, physics, abdomen and obstetrics/gynecology. One hour lecture, two hours clinical assignment. Prerequisite: Permission of the Director of Radiography and have experience operating sonographic equipment.

SON 110 Sonography Clinical Education 3 cr. hrs.
Designed to provide the student with the clinical environment to learn ultrasound principles with various scanning techniques, basic knowledge of using patient history and charts to evaluate pertinent clinical data, and basic knowledge of sonographic findings and features of disease processes. One hour lecture, four hours clinical assignment. Prerequisite: Permission of the Director of Radiography.

SON 113 Fundamentals of Sonography III 3 cr. hrs.
Continuation of obstetrics and gynecology with emphasis on the abnormal and sick fetus. Comprehensive study of ultrasound transducers and Doppler physics. Three hours lecture. Prerequisite: SON 102.

SON 120 Advanced Sonography Clinical Education 3 cr. hrs.
Clinical application of all phases of Medical sonographic procedures. Under staff supervision, students will perform basic sonographic procedures. One hour lecture, four hours clinical assignment. Prerequisite: SON 110.

SON 201 Vascular Sonography 3 cr. hrs.
The anatomy and hemodynamics of the cerebrovascular and peripheral vascular systems. Focus on the appearance of Doppler images for vascular studies. Three hours lecture. Prerequisites: Sonography experience and admission to Sonography Program.

SON 210 Vascular Clinical Education 3 cr. hrs.
Designed to provide the student with the clinical environment to learn vascular ultrasound principles with various scanning techniques, basic knowledge of using patient history and charts to evaluate pertinent clinical data, and basic knowledge of vascular sonographic findings and features of disease processes. One hour lecture - Four hours clinical assignment. Prerequisites: Sonography experience and admission to Sonography Program.

Spanish

All Spanish courses have these prerequisites: DSPR 0800 and DSPW 0800 or acceptable placement scores.

SPAN 1010 Beginning Spanish I 3 cr. hrs.
(F)
A study of pronunciation, phonetics, and basic grammar through the past tense. Emphasis on basic conversational sentences and listening comprehension. Some discussion of Spanish history and customs.

SPAN 1020 Beginning Spanish II 3 cr. hrs.
(S)
The completion of basic grammar and verb tenses through the subjunctive. Continuation of reading and conversation. Some discussions of Spanish history and customs. Prerequisite: SPAN 1010 or two years of high school Spanish.

SPAN 2010 Intermediate Spanish I 3 cr. hrs.
(F)
A thorough review of Spanish grammar. Stories of South American history, folklore, and literature included. Continuation of conversation. Prerequisite: SPAN 1020 or its equivalent.

SPAN 2020 Intermediate Spanish II 3 cr. hrs.
(S)
A continuation of Spanish 2010 placing emphasis on Spanish literature, art, and other cultural aspects. Continued emphasis on conversation. Prerequisite: SPAN 2010 or its equivalent.

Speech

All speech courses have these prerequisites: DSPR 0800 and DSPW 0800 or acceptable placement scores.

SPE 211 Fundamentals of Speech 3 cr. hrs. (F, S, SU)

A course designed to give the student practical experience in the basic principles of speech preparation and delivery. Emphasis on researching, organizing and writing as well as the techniques of effective delivery.

SPE 214 Oral Interpretation 3 cr. hrs. (S)

A course designed to teach principles and techniques applicable to the interpretation of prose, poetry, and dramatic literature. Emphasis on analysis and delivery.

SPE 231 Interpersonal Communication 3 cr. hrs. (F, S)

Interpersonal Communication is a course designed to give students both knowledge and practice of the principles that govern interpersonal (usually one-on-one) communication behavior. Applies to professional, social and personal contexts and relationships.

Special Education

SPED 1100 Quality Individual Support Plan 3 cr. hrs. (as needed)

Students will learn how to use trans disciplinary team processing to evaluate environments, assess individual strengths, preferences, and potentials in order to develop and implement Individual Support Plans (ISP) that have measurable outcomes and best meet the work, recreational and leisure, and life functional skills needs of individuals with developmental disabilities.

SPED 1200 Supports for Community Living 3 cr. hrs. (as needed)

Students will learn about the history of developmental disabilities and the current guiding principles for supporting persons with developmental disabilities in the community. Students enrolled will be expected to demonstrate knowledge and skills in the following areas: (a) Nature of developmental disabilities, (b) range of abilities, (c) functional skills and competencies, (d) common medical complications and their treatment, (e) common physiological problems, (f) positive behavioral supports, (g) psychiatric illnesses, (h) assistive technology, and (i) employment.

SPED 1300 Quality of Life 3 cr. hrs. (as needed)

Students will learn the service definition and objectives for Community Participation and Supported Employment programs. Students will demonstrate knowledge and skills in the following areas: (a) Translating outcomes into viable community participation plans for implementation by support staff; (b) issues and guidelines to assure safety in community participation and employment programs; (c) techniques for providing opportunities to develop meaningful relationships; (d) history and laws concerning employment of people with disabilities; (e) tools and techniques to achieve a successful job match; (f) values and guiding principals of supported employment; and (g) assessing quality of life. Prerequisites: Successful completion of SPED 1100 and SPED 1200; or successful completion of SPED 1100 or SPED 1200 with concurrent enrollment in the one not completed and instructor approval.

SPED 1400 Basic Home Management 3 cr. hrs. (as needed)

Students will develop strategies and enhance skills necessary to appropriately manage a community supported living environment. During the course, emphasis will be placed on: basic home management including health and safety, nutritional management, fiscal and physical issues, adherence to standards/regulations governing supported living; managing supportive living staff including interpersonal relationship skills, problems solving and conflict resolution, and promoting behaviors and practices that result in high performance standards among staff. Prerequisites: Successful completion of SPED 1100 and SPED 1200; or successful completion of SPED 1100 or SPED 1200 with concurrent enrollment in the one not completed and instructor approval.

SPED 1900 Home Management Internship 3 cr. hrs. (as needed)

The Home Manager Internship course is designed to be the direct professional experience in the Technical Certificate, Home Manager Program. Students will complete 135 clock hours under the supervision of a mentor working as a Home Manager (with certification) or working in a related supervisory position. The intern will participate in the daily routine of a supported living arrangement and will identify, investigate, propose and implement a solution to a real management problem in a community living home. The internship will include outside observations by the instructor and ten hours of classroom instruction. Prerequisites: Successful completion of SPED 1100 and SPED 1200. Concurrent enrollment or successful completion of SPED 1300 and SPED 1400 or instructor approval after completion of three of these courses.

Theatre

THE 113 Acting 3 cr. hrs. (F)

An introduction to the craft of acting through improvisation and acting exercises, scene work and monologues. Students will explore stage movement, voice production, character and text analysis.

THE 115 Advanced Acting 3 cr. hrs. (S)

This course is designed to engage students in the process of becoming working actors. Students will explore the audition process, acting styles, and working with a director. Prerequisite: THE 113 or permission of instructor.

THE 213 Stagecraft 3 cr. hrs. (F)

Stagecraft is designed to give students hands-on experience in scenic design and construction, lighting design, costume and makeup design, and properties design and construction. Students complete supervised group projects in the scene shop and are required to complete six (6) hours of week of supervised work in preparation for mainstage productions

THE 232 Practicum 1 cr. hr. (F, S)

Students will participate in an appropriate practicum for his/her major in a professional work environment. Prerequisite: Permission of Instructor.

THEA 1030 Introduction to Theatre 3 cr. hrs. (F, S, SU)

A survey of the elements of theatre including those who create theatre. Emphasis is on developing an understanding of and appreciation for theatre through viewing live theatre and films, critiquing plays, and exploring, through classroom exercise, elements of theatre such as scene design and make up.

WHO WE ARE

COLLEGE ADMINISTRATION

President's Staff

Bruce Blanding, President. B.A., Michigan State University; M.A. Michigan State University; Ph.D., Michigan State University.

Dee Henderson, Assistant to the President.

Human Resources and Affirmative Action

Diane L. Harris, Director of Human Resources and Affirmative Action. B.A., Tulane University; M.Ed., Memphis State University.

April March, Human Resources Assistant. A.S.; B.S.

Doris Hill, Human Resources Assistant.

Lisa Jackson, Benefits Coordinator. A.S.; C.P.S.

Institutional Effectiveness

Judith Anderson, Director of Institutional Effectiveness. B.A., Lambuth College; M.Ed., Memphis State University; Ed.D., University of Memphis.

Jennifer Cherry, Research Technician I. A.S., Jackson State Community College; B.P.S., The University of Memphis.

Internal Audit

Angie Brown, Internal Auditor. B.S., Union University; M.S., University of Tennessee at Martin; Certified Public Accountant.

Academic Affairs

Frank Dodson, Interim Vice President for Academic Affairs, Associate Professor of Biology. B.S., Austin Peay State University; M.S., Austin Peay State University.

Bridget Dill, Secretary II. A.S.; C.P.S.

Patricia Tanski-Mego, Coordinator of Academic Affairs. B.A. University of Alabama; C.P.S.

Academic Assistance Center

Mary Jane Bassett, Director, Academic Assistance Center. B.S., Mississippi State University; M.A., Mississippi State University.

Becky Joiner, Computer Operations Coordinator. A.A.S., Jackson State Community College.

Patricia A. McDaniel, Technical Clerk.

Advising, Night Office, and Adjunct Services

Nancy Hickey, Director of Advising and Adjunct Services. A.S., Dyersburg State Community College; B.S., University of Tennessee at Martin; M.S.Ed., University of Tennessee at Martin.

Melvin Ewell, Night Administrator. B.S., University of Tennessee at Martin; M.A., Middle Tennessee State University.

Joyce Froman, Secretary II. A.S., C.P.S.

Developmental Studies

Teri Maddox, Director of Developmental Studies Program. B.A., Lambuth College; M.A.T., Memphis State University; M.A., University of Memphis; Ed.D., University of Memphis.

Val Egbert, Secretary

Lexington-Henderson County Center

Robbie Kennedy, Director of Lexington-Henderson County Center. B.S., University of Tennessee at Martin; M.S., University of Memphis.

Judy Boldan, Learning Center Specialist.

Sandy Stanfill, Learning Center Specialist. A.S., C.P.S.

Deborah Wilson, Learning Resource Assistant. A.S. Jackson State Community College; C.P.S.

Library

Scott R. Cohen, Library Director and Associate Professor. B.A., Valdosta State College; M.A., Florida State University; M.S.L.S., Florida State University.

Debra Blankenship, Senior Library Assistant. C.P.S.

Barbara Casey, Librarian Assistant II. A.S.; C.P.S.

Jill Daniel, Senior Library Circulation Assistant.

Gloria Hester, Associate Professor and Acquisition and Circulation Librarian. B.S., Tennessee State University; M.S.L.S., Atlanta University.

Joyce Johnston, Assistant Professor and Catalog and Reference Librarian. B.A., University of Wisconsin-Lacrosse; M.A.T., University of Wisconsin-Lacrosse; M.L.S., University of South Carolina.

Mary Ellen Pozzebon, Instructor and Reference and Instruction Librarian. B.A., California State University; M.L.I.S., San Jose State University.

Savannah-Hardin County Center

Meda Falls, Director of Savannah-Hardin County Center. B.S., Peabody College.

Johnnie Lois Barnes, Learning Center Clerk.

Gretchen Register, Learning Center Specialist.

Jan Rhodes, Learning Center Clerk. A.S.

Tech Prep

Phillip Spence, Director of Tech Prep. B.S., Bethel College; M.S., University of Tennessee at Martin.

Anita Coffman, Administrative Assistant I. A.S., Harcourt Learning Direct; C.P.S.

Virtual College

Charles Cooper, Director of Electronic Delivery and Professor of Education B.S., Lambuth College; M.Ed., Memphis State University; Ed.D., University of Mississippi.

Chico Haley, Multi-Media Technician. A.A.S.

Gary Storts, Instructional Technology Specialist. B.B.A., University of Oklahoma.

Financial and Administrative Affairs

Horace Chase, Vice President for Financial and Administrative Affairs. B.P.A., Mississippi State University; M.B.A., University of Tennessee at Martin; Certified Public Accountant.

Karen Welch, Executive Aide. A.S.; C.P.S.

Business Services

Lowell Hoffmann, Director of Business Services. B.S. West Chester University; M.B.A. Drexel University.

Haley Bunney, Technical Clerk. A.S., Jackson State Community College.

Jeannette Burton, Grants Fiscal Officer. A.S., Jackson State Community College; B.S., Union University.

Helen Collins, Technical Clerk. A.S., Jackson State Community College.

Eric Egbert, Computer Operations Coordinator. A.S., Jackson State Community College; B.S., Union University.

Heather Frazier, Grants and Loans Officer. A.S., Jackson State Community College; C.P.S.

Rhonda Gagnon, Account Clerk II.

Connie Haskins, Cash Manager. A.S., Jackson State Community College; C.P.S.

Jeanne Mayer, Accountant II. A.S., Jackson State Community College; B.S., Union University.

Beth Murley, Account Clerk II.

Shelia Reese, Accountant II, A.A.S., State Tech at Memphis; B.S., Union University.

Lynne Rouse, Business Services Manager. A.S., Jackson State Community College; B.S., Union University; C.P.S.

Marcia Scallion, Account Clerk II. A.A.S., Jackson State Community College.

Crystal Skelton, Account Clerk II. A.A.S., Jackson State Community College.

Laurie A. Weaver, Payroll Supervisor. A.S., Jackson State Community College; C.P.S.

Renee Young, Computer Operations Specialist. A.S., Jackson State Community College; B.S., University of Memphis; A+, i-Net+, Master CIW Designer.

Information Technology

Robert H. Grissom, Director of Information Technology. B.S., University of Tennessee at Knoxville; B.S., Union University.

David Carroll, Systems Administrator. A.S., Jackson State Community College; A+, Network+, MCSE4.

Linda Davis, Secretary III. A.A.S. Jackson State Community College; C.P.S.

Shawn Fuller, Computer Lab Technician. B.S. Middle Tennessee State University.

Joyce Latham, Manager, Institutional & Administrative Services. A.S., Jackson State Community College; BS Lambuth University.

Cindy Leach, Programmer/Analyst II. A.S., Jackson State Community College; B.S., Union University.

Peter Livelli, Programmer/Analyst. B.A., William Patterson College.

Dana Nails, Manager, Technology Services. C.P.S.; A.S., Jackson State Community College; B.S., Lambuth University; M.A.L.S. University of Memphis.

Allyson Pipkin, Computer Lab Technician. B.S.

Linda Shirley, Coordinator, Technical Services. A.A.S., Jackson State Community College; Microsoft Certified Professional.

Elaine Williams, Programmer Analyst II. A.S., Jackson State Community College; B.S. Lambuth University.

Kyle Williams, Computer Lab Technician. B.S., University of Tennessee at Martin.

Physical Plant

Nick Trent, Director of Physical Plant. B.S., Bethel College.

Franceen Bobbitt, Secretary II.

Fred Anderson, Custodian.

Sylvester R. Anderson, Grounds Foreman.

C.H. Clark, Utility Worker.

Jonathan Clark, Custodian.

James Cole, Custodian.

Robert E. Dunivant, Maintenance Mechanic Lead Worker.

David Forbis, Custodial Foreman.

John A. Graham, Carpenter and Painter.

Reola Greer, Custodian.

James Harrington, Maintenance Mechanic.

Sandra Hunt, Custodian.

Robert L. Joy, Custodian.

Charles "Buster" Judy, Security Officer.

Anthony Kail, Security Guard.

Mary Ann Jackson, Custodian.

Evage Jermaine March, Utility Worker.

James Mitchell, Custodian.

Sharon Morgan, Custodian.

Jimmy Mullins, Maintenance Worker.

Kenneth D. Pope, Automotive Mechanic.

Danny Rhodes, Security Guard.

David R. Robinson, Custodian.

Teresa Shanklin, Custodian.

Jonathan Shell, Clerk, Physical Plant. A.S.

Thomas Williams, Maintenance Mechanic.

Dwight Womack, Custodian.

Ricky Woods, Security Guard.

Printing Services

Veronica Goff, Manager of Printing Services.

Kathy Doll, Printing Technician

Geraldine Melson, Mail Clerk

Jerry Stills, Printing Technician

Purchasing

Dinah Reams, Director of Purchasing. A.S., Jackson State Community College; B.A., University of Memphis.

Margie Lester, Information Receptionist. C.P.S.

Institutional Advancement

Paul L. Finney, Interim Vice President for Institutional Advancement. B.S., Lambuth University; M.Ed., University of Memphis.

Jean Redding, Director of Foundations.

Karen Robertson, Executive Aide, Institutional Advancement and Student Services.

Charles Roth, Director of Small Business Development Center. B.S., University of Arkansas; M.B.A., University of Memphis.

Debbie Dooley, Secretary III. A.S., C.P.S.

Continuing Education

Jack Laser, Director of Continuing Education, Director B.I.G. B.S., Bethel College.

Sharon Clayton, Secretary III.

Anna Major, Operations Manager/Registrar. B.B.A., Texas A&M University.

Community Relations

Heather Kennedy, Media Specialist. B.S. University of Tennessee at Martin.

Grant Writing/Program Management

Tommye Clifton, Grant Writer/Program Manager. B.A. Memphis State University; M.Ed., Memphis State University; Ed.S. University of Tennessee; Ph.D. University of Mississippi.

Glory Griffin, Secretary II.

Student Services

Paul L. Finney, Interim Vice President for Student Services. B.S., Lambuth University; M.Ed., University of Memphis.

Karen Robertson, Executive Aide, Institutional Advancement and Student Services.

Linda Nickell, Dean of Enrollment Management. B.J., University of Missouri at Columbia; M.S., University of Memphis.

Steve Cornelison, Director of Athletics and Student Activities, Assistant Professor of Physical Education, and Head Baseball Coach. A.S., Jackson State Community College; B.S., Austin Peay State University; M.S., Austin Peay State University.

Lisa Kincaid, Secretary II for Student Services. A.S., Jackson State Community College; C.P.S.

Admissions Services

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Marla Shettles, P.T., Coordinator of Clinical Education. B.S., University of Mississippi Medical Center; Magnolia Regional Health Care Center, Corinth, MS.

Julie Spurgeon, P.T., Director of Physical Therapy. B.S., University of Tennessee Center for Health Sciences; West Tennessee Cerebral Palsy Center.

Debra Taylor, P.T., Coordinator of Clinical Education. B.S., University of Tennessee Center for Health Sciences; Kiwanis Center for Child Development.

Felicia Taylor, P.T., MLDT, Center Clinical Coordinator. B.S. University of Tennessee Center for Health Services; West Tennessee Rehab Center

Radiography Program

Jackson-Madison County General Hospital

Allen Schlamp, M.D., Medical Advisor. Vanderbilt Medical School; Board Certified American College of Radiology.

Greg Firestone, R.T., Technical Advisor. B.A. LaRoche College; M.H.A. Kennedy University.

Charlotte Brummett, R.T., Technical Advisor. A.S., Jackson State Community College; B.S., University of St. Francis; Methodist Hospital Radiologic Technology Program; R.T. (ARRT).

Tamara Hickerson, R.T., Clinical Instructor. A.S., Jackson State Community College; B.S., University of St. Francis; R.T. (ARRT).

Henry County Medical Center

Terry G. Apple, R.T., Technical Advisor. B.S., University of Tennessee at Chattanooga; R.T. (ARRT).

Deborah Elkins, R.T., Clinical Instructor. A.S., Jackson State Community College; R.T. (ARRT).

Glen S. Garrett, M.D., Medical Advisor. M.D., The University of Tennessee; Board Certified American College of Radiology.

Dyersburg Regional Medical Center

Robin C. Anderson, R.T., Clinical Instructor. A.S., Jackson State Community College; R.T. (ARRT); RDMS, Sonography.

Robert Chapman, R.T., Technical Advisor. The University of Tennessee; School of Radiologic Technology-Memphis; Methodist Hospital Nuclear Medicine School; R.T. (ARRT) - Nuclear.

Thomas R. Thompson, M.D., Medical Advisor. M.D., The University of Tennessee; Board Certified American College of Radiology.

Baptist Memorial Hospital - Union City

Jody Adams, R.T., Clinical Instructor. A.S., Jackson State Community College; R.T., C.T. (ARRT).

Robin Simpson, R.T., Technical Advisor. A.S., Jackson State Community College; R.T. (ARRT).

Respiratory Care Technology Program

Robert J. Gilroy, Jr., Medical Director. M.D., UMDNJ - New Jersey Medical School.

Jackson-Madison County General Hospital

Joan Nowell, Technical Director. A.S., Jackson State Community College; B.P.S., University of Memphis; Registered Respiratory Therapist - NBRT; Registered Cardiovascular Technologist.

Herb Owrey, Assistant Director. A.S., Union University; A.S., Jackson State Community College; B.S., Union University; Registered Nurse; Registered Respiratory Therapist - NBRC; Registered Pulmonary Function Technologist - NBRC.

Christie Cunningham, Clinical Instructor. A.A.S., Jackson State Community College; Certified Respiratory Therapist - NBRC.

THE COMMUNITY ADVISORY GROUPS

Jackson State advisory committees are comprised of citizens representing various professions, businesses, and occupations in the service area of the college. The purpose of advisory committees is to assist in determining needs of the community for college services and to make appropriate recommendations.

Agriculture Technology

Rod Barnes
Teresa Crouse
Paul Spain Jr.
Sammy Elgin
Ginger Kemp
Charlie Rowlett, Ph.D.

Libby Murphy
Brad Denton
Alan Verell
Terry Kelly
Gary Lentz, Ph.D.

Business and Management

David Baker	Ann Lewis
Danny Clymer	Jonelle Norton
Joyce Cole	Janice Page
Brian Collins	Laurie Piepho
Robert Harrison	Clark Shaw
Royal Hickey	Bill Taylor
Nell Huntspon	Larry Winters
Shirley Jones	

Computer Information Systems

John Bentley	Rusty Perry
Jim Berry	Joe Vaughn
Sonny Davis	A.B. White
Randy Fielding	

Emergency Medical Technology

Harry Berryman, Ph.D.	Mike Revelle, M.D.
Brian Campbell, EMT-PS	Mike Shankle, EMT-P
Jeff Davis, EMT-P	Steven Turner, EMT-P
Beverlyann Jetton, R.N., BSN	Randy Walker, R.N., RRT., EMT
Doug Lockard, EMT-P	Johnny Wilson, EMT-P
Larry Marshall, EMT-P	
Teddy W. Myracle, EMT-P	

Industrial Technology

John Allen	Stephanie Matlock
Chad Breckenridge	Jonny Moore
Keith Cursey	Keith Ransom
Mark Drake	Jeff Rexford
Rick Fischer	Dan Rodenbaugh
Dean Garner	Paul Rushing
George Gompf	Don Tucker
Kevin Hollingsead	Bob Williamson
Donnie Jones	Craig Wood
Joel Maners	

Medical Laboratory Technician

Jamie Boone, M.T.	Teresa Grimmett, M.T.
Charles Bramlett, M.D.	Don Harrison, M.S.
Glenda Davis, M.L.T.	Janet Hill, M.T.
Ray Ferguson, M.T.	Felecia Kirk, M.T.
Greg Firestone, R.T.	Rodger Lewis, M.D.
Judy Garner, M.T.	Linda McCadams, M.T.
Christopher Giampapa, M.D.	Trudy Papuchis, M.D.
Robin Gittermann, M.L.T.	Debbie Robinson, M.T.
Brenda Wheeler, M.T.	

Nursing

Kim Bailey, R.N.	Barbara Medlin, R.N.
Anne Campbell, R.N.	Tammie Murphee, R.N.
Cindy Fisher, R.N.	Anita Nanney, R.N.
Ron Hill, R.T.	James Ross, R.N.
Deena Kail, R.N.	Karen Wyatt, R.N.C.

Physical Therapist Assistant

Veronica Ashlock, P.T.	Judy Taylor, P.T.A.
Carlin Elrod, P.T.	Carol Wyatt, P.T.A.
Denise Johnson, P.T.	John Yarbrough, P.T.
Jean McAdams, P.T.	Ginger Young, P.T.
Buddy McKnight, P.T.	

Radiography

Jody Adams, R.T.	Glen S. Garrett, M.D.
Terry Apple, R.T.	Kenneth Hollis, R.T.
Robin Anderson, R.T.	Tamara Hickerson, R.T.
Charlotte Brummett, R.T.	Ola Bailey Moore, R.T.
Robert Chapman, R.T.	Georgia Roth, M.B.A.

Anita Chatham, R.T.	Allen L. Schlamp, M.D.
Deborah Elkins, R.T.	Thomas R. Thompson, M.D.
Greg Firestone, R.T.	Gina Ward, R.T.

Respiratory Care Technology

Christie Cunningham, R.R.T.	Herb Owrey, RN, RRT
Robert Gilroy, M.D.	Jim Robertson, RRT
Diana Glozier, RRT	Annette Wilson, RRT
Ronald D. Hill, RRT	
Joan Nowell, RRT, RCVT	Student Representative

HEALTH-RELATED TECHNOLOGIES

AREA HOSPITAL AFFILIATIONS

Jackson State offers five allied health programs: Emergency Medical Technology; Medical Laboratory Technician; Physical Therapist Assistant; Radiography; and Respiratory Care Technology. Area hospital affiliations include:

- Baptist Memorial Hospital – Huntingdon: Emergency Medical Technician, Physical Therapist Assistant
- Baptist Memorial Hospital – Union City: Radiography; Emergency Medical Technician; Medical Laboratory Technician; Physical Therapist Assistant
- Dyersburg Regional Medical Center – Dyersburg Campus: Radiography; Physical Therapist Assistant
- Henderson County Community Hospital – Lexington Campus: Emergency Medical Technician
- Henry County Medical Center: Medical Laboratory Technician; Radiography; Emergency Medical Technician; Physical Therapist Assistant
- Humboldt General Hospital: Emergency Medical Technician; Physical Therapist Assistant
- Jackson-Madison County General Hospital: Emergency Medical Technician; Medical Laboratory Technician; Radiography; Respiratory Care Technology; Physical Therapist Assistant
- Maury Regional Hospital - Columbia: Medical Laboratory Technician.
- McKenzie Regional Hospital – McKenzie Campus: Emergency Medical Technician
- Milan General Hospital: Emergency Medical Technician; Respiratory Care Technology
- Pathways of Jackson: Emergency Medical Technician
- Regional Hospital of Jackson : Physical Therapist Assistant

Area Emergency Medical Services include:

- Decatur County EMS, Parsons
- Gibson General Hospital, EMS
- Hardin County EMS, Savannah
- Haywood County EMS, Brownsville
- Medical Center EMS, Jackson, Camden, Henderson

ALUMNI ASSOCIATION

The Jackson State Alumni Association was formed in 1998. The first volunteer chairman took office in July 2001 and formed a volunteer Board of Directors consisting of 10 charter members. The objectives of the association are:

- To provide a formal communications link between the college and its alumni.
- To provide a means for mutual support between the college and its alumni.
- To promote the image and general educational goals of Jackson State.

To accomplish these objectives, the board of directors coordinates or supports programs that provide benefits to and promotes the involvement of alumni. These programs include:

- Outstanding Alumni Award
- Distinguished Faculty Award
- NJCAA Region VII Basketball Tournament

Membership in the alumni association is open to anyone who has attended Jackson State, including credit and non-credit courses. Faculty, staff and other friends may become associate members of the association. For information about benefits and programs, contact the Office of Institutional Development.

STUDENT HANDBOOK

The Student Handbook is a resource for you, providing guidance, expectations and information as you attend Jackson State Community College. It is a working document describing your rights and responsibilities as a Jackson State student, as well as general information about student life services and processes. In addition, you are held responsible for the rules and policies listed elsewhere in college publications or distributed and announced by authorized college officials.

Student Responsibilities

All Jackson State students are responsible for obtaining a Jackson State Catalog and Handbook and being familiar with its contents. Students are responsible for following the policies, processes, and guidelines in the catalog and handbook as well as for knowing and complying with the dates when things are due, such as payment of fees, registration, and graduation proposals. It is the student's responsibility to know and comply with the dates by which action must be initiated, such as last day to add a course, last day to drop a course, and last day to withdraw from classes. Such information is in both the catalog, on the web, and in the printed class schedules.

All students must know the graduation requirements for their major. If a student is planning to transfer to a college or university, he/she needs to know the requirements for graduation for that school and select courses at Jackson State accordingly. The student is responsible for providing appropriate test scores and transcripts and for making and keeping appointments with advisors. The student is responsible for supplying current address and phone numbers to the Records Office. The student is also responsible for confirming his/her intent to attend the classes for which they have pre-registered by paying fees or authorizing the application of financial aid or third-party resources toward payment of fees *on or before* the term's last day to pay, as published in the catalog and class schedule. The student must learn to access their JSCC e-mail account and is responsible for communicating with instructors regarding progress and attendance.

There are many support resources available to the Jackson State student and he/she is responsible for making use of these.

Student Identification Card

You, as a student, are required to obtain and carry at all times an official Jackson State identification card (ID). An ID card is to be obtained or, if you are a returning student, validated at the main campus or at an off-campus center upon payment of your fees each semester. The ID card features your name, signature, color photo, and other information necessary for proper use. You will be issued an ID after presenting one form of photo identification (e.g., driver's license, etc.) and your paid fee receipt. The ID card is used to:

- Identify you as a current Jackson State student.
- Allow you to check out materials from the library.
- Allow you to cash checks in the Business Office.
- Allow you to obtain your federal financial aid checks.
- Allow you to purchase or sell books.
- Allow you to process forms in the Records Office.
- Allow you to gain admission to certain events sponsored by the college or student organizations.
- Allow you to obtain discounts from area businesses.

New student ID cards are made in the Counseling Office or at the Lexington or Savannah centers. ID cards can be validated in either of those locations, in the Night Office or in the Business Office. A \$10 fee will be charged to replace all lost or inaccessible cards. The \$10 replacement fee must be paid in the Business Office and a receipt shown before a new ID card is produced. Any college official has the right to reclaim a student ID card for misuse or when deemed necessary, such as in cases of student conduct code violations. Failure to do so may result in disciplinary action.

Student Computer Access

You, as a Jackson State student, will be issued a user I.D. and password upon your enrollment each semester at the college. This user I.D. and password will be required to allow you access to computers designated for student use at Jackson State facilities.

Emergency Messages

If a true emergency exists and a message needs to be delivered to a student at a Jackson State facility, the message should be directed to:

Jackson Campus:

Monday through Friday, 8 a.m. to 4:30 p.m.

Counseling Office 731-425-2616

Monday through Thursday, 4:30 p.m. to 9:30 p.m.

Night Office 731-424-3520 ext. 316

Lexington-Henderson County Center: 731-968-5722

Savannah-Hardin County Center: 731-925-5722.

An effort will be made to deliver the message, but delivery cannot be guaranteed. Persons will not be directed or guided to the possible location of a student on campus in order to contact them in person.

Minors On Campus

Jackson State Community College is an institution of higher education, and provides an environment conducive to study, learning and work. Students, faculty and staff are not to leave minors unsupervised on campus. To protect the safety of the children, and the work and study environment of the campus community, if children on campus with their parents become disruptive, their parents will be asked to remove them. Children are not allowed in the classroom when class is in session.

Athletics

Intercollegiate athletics are an integral part of the total educational program at Jackson State. It offers the more gifted athletes opportunities to participate as competitors. Other Jackson State students are admitted as spectators to varsity athletic events on campus with your student ID card. Attendance at varsity athletic events on other campuses may be at a student charge, set by the host college. You are expected to observe conference rules and Jackson State rules while attending these events.

The athletic program of Jackson State is operated within the rules, regulations, and code of ethics of the National Junior College Athletic Association, of which it is a member, and the Tennessee Junior and Community College Athletic Association, of which it is a charter member. The purposes of the intercollegiate athletics program are:

- To have as a priority the intellectual, physical, social and emotional well-being of the student athlete at all times.
- To provide an opportunity for superior athletes to perform in competitive sports.
- To provide a place of interest for the development of student morale and enthusiasm for student athletes in the student body.
- To assist the student body in developing the highest level of sportsmanship traits which carry over to become citizenship traits.
- To provide an avenue for community identification with the institution.

Free Activity Time

A free activity time in the gym for you and other Jackson State students is available at times to be posted at the beginning of each semester on the Gymnasium bulletin boards. During this time, basketball and volleyball equipment may be checked out through the physical education department, in the Gym and Music Building, Room P-40. The following gym regulations will be enforced:

- Jackson State students only; you must show a current student I.D.
- Gym shoes must be worn at all times.
- Shirts must be worn at all times.
- No smoking anywhere in the Gym and Music Building.
- No drinks or food on the gym floor or in the locker room.
- Physical education classes, intramurals and varsity athletics will have priority over the use of the gym.

Universal weight equipment and treadmills also are available for use by students, staff and faculty in the Fitness Center, located in the Arts and Fitness Center adjacent to the gym. Available hours will be posted at the beginning of each semester in the gym lobby, the PE offices hallway, in the Student Union, and in the Fitness Center.

Use of Campus Property and Facilities

The Tennessee Board of Regents and Jackson State have special restrictions and regulations governing the following areas:

- Campus access by individuals who are not students, staff, guests and invitees.
- Use of campus facilities for assemblies, meetings and demonstrations.
- Distribution of any literature on campus by any individual or organization.
- Solicitations of funds for any purpose.
- Use of campus facilities for (a) political, religious and commercial purposes, and (b) use by non-affiliated organizations and individuals. Please contact the Jackson State Facilities Scheduler at 731-424-3520, ext. 631.
- Use of bulletin boards only by affiliated groups and individuals unless approval is given by the Vice President for Student Services, Room 22 of the Administration Building, 731-424-3520, ext. 820.
- Placement of advertising signs, posters and other material on campus.

You may obtain additional information from the Director of the Physical Plant, 731-425-2619, or the Vice President for Academic Affairs, 731-425-2631. You also may access the Tennessee Board of Regents policies regarding use of campus property and facilities on the web at www.tbr.state.tn.us/policies_guidelines/student_policies/3-02-02-00.htm.

Smoking

Smoking is prohibited in all college buildings. Designated areas for smoking are marked outside college buildings.

Student Rights

Student Right-to-Know

Jackson State's crime statistics reported under the Student Right-To-Know and Campus Security Act are available for public viewing in the foyer of the Administration Building, and on the college's web site at www.jsc.edu/pps/right-to-know.htm.

Program completion rates can be obtained from the Jackson State Office of Institutional Effectiveness, Room 20 of the Administration Building.

Participation rates, financial support and other information which comply with the Equity in Athletics Disclosure Act can be found in the Jackson State Athletic Director's office, Room P-40 in the Gym and Music Building.

Release of Student Information

The following items of your student information are classified as directory information and may be released by the college without your consent:

- Name
- Address
- Telephone number
- Date and place of birth
- Major field of study
- Enrollment status (full-time, part-time)
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Degrees and academic awards (e.g. dean's list, honor roll, graduation honors)
- Most recent educational agency/institution attended
- College assigned student e-mail address
- Photographic, video, or electronic images

When registering for classes each semester, you may notify the Records Office, in writing, that directory information for you may not be released. This notification is effective only for the one semester for which you are then registering.

Privacy Rights of Students

The education records of current and former Jackson State students are maintained as confidential records under The Family Educational Rights and Privacy Act (FERPA). This act gives students certain rights with respect to access of those records and release of personally identifiable information from those records. The college's policies and processes for those actions are set forth below.

Any violation of FERPA should be reported to the Dean of Enrollment Management. Complaints concerning alleged failures by the college to comply with the requirements of FERPA may be filed with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.

Definitions

Education Records – Education Records are those records, files, documents, and other materials which contain information directly related to a student and are maintained by Jackson State or by a person acting for the college. They do not include: (1) personal notes, (2) records available only to law enforcement personnel, (3) employment records, and (4) medical and psychiatric records (accessible by the student's physician).

Student – A student is any person who is or has been enrolled at Jackson State. Wherever "student" is used in reference to personal rights, an eligible parent of a dependent student has similar rights. An "eligible" parent is one who has satisfied Section 152 of the Internal Revenue Code of 1954, and who presents proof of such to the Jackson State Registrar. Normally, this will be a written affirmation by the student and the parent confirming the student is a dependent for Federal Income Tax purposes.

Access – To have access to an Education Record is to be allowed to see the original record. It implies the right to obtain copies of that record.

Release of Personally Identifiable Student Education Records

Jackson State shall not permit access to, or release of, any information in the Education Record of any student that is personally identifiable, other than Directory Information, to any party without the student's written consent, except to:

- Jackson State officials and staff who have legitimate educational interests, including the support of honor societies and academic excellence.
- Officials of other schools in which the student seeks admission.
- Appropriate people concerned with a student's application for, or receipt of, financial aid.
- Authorized representatives of the U.S. Comptroller General.
- Authorized representatives of the U.S. Attorney General.
- The U.S. Department of Education.
- State and local officials authorized by state statute.
- Organizations conducting studies for, or on behalf of, Jackson State to assist in meeting the college's stated goals, when such information will be used only by such organizations and then destroyed when no longer needed for that purpose.
- Accrediting organizations to carry out their functions.
- The parent of a dependent student as defined in Section 152 of the Internal Revenue Code of 1954.
- The parent of a student who is not an eligible student as defined under FERPA.
- Appropriate officials in compliance with judicial order or subpoena, provided that the student is notified in advance of the compliance.
- Appropriate people in connection with an emergency, if such knowledge is necessary to protect the health or safety of a student or others.
- The alleged victim of a crime of violence or non-forcible sex offense.

- Persons requesting the final results of a disciplinary hearing in which the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student committed a violation of the school's rules or policies.
- The parent of a student under the age of 21 regarding the student's violation of a federal, state, or local law, or institutional rule governing the use or possession of alcohol or a controlled substance.

Note: With the exception of Jackson State officials and staff who have been determined by the College to have legitimate educational interest, all individuals and agencies who have requested access to a student's Education Record will be noted in an accompanying record. A request must be in writing stating the purpose for the request. This record also will indicate specifically the legitimate interest that the person or agency has in obtaining the information.

Procedures for Accessing Education Records

You, the student, shall ask the record custodian for access to your education record. You may ask for an explanation and/or a copy of the given education record. Copies cost \$1 for the first page and 15 cents for each additional page.

After consultation with the custodian, errors may be corrected at that time by the custodian. Afterwards, if you believe the record's content is correct, you should acknowledge with your signature and the date. If you believe the record's content is inaccurate, you may submit a request for a formal hearing.

The request and the challenge must be presented in writing to the Registrar who will: (1) appoint an Appeals Record Committee consisting of three record custodians with one of the three designated as chair, and (2) designate a time and place for the committee's first meeting. The Appeals Committee will meet with you within 45 days from the date of the request and allow you to present relevant evidence. A written decision will be given to you within 45 days after the hearing's conclusion. You then may submit to the committee a written explanation to be inserted in the record. If the committee believes the statement is pertinent, the explanation will be inserted into the record.

NOTE: This procedure does not provide for a hearing to contest an academic grade.

Right of Access Does Not Include:

- Financial records of parents or any information therein.
- Confidential letters and statements of recommendation which were placed in the education record prior to January 1, 1975.
- Records to which access has been waived by a student. (This applies only if a student, upon request, is notified of the names of all persons making confidential recommendations and if such recommendations are used solely for the purpose they were intended.)

Education records may be destroyed, except that you shall be granted access prior to destruction if such is requested.

Campus Sex Crimes Prevention Act

The federal Campus Sex Crimes Prevention Act and the Tennessee College and University Campus Sex Crimes Prevention Act of 2002 require that whenever a sex offender becomes *employed, enrolls as a student or volunteers* at an institution of higher education in the state of Tennessee, he or she must complete or update the Tennessee Bureau of Investigation (TBI) sexual offender registration/monitoring form and deliver it to TBI headquarters in Nashville. As defined in section 40-39-102 of the Tennessee Code, a "sexual offender" means a person who is, or has been, convicted in this state of committing a sexual offense or who is, or has been, convicted in another state or another country, or who is or has been convicted in a federal or military court, of committing an act which would have constituted a sexual offense if it had been committed in this state. A "sexual offense" means the commission of acts including but not limited to aggravated and statutory rape, sexual battery, sexual exploitation of a minor, aggravated prostitution, and kidnapping.

Both acts designate certain information concerning a registered sexual offender as public information and therefore amend and supersede the Family Educational Rights and Privacy Act (FERPA) and other federal and state laws that previously prohibited the disclosure of such personal information. Since the laws require the publication of information pertaining to sexual offenders employed, enrolled or volunteering at an educational institution, said publication does not constitute grounds for a grievance or complaint under institutional or Tennessee Board of Regents policies or procedures.

In compliance with the federal Campus Sex Crimes Prevention Act and the Tennessee College and University Campus Sex Crimes Prevention Act of 2002, members of the campus community may obtain the most recent information received from the Tennessee Bureau of Investigation (TBI) concerning sex offenders employed, enrolled or volunteering at this institution through the JSCC Director of Physical Plant and Security at 731-425-2619. Information also is available on the TBI's web site listing of sex offenders located on the internet at http://www.ticic.state.tn.us/SEX_ofndr/search_short.asp.

General Regulations on Student Conduct and Disciplinary Sanctions

Institutional Policy Statement

College and university students are citizens of the state, local and national governments, and of the academic community, and are, therefore, expected to conduct themselves as law abiding members of each community at all times. Admission to Jackson State carries with it special privileges and imposes special responsibilities apart from those rights and duties enjoyed by non-students. In recognition of the special relationship that exists between Jackson State and the academic community which it seeks to serve, the Tennessee Board of Regents has authorized the presidents of the institutions under its jurisdiction to take such action as may be necessary to maintain campus conditions and preserve the integrity of the institution and its educational environment.

Pursuant to this authorization and in fulfillment of its duty to provide a secure and stimulating atmosphere in which individual and academic pursuits may flourish, the Tennessee Board of Regents has developed the following regulations which are intended to govern student conduct on the several campuses under its jurisdiction, and which regulations may be expanded or supplemented by each institution subject to Board approval. In addition, students are subject to all national, state and local laws and ordinances. If a student's violation of such laws or ordinances also adversely affects the institution's pursuit of its educational objectives, the institutions may enforce their own regulations, regardless of any proceedings instituted by other authorities. Conversely, violation of any section of these regulations may subject a student to disciplinary measures by the institution, whether or not such conduct is simultaneously a violation of state, local or national laws.

Disciplinary Offenses

Generally, through appropriate due process procedures, institutional disciplinary measures shall be imposed for conduct which adversely affects the institution's pursuit of its educational objectives, which violates or shows a disregard for the rights of other members of the academic community, or which endangers property or persons on institution or institution-controlled property.

Individual or organizational misconduct, which is subject to disciplinary sanction, shall include, but not be limited to, the following examples:

- Conduct dangerous to others. Any conduct which constitutes a serious danger to any person's health, safety or personal well-being, including any physical abuse or immediate threat of abuse.
- Hazing. Any act of hazing of any variety by an individual or group.
- Disorderly conduct. Any individual or group behavior which is abusive, obscene, lewd, indecent, violent, excessively noisy, disorderly or which unreasonably disturbs other groups or individuals.

- Any form of disruptive behavior in the classroom, during any institutional event or activity, or at any facility controlled or owned by the institution.
- Obstruction of, or interference with, institutional activities or facilities. Any intentional interference with or obstruction of any institutional activity, event, program or facilities, including the following:
 - Any unauthorized occupancy of institution or institutionally controlled facilities or blockage of access to or from such facilities.
 - Interference with the right of any institution member or other authorized person to gain access to any activity, program, event or facility sponsored or controlled by the institution.
 - Any obstruction or delay of a campus security officer, fireman or any institutional official in the performance of his/her duty.
- Misuse of or damage to property. Any act of misuse, vandalism, malicious or unwarranted damage or destruction, defacing or disfiguring unauthorized use of property belonging to the institution, including, but not limited to fire alarms, fire equipment, elevators, telephones, institution keys, library materials and/or safety devices; any such act against a member of the institution community or a guest of the institution.
- Theft, misappropriation or unauthorized sale. Any act of theft, misappropriation or unauthorized possession or sale of institution property or any such act against a member of the institution community or guest of the institution.
- Misuse of documents or identification cards. Any forgery, alteration of or unauthorized use of institution documents, forms, records or identification cards, including the giving of any false information or withholding necessary information, in connection with a student's admission, enrollment or status in the institution.
- Firearms and other dangerous weapons. Any possession of or use of firearms or dangerous weapons of any kind.
- Explosives, fireworks and flammable material. The unauthorized possession, ignition or detonation of any object or article which could cause damage by fire or other means to persons or property, or possession of any substance which could be considered to be and used as fireworks.
- Alcoholic beverages. The use and or possession of alcoholic beverages on institution or school owned or controlled property. This offense includes the violation of any local ordinance or state, or federal law concerning alcoholic beverages, on or off institution or school owned or controlled property, where an affiliated group or organization has alcoholic beverages present and available for consumption.
- Drugs. The unlawful possession or use of any drug or controlled substance (including any stimulant, depressant, narcotic or hallucinogenic drug or substance or marijuana), or the sale or distribution of any such drug or controlled substance.
- Gambling. Gambling in any form.
- Financial irresponsibility. Failure to meet financial responsibilities to the institution promptly including, but not limited to, knowingly passing a worthless check or money order in payment to the institution or to a member of the institution community, acting in an official capacity.
- Unacceptable conduct in hearings. Any conduct at an institutional hearing involving contemptuous, disrespectful or disorderly behavior or the giving of false testimony or other evidence at any hearing.
- Failure to cooperate with institutional officials. Failure to comply with directions of institutional officials acting in the performance of their duties.
- Violation of general rules and regulations. Any violation of general rules and regulations of the institution, as published in an official institutional publication, including the intentional failure to perform any required action or the intentional performance of any prohibited action.
- Attempts and aiding and abetting the commission of offenses. Any attempt to commit any of the foregoing offenses, or the aiding and abetting of the commission of any of the foregoing offenses (an "attempt" to commit an offense is defined as the intention to commit the offense, coupled with the taking of some action toward its commission).
- Violations of State or Federal Laws. Any violation of state or federal laws or regulations prescribing conduct or establishing offenses, which laws and regulations are incorporated herein by reference.
 - Disciplinary action may be taken against a student for violations of the foregoing regulations which occur on institutionally owned, leased or otherwise controlled property or which occur off-campus when the conduct impairs, interferes with or obstructs any institutional activity or the missions, processes and functions of the institution. In addition, off-campus acts of violence, which pose a substantial threat to persons or property within the institutional community, will also incur disciplinary action.
- Violation of imposed disciplinary sanctions. Intentional or unintentional violation of a disciplinary sanction officially imposed by and institution or school official or a constituted body of the institution or school.
- Harassment. Any act of harassment by an individual or group against a student, faculty member or another group. Harassment shall include, but not be limited to insults, heckling, verbal abuse, threats of physical abuse, unwanted suggestions of a sexual nature, repeated teasing or annoyance to another, repeated unsolicited phone calls made with the intent to harass, or other actions considered disturbing to others.
- Pets. With the exception of "service animals" and the exception of animals used for academic research purposes, are prohibited on institution or school owned or controlled facilities. The term "service animal" is defined as any animal individually trained to do work or perform tasks for the benefit of a person with a disability (e.g., a guide dog, signal dog, etc.) "Service Animals" perform some of the functions and tasks that the individual with a disability cannot perform for him/herself. The institution or school may require reasonable documentation that the individual seeking the assistance of a "service animal" while on its premises, provide appropriate certification of the medical necessity for the same prior to approval.
- Filing a false complaint or statement. Any behavior whereby a student knowingly submits a false complaint or statement alleging a violation of these regulations by a student, organization, institution, or school employee.
 - For the purpose of these regulations, a "student" shall mean any person who is registered for study in any institution in the State University and Community College System of Tennessee for any academic period. A person shall be considered a student during any period which follows the end of an academic period which the student has completed until the last day for registration for the next succeeding regular academic period, and during any period while the student is under suspension from the institution.

Academic and Classroom Misconduct

- The instructor has the primary responsibility for control of classroom behavior and maintenance of academic integrity, and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct violative of the general rules and regulations of the institution. Extended or permanent exclusion from the classroom or further disciplinary action can be effected only through appropriate procedures of the institution.
- Plagiarism, cheating and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly, through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions, which may be imposed through the regular institutional procedures, as a result of academic misconduct, the instructor has the authority to assign an "F" or a zero for the exercise or examination, or to assign an "F" in the course.
- Disruptive behavior in the classroom may be defined as, but is not limited to, behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and professors, repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught, failure to cooperate in maintaining classroom decorum, etc.), the continued

use of any electronic or other noise or light emitting device which disturbs others (e.g., disturbing noises from beepers, cell phones, palm pilots, lap-top computers, games, etc.).

- Class attendance and punctuality requirements are contracted between the faculty and the students, through specific expectations for attendance and punctuality and specific consequences that are outlined by individual faculty members in the printed syllabus for each course.

Students are expected to attend classes regularly and on time and are responsible for giving explanations/rationale for absences and lateness directly to the faculty member for each course in which they are enrolled.

In cases where student absences are the result of emergency circumstances (e.g., death in the family, a student's serious injury or incapacitating illness), for which students are unable to make immediate contact with faculty, the student may contact the Office of Academic Affairs for assistance in providing such immediate notification to faculty. However, the student remains responsible for verifying the emergency circumstances to faculty and for discussing arrangements with faculty for completion of course work requirements.

If you believe you have been wrongly accused of academic misconduct, and if your final grade has been lowered as a result, you may appeal the case through the office of the Vice President for Academic Affairs.

Computer Misuse

The objectives of this policy include:

To articulate the rights and responsibilities of persons using information technology resources owned, leased, or administered by the Tennessee Board of Regents (TBR); To protect the interests of users and the TBR; and to facilitate the efficient operation of TBR information technology systems.

Definitions

- "Information technology resources" or "IT resources" include computers and computer time, data processing or storage functions, computer systems and services, servers, networks, printers and other input/output and connecting devices, and related computer records, programs, software, and documentation.
- "Institutions" shall mean the TBR Universities, Community Colleges, and Technology Centers.
- "Public record" means all documents, papers, letters, maps, books, photographs, microfilms, electronic data processing files and output, films, sound recordings, or other material, regardless of physical form or characteristics made or received pursuant to law or ordinance or in connection with the transaction of official business by any governmental agency. (Tennessee Code Annotated, Title 10, Chapter 7, Section 301(6).)

Supplementary Institutional Policies and Regulations

As each institution may deem necessary and appropriate, TBR institutions are authorized and encouraged to develop additional institution-specific policies and regulations relating to the use of information technology resources, provided such policies and regulations are consistent with Federal and State law and with this and other policies of the Tennessee Board of Regents. In particular, institutions and the TBR central office may develop policies and regulations regarding installation of non-standard software (including shareware, freeware, or software developed or purchased by the user) onto TBR IT resources.

Conformance with State Policies

This policy is intended to be fully consistent with the State of Tennessee Internet Acceptable Use Policy and the State of Tennessee Electronic Mail Acceptable Use Policy, as they currently exist or as they may be amended in the future, as well as with any other applicable policies regarding information technology systems which may be promulgated in the future by the State of Tennessee Department of Finance Office of Information Resources (OIR). To the extent that a discrepancy exists between this policy and State policy, State policy shall take precedence.

Applicability

This policy shall apply to all persons and organizations using the information technology facilities and resources owned, leased or administered by the TBR, including all persons employed (either as full-time, part-time or temporary employees or as independent contractors) by the Tennessee Board of Regents and its constituent Institutions, and to all students enrolled at TBR Institutions. Those provisions contained herein which apply solely to employees and independent contractors are so identified individually. Unless so identified, provisions contained herein apply equally to all persons and organizations covered by this policy.

User Responsibilities

The following lists of user responsibilities are intended to be illustrative, and not exhaustive. Subject to conformance with Federal and State of Tennessee law and with State of Tennessee and Tennessee Board of Regents policies, individual TBR Institutions are authorized to supplement the user responsibilities contained herein.

Access

- Users shall obtain proper authorization before using TBR information technology resources.
- Users shall not use TBR information technology resources for purposes beyond those for which they are authorized.
- Users shall not share access privileges (account numbers and passwords) with persons who are not authorized to use them.
- Users shall not use TBR information technology resources in an attempt to access or to actually access computers external to the TBR system when that access is not authorized by the computer's owner (no "hacking" allowed).

Respect for others

- A user shall not attempt to obstruct usage or deny access to other users.
- Users shall not transmit or distribute material that would be in violation of existing TBR policies or guidelines using TBR information technology resources.
- Users shall respect the privacy of other users, and specifically shall not read, delete, copy, or modify another user's data, information, files, e-mail or programs (collectively, "electronic files") without the other user's permission. Users should note that there should be no expectation of privacy in electronic files stored on the resident memory of a computer available for general public access, and such files are subject to unannounced deletion.
- Users shall not intentionally introduce any program or data intended to disrupt normal operations (e.g. a computer "virus" or "worm") into TBR information technology resources.
- Forgery or attempted forgery of e-mail messages is prohibited.
- Sending or attempts to send unsolicited junk mail or chain letters is prohibited.
- Flooding or attempts to flood a user's mailbox is prohibited.

Respect for State-owned property

- A user shall not intentionally, recklessly, or negligently misuse, damage or vandalize TBR information technology resources.
- A user shall not attempt to modify TBR information technology resources without authorization.
- A user shall not circumvent or attempt to circumvent normal resource limits, logon procedures, or security regulations.
- A user shall not use TBR information technology resources for purposes other than those for which they were intended or authorized.
- A user shall not use TBR information technology resources for any private or personal for-profit activity.
- Except for those not-for-profit business activities which are directly related to an employee's job responsibilities or which are directly related to an organization which is affiliated with the Institution, a user shall not use TBR information technology resources for any not-for-profit business activities, unless authorized by the President or Director (or his/her designee).

- Users shall at all times endeavor to use TBR information technology resources in an efficient and productive manner, and shall specifically avoid excessive game playing, printing excessive copies of documents, files, data, or programs; or attempting to crash or tie-up computer resources.

No Unlawful Uses Permitted

Users shall not engage in unlawful uses of the information technology system resources of the TBR. Unlawful activities are violative of this policy and may also subject persons engaging in these activities to civil and / or criminal penalties. This list of unlawful activities is illustrative and not intended to be exhaustive.

Obscene materials

The distribution and display of obscene materials is prohibited by the laws of Tennessee (see Tenn. Code Ann. § 39-17-902). Obscene materials are defined under Tennessee law (see T.C.A. § 39-17-901(10)) as those materials which:

- The average person applying contemporary community standards would find that the work, taken as a whole, appeals to the prurient interest;
- The average person applying contemporary community standards would find that the work depicts or describes, in a patently offensive way, sexual conduct; and
- The work, taken as a whole, lacks serious literary, artistic, political, or scientific value.

Federal law (18 U.S.C. 2252) prohibits the distribution across state lines of child pornography.

Defamation

Defamation is a civil tort which occurs when one, without privilege, publishes a false and defamatory statement which damages the reputation of another.

Violation of Copyright

Federal law gives the holder of copyright five exclusive rights, including the right to exclude others from reproducing the copyrighted work. Sanctions for violation of copyright can be very substantial. Beyond the threat of legally imposed sanctions, violation of copyright is an unethical appropriation of the fruits of another's labor.

Pursuant to the Digital Millennium Copyright Act of 1998, the TBR designated agent for receipt of complaints of copyright infringement occurring with the use of TBR information technology resources is the TBR Assistant Vice Chancellor for Information Technology. The TBR agent shall develop and maintain a policy regarding receipt and disposition of complaints of copyright infringement. The Institutions are authorized to designate agents to serve their specific campus, however the Assistant Vice Chancellor for Information Technology shall be promptly informed of all complaints received by such Institutional agents.

Gambling

Gambling, including that performed with the aid of the Internet, is prohibited under Tennessee state law (see Tenn. Code Ann. § 39-17-502).

World Wide Web Home Pages

The principles of use articulated above are generally applicable to World Wide Web home pages. For example, use of TBR information technology resources to post a web page for personal or private for-profit use; illegal content in web pages stored on TBR IT resources; and obscene content; incorporation of copyrighted material, without either permission of the copyright holder or under a lawful exemption, all are prohibited.

In addition to the principles of use outlined above, users may not incorporate into web pages or other electronic documents the trademarks or logos of others without express, written permission. Persons who are not employees of an Institution may not make use of Institutional trademarks or logos without express, written permission. Institutions are authorized to

develop policies and regulations regarding use of Institutional trademarks on the Institution's web site by employees. The Institution Presidents and Directors are authorized to designate persons (e.g. campus webmaster) who may approve a proposed use of the Institution's trademarks and logos by employees on Institutional web pages.

Advertising

Use of TBR information technology resources to promote or advertise activities or entities which are not related to the Institution is prohibited, unless such use is consistent with the mission of the Institution and results in substantial benefit to the Institution. The President or Director of each TBR Institution is authorized to determine whether a given use is consistent with the mission of the Institution and results in substantial benefit to the Institution, consistent with other TBR Policies (in particular, TBR Policy 3:02:02:00). Sale of advertising in web-based versions of Institution-affiliated student publications is specifically permitted.

TBR Monitoring and Inspection of Electronic Records

Electronic records sent, received, or stored on computers owned, leased, or administered by the TBR is the property of the Tennessee Board of Regents. As the property of the TBR, the content of such records, including electronic mail, is subject to inspection by TBR personnel. While the TBR does not routinely do so, the TBR is able and reserves the right to monitor and / or log all network activity of users without notice, including all e-mail and Internet communications. Users should have no reasonable expectation of privacy in the use of these resources.

Disclosure of electronic records

Pursuant to the Tennessee Code Annotated, Title 10, Chapter 7, and subject to exemptions contained therein, electronic files (including e-mail correspondence) which are 1) generated or received by TBR employees and 2) either owned or controlled by the State or 3) maintained using TBR IT resources may be subject to public inspection upon request by a citizen of the State of Tennessee. TBR personnel receiving such a request for public inspection should refer the request to the President or Director of their Institution (or to the President's or Director's designee). Institutions may charge reasonable fees for making copies of such records, pursuant to T.C.A. § 10-7-506.

While disclosure under T.C.A. Title 10, Chapter 7 applies to employees, disclosure of the electronic records of all users which are maintained using TBR IT resources may be made pursuant to a valid subpoena or court order, when otherwise required by federal, state or local law, or when authorized by the President or Director of the Institution.

Retention of electronic records

Electronic records needed to support Institutional functions must be retained, managed, and made accessible in record-keeping or filing systems in accordance with established records disposition authorizations approved by the Public Records Commission and in accordance with TBR Guideline G-070, "Disposal of Records". Each employee of the TBR, with the assistance of his or her supervisor as needed, is responsible for ascertaining the disposition requirements for those electronic records in his or her custody. The system administrator is not responsible for meeting the record retention requirements established under T.C.A. Title 10, Chapter 7, and the TBR, as owner of electronic records stored on TBR computers, reserves the right to periodically purge electronic records, including e-mail messages. Users who are either required to retain an electronic record, or who otherwise wish to maintain an electronic record should either:

1. Print and store a paper copy of the record in the relevant subject matter file; or
2. Electronically store the record on a storage medium or in an electronic storage location not subject to unannounced deletion.

Violation of This Policy

Reporting allegations of violations. Persons who have reason to suspect a violation of this policy, or who have direct knowledge of behavior in violation of this policy should report that allegation of violation to the Institution President or Director or his/her designee.

Disciplinary procedures. Allegations of violation of this policy shall be referred by the designee of the President (typically, the Computer Center Director) to the appropriate person(s) for disciplinary action. If a student, the policy violation will be referred to the Vice President for Academic Affairs under TBR Policy 3:02:00:01. If an employee, the policy violation will be referred to the immediate supervisor. If there is a policy violation, which the designee believes rises to the level of a serious violation of this or any other TBR policy; the designee is authorized to temporarily revoke access privileges. In those cases, the revocation of access must be reviewed by the appropriate disciplinary authority for review and final determination of access privileges. In such cases the authorization of the designee carries with it the authorization to make subjective judgments, such as whether material or statements violate TBR Policy.

Sanctions

Persons violating this policy are subject to revocation or suspension of access privileges to TBR IT resources. Additionally other penalties, as outlined in TBR Policy 3:02:00:01, may be imposed upon student users. Sanctions for violation of this policy by employees may extend to termination of employment. Violations of law may be referred for criminal or civil action.

Appeals

Sanctions imposed upon students at Jackson State Community College and imposed at the discretion of the Computer Center Director (or other designee of the President) may be appealed to the Vice President for Academic Affairs. Other sanctions may be appealed under established Institution procedure.

TBR/TECnet Policy and Procedures for Copyright Infringement Notices and the Digital Millennium Copyright Act (DMCA)

The Tennessee Board of Regents and the Tennessee Cooperative Network (TBR/TECnet) take seriously all complaints regarding copyright infringements. Copyright infringements are made when material is copied without the permission of the person holding the copyright and stored on a TBR/TECnet server for the purpose of providing that information to others. Copyright infringement does not occur merely by listing a URL to a server where the copyrighted material resides. See <http://lweb.loc.gov/copyright/> for more information regarding the copyright law. The following procedures will be followed in order to resolve copyright infringement complaints on TBR/TECnet servers.

For TBR/TECnet to be on notice of the presence of infringing material, the DMCA <http://lweb.loc.gov/copyright/legislation/dmca.pdf> states that notification must be provided to us with the following information:

- Identification of what is being infringed.
- Where the infringements are located
- Who is complaining
- How he or she may be contacted, including phone number, fax number and e-mail address
- A statement of good faith belief that the material is infringing
- A statement made under threat of perjury that the information provided is accurate and the complaint is authorized by the copyright holder

• A signature of the copyright holder or an authorized representative
Initial correspondence may be sent via e-mail to DMCA@tbr.state.tn.us. A letter or fax containing this information and the signature of the copyright holder must be sent to:

Tennessee Board of Regents
Attn: Information Systems/DMCA
1415 Murfreesboro Road, Suite 358
Nashville, TN 37217
(615) 366-4443 (615) 366-3979 (fax)

Upon receipt of this information TBR/TECnet will contact the user who is infringing on the copyright and inform them that they must remove or block access to the infringing material.

The user may respond with a counter-notice which includes:

- A statement, that the user has a good faith belief that access to the material should not be removed or blocked due to a result of a mistake or misidentification.
- Listing the user's contact information.
- Consenting to jurisdiction in federal court.

TBR/TECnet will give this counter-notice to the original complaining party, and allow access to the infringing material within 10-14 days unless we receive notice that a lawsuit has been filed over the material.

TBR/TECnet users who repeatedly infringe upon copyrights will have their network access terminated and may face other sanctions or discipline as determined by TBR/TECnet institutional policies, the TBR/TECnet Acceptable Use Policy <http://www.tec.net>, and/or the State of Tennessee Acceptable Use Policy <http://www.state.tn.us/finance/oir/int-aup.html>.

Disciplinary Sanctions

Upon a determination that a student or organization has violated any of the rules, regulations or disciplinary offenses set forth in the regulations, the following disciplinary sanctions may be imposed, either singularly or in combination by the appropriate institution officials.

Definition of Sanctions

- *Restitution:* A student who has committed an offense against property may be required to reimburse the institution or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to actual cost of repair or replacement.
- *Warning:* The appropriate institutional official may notify the student that continuation or repetition of specified conduct may be cause for other disciplinary action.
- *Reprimand:* A written reprimand, or censure, may be given to any student or organization whose conduct violates any part of these regulations. Such a reprimand does not restrict the student in any way, but does have important consequences. It signifies to the student that he or she is, in effect, being given another chance to conduct himself or herself as a proper member of the institution community, but that any further violation may result in more serious penalties.
- *Restriction:* A restriction upon a student's or organization's privileges for a period of time may be imposed. This restriction may include, for example, denial of the right to represent the institution in any way, denial of use of facilities, parking privileges, participation in extra-curricular activities or restriction of organizational privileges.
- *Probation:* Continued enrollment of a student on probation may be conditioned upon adherence to these regulations. Any student placed on probation will be notified of such in writing and will also be notified of the terms and length of probation. Probation may include restrictions upon the extracurricular activities of a student. Any conduct in violation of these regulations while on probationary status may result in the imposition of a more serious disciplinary sanction.
- *Suspension:* If a student is suspended, he or she is separated from the institution for a stated period of time with conditions of re-admission stated in the notice of suspension.

- **Expulsion.** Expulsion entails a permanent separation from the institution. The imposition of this sanction is a permanent bar to the student's re-admission to the institution.
- **Interim or summary suspension.** Though as a general rule, the status of a student accused of violations of these regulations should not be altered until a final determination has been made in regard to the charges against him/her, summary suspension may be imposed upon a finding by the appropriate institutional official that the continued presence of the accused on campus constitutes an immediate threat to the physical safety and well-being of the accused, or of any other member of the institution or school community or its guests, destruction of property or substantial disruption of classroom or other campus activities. In any case of immediate suspension, the student shall be given an opportunity at the time of the decision or immediately thereafter to contest the suspension, and if there are disputed issues of fact or cause and effect, the student shall be provided with a hearing on the suspension as soon as possible.
- **Counseling/Rehabilitative Treatment.** Counseling sessions with a Jackson State or independent counselor or mandatory participation in, and satisfactory completion of, a drug or alcohol abuse program or rehabilitation program may be recommended.
- **Service to the College.** A student may be required to donate a specified number of service hours to the College, by way of performing reasonable tasks for the appropriate College office or officials. This service shall be commensurate to the offense the student is guilty of violating (e.g., service for maintenance staff for defacing College property).
- **Special Education Program.** A student may be required to participate in any special educational programs relevant to the offense, to attend special seminars or educational programs, or to prepare a project or report concerning a relevant topic.
- **Fines.** Penalties in the form of fines may be enforced against a student or an organization whenever the appropriate hearing officer(s) or hearing body deems appropriate. The sanction of fines may be imposed in addition to other forms of disciplinary sanctions. Failure to pay fines to the Business office within two (2) weeks of the decision will result in further disciplinary action.

The president of Jackson State is authorized, at his/her discretion, to subsequently convert any sanction imposed to a lesser sanction, or to rescind any previous sanction, in appropriate cases.

Disciplinary Procedures

The principle of due process in student discipline is assured at Jackson State. Any student accused of a disciplinary offense or academic misconduct will be afforded an opportunity to contest the charge through procedures initiated by and coordinated with the Vice President for Student Services.

Tennessee Uniform Administrative Procedures Act

All cases which may result in:

- (i) Suspension or expulsion of a student from the institution, a program, or a course for disciplinary reasons.
- (ii) Assignment of a grade which results in the grade of "F" in a course for academic misconduct.
- (iii) Revocation of registration of a student organization during the term of the registration is subject to the contested case provisions of the Tennessee Uniform Administrative Procedures Act and shall be processed in accordance with the uniform contested case procedures adopted by the Board of Regents unless the student waives those procedures in writing and elects to have his/her case disposed of in accordance with College procedures established by these rules.

College Procedures

The student can elect to choose disposition by the Vice President for Academic Affairs or to be heard before the Student Disciplinary Committee.

Disposition by the Vice President for Academic Affairs. A student may request that the Vice President for Academic Affairs adjudicate the case. If such a decision is made, the following procedures shall apply:

- The Vice President for Academic Affairs shall advise the student in writing of the alleged charges against him/her and proceed to gather information concerning the case.
- The investigation of the case shall include interviews with all relevant parties (accused, accuser, and possible witnesses, etc.).
- The Vice President for Academic Affairs shall review the evidence, make a determination of innocence or guilt, and decide upon a proper disciplinary sanction.
- The accused student and the Vice President for Academic Affairs shall meet and discuss the Vice President's findings and recommended disciplinary sanction. The findings shall cite specific disciplinary offenses and specific sanctions as described in these rules.
- The student shall be advised of his/her right to appeal the decision of the Vice President for Academic Affairs to the President of the College.

Hearing before the Student Disciplinary Committee. A student accused of violating an offense may choose to have the case heard by the Student Disciplinary Committee. If such a hearing is initiated, the following procedures shall apply:

- The Vice President for Academic Affairs shall advise the student in writing of the alleged charges against him/her and initiate an investigation
- At the conclusion of the investigation, the accused student shall be informed in writing of the date, time and place of the hearing not less than ten (10) days prior to the day of the hearing and shall be advised of the following rights:
 - the right to present his/her case;
 - the right to be accompanied by an advisor;
 - the right to call witnesses in his/her behalf;
 - the right to confront witnesses against him/her.
- The Chairperson of the Student Disciplinary Committee shall preside at the hearing.
- The Vice President for Academic Affairs shall present the result of the investigation and when appropriate make a recommendation to the Committee. Witnesses and/or statements from witnesses may be entered as evidence.
- The accused shall have an opportunity to present his/her case in exercising any of the rights cited above.
- Members of the Committee shall have an opportunity to ask questions.
- After all presentations and examinations of witnesses, the Committee shall retire to discuss the case and render a decision.
- The decision shall be announced by the presiding officer of the hearing.
- The student shall be advised of his/her right to appeal the decision of the Student Disciplinary Committee to the President of the College.

Threats and Violence Prevention Policy

Jackson State is committed to providing every employee, student and visitor an environment that is safe, secure and free of threats and violence. In support of this policy, Jackson State is intolerant of language or behavior that is unsafe, threatening or violent. In accordance with federal and state laws, Jackson State also prohibits the possession of any weapon by any individual on college premises, except law enforcement officers in performance of their duties. Definitions used in this policy:

- **Crime of Violence or Violence:** Including, but not limited to: any degree of murder, voluntary manslaughter, aggravated rape, rape, mayhem, especially aggravated robbery, aggravated robbery, robbery, burglary, aggravated assault, assault, physical or verbal threats and battery.

- **Weapon:** Includes an explosive or an explosive weapon, a device principally designed, made or adapted for delivering or shooting an explosive weapon, a machine gun, a shortbarrel rifle or shotgun, a handgun, a firearm silencer, a switchblade knife or any other type of knife (excluding pocket knives with blades of 3 inches or less), or knuckles, or any other implement for infliction of bodily injury, serious bodily injury or death which has no common lawful purpose. All firearms and percussion weapons are to be included in this definition.
- **On the Worksite:** Includes all property owned or occupied by Jackson State (including Jackson State job sites) or in a Jackson State vehicle.
- **Possession:** Includes, but is not limited to, the presence of a weapon on the employee, student or visitor in his/her motor vehicle, lunch box, locker, tool kit, bag, purse, cabinets, office, etc.

Any verbal, physical, written or electronically transmitted conduct that is inconsistent with this policy will be subject to administrative disciplinary sanctions and/or prosecution or other appropriate action under the law.

Furthermore, it is the policy of Jackson State to maintain a work environment that is free from acts of violence, threats and other potentially violent behavior. Acts of violence or threats of violence will not be tolerated and are especially prohibited in any manner or form on or off Jackson State property, if they are a direct result of the employment relationship.

Purpose

Jackson State recognizes that violence and related crises in the workplace are a pervasive and growing concern. Jackson State is, therefore, committed to providing a safe environment for its students, employees and visitors.

Scope

This policy applies to all individuals on properties and locations operated for, and controlled by, Jackson State.

Reporting

All members of Jackson State share an interest in promoting a safe and healthy environment that is free from intimidation and fear for personal safety. To foster this ideal, employees, students and visitors are encouraged to report incidents of threats, aggression and other prohibited behaviors and acts of any individual(s) on properties through the campus security office. Security officers may be reached at 731-225-5952, or 731-282-8840.

Compliance

All persons covered by this policy must conduct themselves in accordance with this policy as set forth above. Jackson State will not tolerate any conduct which violates the letter and/or spirit of this policy. Any employee who violates this policy will be subject to appropriate administrative and disciplinary action, up to and including termination.

Communication

Jackson State has the responsibility to communicate its position on workplace violence to all employees and others covered by this policy and will take appropriate steps to do so.

Employees who are terminated due to documented instances of workplace violence, or who voluntarily resign while a workplace violence charge is being investigated are subject to a true representation of the facts in future employment referrals.

Policy on Drug-Free Campus

This statement is being distributed to all Jackson State employees, including faculty, and students in compliance with the provisions of the Drug Free Workplace Act of 1988 (41 U.S.C. • 701, et. seq.) and the Drug Free Schools and Communities Act Amendments of 1989 (20 U.S.C. • 3171, et. seq.).

Policy

It is the policy of Jackson State that the unlawful manufacture, distribution, possession, use or abuse of alcohol and illicit drugs on the Jackson State campus, on property owned or controlled by Jackson State, or as part of any

activity of Jackson State is strictly prohibited. All employees and students are subject to applicable federal, state and local laws related to this matter. Additionally, any violation of this policy will result in disciplinary actions as set forth in the JSCC Student Handbook.

Legal Sanctions

Various federal, state and local statutes make it unlawful to manufacture, distribute, dispense, deliver, sell or possess with intent to manufacture, distribute, dispense, deliver or sell, controlled substances. The penalty imposed depends upon many factors which include the type and amount of controlled substance involved, the number of prior offenses, if any, whether death or serious bodily injury resulted from the use of such substance, and whether any other crimes were committed in connection with the use of the controlled substance. Possible maximum penalties for a first-time violation include imprisonment for any period of time up to a term of life imprisonment, a fine of up to \$4,000,000, supervised release, any combination of the above, or all three. These sanctions are doubled when the offense involves either: 1) distribution or possession at or near a school or college campus, or 2) distribution to persons under 21 years of age. Repeat offenders may be punished to a greater extent as provided by statute. Further, a civil penalty of up to \$10,000 may be assessed for simple possession of "personal use amounts" of certain specified substances under federal law. Under state law, the offense of possession or casual exchange is punishable as a Class A misdemeanor; if there is an exchange between a minor and an adult at least two years the minor's senior, and the adult knew that the person was a minor, the offense is classified a felony as provided in T.C.A. 39-17-417. (21 U.S.C. 801, et. seq.; T.C.A. 39-17-417).

It is unlawful for any person under the age of twenty-one (21) to buy, possess, transport (unless in the course of his employment), or consume alcoholic beverages, wine, or beer, such offenses being classified Class A misdemeanors punishable by imprisonment for not more than 11 months, 29 days, or a fine of not more than \$2,500, or both. (T.C.A. 1-3-113, 57-5-301). It is further an offense to provide alcoholic beverages to any person under the age of twenty-one (21), such offense being classified a Class A misdemeanor. (T.C.A. 39-15-404). The offense of public intoxication is a Class C misdemeanor punishable by imprisonment of not more than 30 days or a fine of not more than \$50, or both. (T.C.A. 39-17-310)

Sanctions

Jackson State will impose the appropriate sanction(s) on any student or employee who fails to comply with the terms of this policy.

- Possible disciplinary sanctions for failure to comply with the terms of this policy may include one or more of the following:
 - Expulsion
 - Suspension
 - Mandatory participation in, and satisfactory completion of a drug/ alcohol abuse program or rehabilitation program
 - Referral for prosecution
 - Probation
 - Warning
 - Reprimand
- As a condition of employment, each employee, including student employees, must abide by the terms of this policy, and must notify his/her department head/supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. A conviction includes a finding of guilt, a plea of nolo contendere, or imposition of a sentence by any state or federal judicial body. Possible disciplinary sanctions for failure to comply with this policy, including failure to notify of conviction, may include one or more of the following:
 - Termination
 - Suspension
 - Mandatory participation in, and satisfactory completion of a drug/alcohol abuse program, or rehabilitation program
 - Recommendation for professional counseling
 - Referral for prosecution
 - Letter of warning
 - Probation

Health Risks Associated with the Use of Illicit Drugs and the Abuse of Alcohol

There are many health risks associated with the use of illicit drugs and the abuse of alcohol including organic damage; impairment of brain activity, digestion, and blood circulation; impairment of physiological processes and mental functioning; and physical and psychological dependence. Such use during pregnancy may cause spontaneous abortion, various birth defects or fetal alcohol syndrome. Additionally, the illicit use of drugs increases the risk of contracting hepatitis, AIDS, and other infections. If used excessively, the use of alcohol or drugs singly or in certain combinations may cause death.

Available Drug and Alcohol Counseling, Treatment, Rehabilitation Programs

Students who wish to contact drug and alcohol counseling, treatment and rehabilitation programs may obtain information on such programs from the college's Student Health Services office at 424-3520, ext. 297 or the Counseling office at 425-2616.

Following is a list of some area alcohol and drug treatment centers. Jackson State does not endorse any treatment providers, nor does the college provide financial support for students' treatment programs.

ALCOHOL AND DRUG TREATMENT CENTERS

- Alcoholics Anonymous,
West Tennessee Toll Free Number.....877-426-8330
- Aspell Recovery Center,
331 North Highland Ave., Jackson, TN.....731-427-7238
- Buffalo Valley Inc.,
501 Park Ave., S., Hoenwald, TN.....1-800-447-2766
- Carey Counseling-Milan
1100 Liberty Street, Milan, TN.....731-723-4984
- Lakeside Counseling Services of Jackson
135 Stonebridge Blvd., Jackson, TN.....731-664-0010
- Lakeside Behavioral Health System
2911 Brunswick Road, Memphis, TN.....901-377-4700
- Parkwood Behavioral
8135 Goodman Road, Olive Branch, MS.....1-800-477-3422
- JACO A
900 E. Chester, Jackson, TN.....731-423-3653
- Pathways
238 Summar Dr., Jackson, TN.....731-935-8200
- Pathways Brownsville-Haywood
1310 East College Street, Brownsville, TN.....731-772-4685
- Quinco Counseling Center
45 Executive Drive, Suite A, Jackson, TN.....731-664-2083
- Quinco-Bolivar-Hardeman
10710 Highway 64, Bolivar, TN.....731-658-6113
- Quinco-Savannah-Hardin
1105 South Pickwick, Savannah, TN.....731-925-5054

Harassment – Sexual, Racial and Other

Tennessee Board of Regents Guideline P-080 relates to the orderly resolution of charges of sexual, racial, or other forms of harassment at Jackson State and other institutions of the Tennessee Board of Regents. The procedures set forth in the guideline may be utilized by any employee, applicant for employment, or student who believes he or she has been subjected to sexual, racial or other forms of harassment. The following excerpt defines these types of harassment.

Sexual harassment and racial harassment have been held to constitute a form of discrimination prohibited by Title VII of the Civil Rights Act of 1964, as amended, and Title IX of the Educational Amendments of 1972. Other types of harassment are prohibited by applicable law. An institution or school may be held liable pursuant to Title VII and/or lose federal funds pursuant to Title IX for failure to properly investigate and remedy claims of sexual or racial harassment.

Generally, sexual harassment may be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when one of the following criteria is met:

- Submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment or of the individual's status in a program, course, or activity.
- Submission to or rejection of such conduct by an individual is used as a basis for employment decisions, a criterion for evaluation, or a basis for academic or other decisions affecting such individual; or such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience or creating an intimidating, hostile, or offensive work or educational environment.

Whether the alleged conduct constitutes sexual harassment depends upon the record as a whole and the totality of the circumstances, such as the nature of sexual advances in the context within which the alleged incident occurred.

Generally, racial harassment is defined as any person's conduct which unreasonably interferes with an employee's or student's status or performance by creating an intimidating, hostile, or offensive working or educational environment. Harassment on the basis of race, color, or national origin, includes offensive or demeaning treatment of an individual, where such treatment is based typically on prejudiced stereotypes of a group to which that individual may belong.

It includes, but is not limited to, objectionable epithets, threatened or actual physical harm or abuse, or other intimidating or insulting conduct directed against the individual because of his/her race, color, or national origin. Title VII requires employers to take prompt action to prevent bigots from expressing their opinions in a way which abuses or offends their co-workers.

Generally, harassment on the basis of religion, handicap, or other protected status includes any conduct which has the purpose or has the reasonably foreseeable effect of interfering with an individual's academic efforts, employment, or participation in institutionally sponsored activities. Such harassment also includes any activity which creates an intimidating, hostile, or demeaning environment.

Guideline P-080 describes procedures intended to protect the rights of the aggrieved party as well as the party against whom an allegation of harassment is lodged, as required by state and federal laws. Each charge must be properly investigated and, when warranted, appropriate disciplinary action must be taken against the individual charged. The Office of General Counsel always will be consulted prior to investigation.

The designated Equal Employment Opportunity/Affirmative Action Officer for Jackson State, the Director of Human Resources, is responsible for receiving harassment complaints from applicants, employees, and students. The office is located in the Human Resources office, Administration Building, Room 40, (731) 425-2621. The telephone extensions are 342 and 621.

The complete text of Guideline P-080 is available online at www.tbr.state.tn.us/policies_guidelines, in the Human Resources Office, in the offices of the President, the vice presidents, and the library. You are encouraged to become familiar with the guideline and to ask questions if necessary to gain a thorough understanding of it.

Americans with Disabilities Act Policy and Grievance Procedure

Policy

Jackson State has adopted a policy of nondiscrimination on the basis of disability in the admission and access to academic programs, procedures and activities. The College has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act. Title II states, in part, that “no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination” in programs or activities sponsored by Jackson State.

Procedure

In the event a person has a complaint related to ADA, they first must attempt to resolve the situation with the College employee involved. If those efforts are unsuccessful, the complaint should be taken to the Coordinator of Disabled Student Services, located in the Counseling Office, Room 12 of the Student Union Building.

If those efforts are unsuccessful, a documented complaint, briefly describing the alleged violation of the regulations, must be filed with the ADA Compliance Officer within 30 days after the violation.

Complaints should be directed to: ADA Compliance Officer, Student Union Building, Room 12, Jackson State Community College, 2046 North Parkway, Jackson, Tennessee 38301-3797.

Upon such filing of a complaint, an appropriate investigation shall follow by the Compliance Officer and others designated by the College for such purpose. These rules provide for informal, but thorough, investigations allowing all interested persons and their representatives, if any, to submit related evidence.

A written determination of the complaint’s validity and a description of the resolution shall be issued by the ADA Compliance Officer and a copy forwarded to the complainant no later than 90 days after its filing.

The ADA Compliance Officer shall maintain the files and records of Jackson State relating to complaints filed.

The complainant can request a reconsideration of the case if he/she is dissatisfied with the resolution. The request for reconsideration should be made to the President within 30 days of the issuing of the written determination.

A written response to that request for reconsideration will be issued and a copy forwarded to the complainant no later than 30 days after the request’s filing. The President of the college holds the final authority for appeals.

A person’s right to a prompt and equitable resolution of the complaint filed thereunder shall not be impaired by the person’s pursuit of other remedies, such as the filing of an ADA complaint with the responsible federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.

These rules shall be construed to protect the substantive rights of interested persons to meet appropriate due process standards and to assure that Jackson State complies with the ADA in implementing the program.

Traffic and Parking Regulations Registration

All motor vehicles operated on campus by faculty, staff, and students must be registered with the college. The registration period extends from September 1 through August 31 of the following year. Each student registered on the Jackson State campus for one or more classes will be assessed a \$10 per semester campus access fee for use of college streets and parking lots.

Registration of all motor vehicles should be done during the first week of the first semester of employment or enrollment. Parking decals may be obtained during the semester in the Business Office, located in Room

28 of the Administration Building, between 8 a.m. and 4:30 p.m. Monday through Friday, in the Night Office, Room 104 of the Nelms Classroom Building, between 4:30 and 9:30 p.m. Monday through Thursday, or at either the Lexington or Savannah Centers between 8:00 a.m. and 4:30 p.m. Monday through Friday.

Disabled students with a state-issued disability placard for disabled parking should clearly display the placard when parking in a handicapped space. In addition, a special red Jackson State decal for disabled persons should be displayed. People with disabilities impairing their mobility shall provide documentation of such disability to the Coordinator of Disabled Student Services. Once the mobility impairment is verified, that person will be authorized to obtain a parking decal specific for persons with disabilities from the Business Office or Night Office during regular office hours. Obtaining such decals provides the college with necessary information to better provide for parking needs of our students, staff and visitors.

Students, faculty or staff with a temporary disability must have a special handicapped parking permit from the Disabled Student Services office to park in a handicapped space.

No vehicle will be considered officially registered unless a current Jackson State parking decal is displayed facing the rear of the vehicle, either on the bumper or rear window. The decal must be clearly visible.

- Students who trade cars may secure a replacement decal by presenting the number of the original decal; the original should be destroyed.
- Visitor parking permits may be obtained from the Business Services Office, Administration Building, Room 28 or the Night Office in Room 104 of the Nelms Classroom Building.
- Temporary permits should be secured if it is necessary to drive an unregistered vehicle in an emergency situation.

Parking

Students should park in parking spaces or areas appropriately designated by signs and/or colored markers. Students are not to park:

- In reserved spaces painted blue and marked with an employee’s name.
- In reserved spaces painted green and marked “employee only.”
- In reserved spaces painted red with signs indicating handicapped parking unless that student displays a special red decal on their vehicles.
- In reserved spaces marked for visitors.
- In these prohibited areas: loading zones, sidewalks, campus streets, grassy areas and within 15 feet of fire hydrants.

Violations and Fines

- Parked in disabled area-\$100 fine
- Appeals: If a citation is issued and you believe you have a justifiable reason that may affect the traffic citation, you may appeal to the Vice President for Academic Affairs. Appeals must be in writing and received within five working days of the issuance of the citation.

The institution reserves the right to issue citations and assess fines as determined necessary for parking violations.

NOTE: Cars that have been towed away may be retrieved by contacting the Director of Physical Plant, located in the Maintenance Building, between 8 a.m. and 4:30 p.m. Monday through Friday and paying the cost of the tow.

All accidents involving injury to persons, equipment, cars, etc., must be reported to the Director of Physical Plant and Security at ext. 619 or the Security Guard on duty at 225-5952 between 8 a.m. and 4:30 p.m. Monday through Friday; to the Night Office in Room 104 of the Nelms Classroom Building between 4:30 p.m. and 9:30 p.m. Monday through Thursday or the Security Guard; and to the Security Guard anytime after 9:30 p.m. Monday through Thursday, or after 4:30 p.m. Friday and throughout the weekends.

Delinquent Library Material(s)/Billing

Students are responsible for returning library materials by the date due. If the materials are lost or damaged, charges will be imposed, consisting of the current replacement cost and a processing fee. In addition, a hold is placed on the student's file until either all fees are paid or the materials are returned. Students with this hold cannot register for the next semester, receive grades, or have transcripts forwarded to other institutions.

At the end of the semester, all delinquent library accounts are forwarded to the Business Office. If the student does not pay the fees when due, the Business Office charges additional late fees, which can reach a maximum of \$50.00. Failure to pay the Business Office will result in the bill being referred to a collection agency/credit bureau for collection of all fees.

Upon receipt of the Business Office billing, if the materials are returned undamaged before replacement materials are purchased, the replacement cost can be waived with approval from the Vice President for Academic Affairs. However, the fees still must be paid.

Student Grievance Policy and Procedures

Policy

It is the policy of Jackson State to provide an orderly due process for students who believe that they have been subjected to unfair treatment by other students or by college employees. You may pursue the grievance process if you believe you have been unjustly subjected to threats or other conditions which may result in physical harm and/or emotional distress.

Procedures

You may file a grievance/complaint which relates to the following:

- Grades – See Grade Appeal Procedure page 18.
- Discrimination/Harassment based on Disability – See page 139. Students who believe that they have been subjected to discrimination or harassment because of a disability should contact the Coordinator of Disabled Student Services, Student Union Building, Room 12, (731) 425-2616.
- Sexual Discrimination/Harassment See Policy/Guidelines on Sexual and Racial Harassment page 144. Students who believe that they have been subjected to sexual discrimination or harassment should contact the college's Affirmative Action Officer, Administration Building, Room 40, (731) 425-2621, or Vice President of Academic Affairs, Administration Building, Room 21, (731) 425-2631.
- Racial Discrimination/Harassment – See Policy Guidelines on Sexual and Racial Harassment page 144. Students who believe that they have been subjected to racial discrimination/harassment should contact the college's Affirmative Action Officer, Administration Building, Room 40, (731) 425-2621, or Vice President for Academic Affairs, Administration Building, Room 21, (731) 425-2631.
- Complaints Relating to Other Students – See General Regulations on Student Conduct and Disciplinary Sanctions, page 137. Students wishing to file a complaint (grievance) against another student should contact the Vice President for Student Services, Administration Building, Room 22, (731) 425-2631.
- Complaints Relating to College Employees – A student wishing to file a complaint (grievance) against a college employee should use the administrative channels of communication in the order which follows: (1) director/dean of the unit providing the service; (2) appropriate vice president; (3) president of the college. The written complaint/grievance should be submitted to the appropriate college official within 15 working days of the incident and should include the name and address of the complainant and nature of the incident on which the complaint/grievance is based. Upon receipt, the appropriate college official(s) will investigate the validity of the complaint/grievance and, within 30 working days, render to the complainant a written determination of the complaint's validity and resolution. Additional information concerning filing a complaint (grievance) may be obtained from the Affirmative Action Officer, Administration Building, Room 42, (731) 425-2621.

Student Activities

Jackson State's student activities program is coordinated through the office of the Director of Athletics and Student Activities, and carried out with the help of the Student Activities Board and the Student Government Association. Activities are intended to encourage the development of Jackson State students in areas identified by students on needs surveys, by campus data and national trends. The activities are developed with the purpose of promoting out-of-class learning opportunities, encouraging additional interaction with faculty, and fostering an environment of respect, individuality, diversity, and fun.

The student activities program is guided by the Student Activities Board, comprised by a diverse cross-section of current Jackson State students, faculty sponsor(s), and the Director of Athletics and Student Activities. The Board develops the calendar of student activities each semester and members are expected to carry out event planning and to participate. Students interested in participating on the Student Activities Board should contact the Director of Athletics and Student Activities, room 40 of the Gymnasium and Music building. (731) 425-2649.

Participation in College-Related Activities

To participate in college-related activities at Jackson State, a student must:

- Be officially enrolled.
- Meet the requirements for participation as set by the campus organization or activity and as set by national or regional bodies with which the campus organization or activity may be associated.

Types of Student Organizations

Student organizations may be either organizations sponsored by the institution, such as the Student Government Association, associated student body organizations, and professional and honor societies, or organizations officially recognized by the college. Organizations which may be recognized to operate on the campus include: honors and leadership organizations and recognition societies; departmental organizations; and special interest groups (political, religious, athletic, etc.) Registration of a student organization by the college shall neither constitute nor be construed as approval or endorsement by the college of the purposes or objectives of the organization.

Current College Organizations and Events

There are many other student organizations offering opportunities for you to get involved at Jackson State. These are some of the groups and events that reach out to our students each year, or are in the process of becoming official organizations:

The Student Government Association (SGA) – with elections for president, vice president, secretary/treasurer and sophomore commissioners held each April. Campus elections for freshman commissioners and any other offices still vacant, are held each September. (Please see the SGA Constitution beginning on page 149 for specific guidelines.)

Art Club
Baptist Collegiate Ministry
Biology Club
Black Student Association
Computer Club
FFA
Innovation
International Student Association
Kappa Beta Delta business honor society
National Association of Industrial Technologists
Outdoors Club
Physical Therapy Assistant's Club
Phi Theta Kappa national honor society
Respiratory Therapy Club
Sigma Kappa Delta (English honor society)
Spanish Club
Student Nurse's Association
Theater Club

A Club Fair typically is held each September and January to encourage students, such as you, to learn more about college organizations and sign up to participate. If you want to get involved at other times, contact the club sponsor or the office of the Director of Athletics and Student Activities, Room 40, Gymnasium and Music building, (731) 425-2649, for more information.

A Student Leadership Retreat for representatives from each campus club and SGA is held during each fall semester to develop participants' leadership and teamwork skills.

Involvement in campus clubs and activities will help you grow as an individual; connect with other students, faculty and community leaders; foster your creativity; and provide memories to last a lifetime.

Student Activity Fee Distribution

The \$4 you pay each semester in Student Activity Fees goes to support the college's student activities programming, Student Government Association and officially recognized clubs.

A 25% pool of Activity Fees collected for the fall and spring semesters is shared equally by each qualifying student organization. The actual amount of Activity Fees collected and available to each organization will depend on enrollment and the number of qualified organizations. The fund distribution is authorized by the Director of Athletics and Student Activities after the semester deadline for club registration. Officially recognized organizations shall receive their funding based upon activity and compliance of previous semester as outlined on pages 142-143 of this handbook.

The remainder of available fees are used by the Student Activities Board, SGA, and through the Director of Athletics and Student Activities to support activities focused on student participation and development.

Policies Governing Student Organizations

Jackson State is committed to the principle that students should be encouraged to participate in worthwhile campus activities. The experience is enriched by participation in educational, social, cultural, physical, and professional programs. In order for approved activities to be as fulfilling as possible and to provide for equitable and uniform administration, the following policies will apply to all student organizations and activities sponsored by student organizations.

- A student organization may conduct its activities on the campus of Jackson State or at its off-campus centers only when (a) the organization has been officially recognized by the institution, and (b) the organization has completed the semester registration process. The only exception to this policy is organizational meetings held with the permission of the Director of Athletics and Student Activities. Any organizational meetings must comply with all facilities usage policies.
- Except for routine meetings of the organization, no on- or off-campus programs or activities shall be engaged in without approval a minimum of one week in advance by the Director of Athletics and Student Activities. The event may not be announced until final approval has been granted.
- No guest speakers shall be invited to campus except pursuant to policies of the Board and the institution or school concerning guest or off-campus speakers. (Reference TBR Policy No. 3:01:10:00)
- Jackson State shall not be responsible for injuries or damages to persons or property resulting from the activities of student organizations, or for any debts or liabilities incurred by such organizations. Organizations also are responsible and liable for the conduct and actions of all members and guests.
- Each organization must comply with all policies, regulations and procedures, established by Jackson State, the Tennessee Board of Regents and all applicable municipal, state and federal laws. The organization's philosophy must be congruent with that of the College and the Tennessee Board of Regents.

- No discrimination on the basis of age, sex, race, color, creed, national origin, disability or sexual orientation will be practiced by organizations in selecting or maintaining membership. Violations of this policy will be referred to the Vice President for Student Services for possible disciplinary action.
- Student organizations will not engage in or condone any form of hazing, including but not limited to, harassment by exacting unnecessary or difficult work; by banter, ridicule or criticism; or by abusive or humiliating acts.
- On- and off-campus dances sponsored by a student organization will require the presence of an organization advisor and a minimum of two security guards.

Advisor Responsibility

Each organization must have a faculty or staff advisor who is employed full-time by the college. Exceptions to full-time status may be made by the Director of Athletics and Student Activities. Administratively, student organizations are under the general supervision of the Director of Athletics and Student Activities.

Advisors:

- Work with the club officers to complete the club registration process no later than the stated deadline each semester.
- Work with the club officers to prepare and submit no later than the stated deadline the end-of-semester report of activities to the Director of Athletics and Student Activities.
- Help develop and review the organization's constitution and bylaws as needed.
- Help the officers develop a strategic plan for service to the College and the Jackson community.
- Assist the organization in fulfilling its purpose.
- Advise the organization on questions of college policy.
- Be available as a resource person for information concerning the organization.
- Attend any on-campus or off-campus event sponsored by the club in its entirety.
- Assist the organization in securing facilities and equipment required for activities.

Should the advisor resign from the college or the organization, the group will have two weeks to identify a new advisor before losing related privileges. Extensions will be granted by the Director of Athletics and Student Activities only when evidence is presented that a concerted effort to identify a new advisor has failed.

Procedure and Policies for Becoming a Recognized Student Organization

In order to become officially registered as a student organization, a group must abide by the policies set forth above, and must provide the college a minimum of the following:

- An application or request to form the organization on the form designated by the college. This form is available from the Director of Athletics and Student Activities.
- The proposed constitution and bylaws of the organization, which must clearly contain the following: the name, purpose, proposed activities, and rules of membership of the organization, the officers, their terms and methods of selection, the proposed nature and frequency of meetings and activities, and the financial plans of the organization, including any proposed fees, dues and assessments, and disposal of assets in the event of dissolution.
- The names and signatures of the charter members of the organization.
- The names of the faculty advisor and/or the administrative officers of the college who will sponsor the organization.
- A statement of assurance of compliance by the organization that it will comply with all rules and regulations, policies and procedures of the Board and the institution or school and with all federal and state laws and regulations.

- Any proposed student organization shall be open to all students of the college who otherwise meet membership requirements. Membership in the organization shall be limited to currently enrolled students; provided that organizations may include faculty and staff of the college, and/or spouses of students, faculty and staff, and provided further that professional organizations may include members of the professional and business communities as members.
- No organization may use the same name as a currently registered organization, or one similar to it, or have purposes which are similar to those of a currently registered organization.
- A proposed organization must represent the interests of the members. The organization must not have a knowing affiliation with an organization possessing illegal aims and goals, with a specific purpose to further those illegal aims and goals.

One copy of the foregoing documents and information must be submitted to the office of the Director of Athletics and Student Activities to review and make recommendations concerning proposed organizations. Preliminary approval recommendations regarding registration of a proposed organization must be forwarded to the Vice President of Academic Affairs and the Vice President for Student Services. Registration by the Vice President of Academic Affairs and the Vice President for Student Services is necessary before the organization can be officially registered.

The Director of Athletics and Student Activities may require the sponsors to clarify any materials or information provided in the registration process, to resubmit the application or request with non-conforming materials or provisions deleted, or to appear at a hearing for the purpose of obtaining additional information and testimony concerning the purposes, aims or proposed activities of the organization.

Procedure and Conditions for Annual Registration of Organizations

- A registration form and membership roster must be submitted to the Director of Athletics and Student Activities by the end of the fifth Wednesday of the fall semester. Registration of a student organization for other than a temporary period will be on an annual basis only, effective until the beginning of the next fall term of the college, and shall be subject to annual renewal by the college for each ensuing year. Failure to meet this guideline may result in the loss of organizational privileges until such materials are submitted.

Annual renewal of registration of an active organization shall be dependent upon the organization's demonstration of compliance with the following:

- it must adhere to the purposes, aims and activities as stated in the approved constitution and bylaws;
 - it must continue to meet all of the requirements for initial registration;
 - it must have remained in compliance with all rules and regulations of the college and all federal and state laws;
 - it must submit all changes in the constitution and bylaws to the institution or school for approval;
 - it must maintain a current list of officers, faculty or staff advisers and sponsors on file with the institution or school; and
 - it must have submitted all required financial and other reports to the institution or school.
- (g) A minimum of eight (8) members is required for groups to maintain recognition by the Student Government Association and the college. Failure to meet this membership minimum, or to maintain a demonstrated and continued interest, may result in the organization's loss of recognition by SGA and the college.
- (h) The organization must submit to the Director of Athletics and Student Activities, *by the fifth Wednesday* of each fall and spring semester, a report that contains the following:
- Membership roster that identifies officers and members
 - Name(s) of sponsor(s)
 - A list of planned activities, with specific dates, time and location of each activity.

- The organization must submit an annual report of activities to the Director of Athletics and Student Activities by the Friday of the third week in April of each year.
- The organization must submit an annual financial report reflecting all revenues received and disbursed by the organization, and/or an interim financial report or such a report concerning any fund-raising activity of the organization to the Director of Athletics and Student Activities by the Friday of the third week in April of each year.
- The organization must assist in at least one campus-wide activity sponsored by another organization or a JSCC department/division.
- The organization must sponsor at least one campus-wide activity of their own each semester.
- The organization shall send at least one representative to the Annual Student Leadership Retreat.
- The organization must maintain its financial account with the college and must exercise sound and responsible financial practices.
- The organization shall send at least one representative to each regularly scheduled SGA meeting.

An evaluation form will be completed for each organization by the Director of Athletics and Student Activities after the club registration deadline each fall semester. Funding will be based on active organizations compliance to the above mentioned requirements and activity of the previous academic year. Organizations not meeting the deadline and requirements listed above will be considered inactive and ineligible to receive funds for the upcoming academic year.

Fiscal Responsibility

Properly registered organizations will be eligible for funding through the Student Government Association provided the appropriate College requirements have been properly met.

- No organization may solicit funds from any outside person, business, or organization without written approval from the Vice President for Student Services. Any fund-raising activity shall be for the benefit of the organization, as a whole, or for charity. Funds shall not be distributed to the officers or members of an organization for personal profit or gain.
- Organizations must maintain financial accounts through an agency account in the college's Business Office.
- Each organization shall maintain a sound financial system related to the collection and disbursement of revenues in accordance with generally accepted accounting principles. An organization is subject to audit by college and state representatives. Appropriate records must be maintained for the purpose of audit.
- Each organization shall designate an officer to be responsible for the collection and disbursement of all funds and the maintenance of financial records.
- Recognized organizations shall have access to equipment, printing, musical equipment, practice facilities and mail services, subject to notification and availability of equipment and facilities. Fees may be charged for those services that result in a monetary expense.

Conditions for Withdrawal of Registration

The Director of Athletics and Student Activities may place an organization on probation or suspension or withdraw its official recognition for any of the following reasons:

- Failure to maintain the requirements for recognition.
- Failure to operate as an active organization.
- A request from the organization for a withdrawal of recognition.
- Violation of college policy, state or federal laws.
- The organization fails to submit any required reports.

An organization which is placed on probation may hold meetings but may not sponsor any activity or program and will not be eligible for financial support from the Student Government Association. If suspended, the organization's registration will be withdrawn and it cannot hold meetings, engage in or sponsor any activities, and will not be eligible for financial support from the Student Government Association.

In the event an organization is placed on probation or suspended, or registration is withdrawn on the basis of violation of college policy, state or federal laws, the organization shall be afforded the opportunity for a hearing before the Vice President for Student Services or before the college's Student Disciplinary Committee.

Disciplinary Action Against a Student Organization

Student organizations are expected to adhere to the same requirements outlined in the General Regulations on Student Conduct and Disciplinary Sanctions found on page 137 of this handbook.

The investigation of violations, imposition of sanctions, and appeal of imposed sanctions shall be the same as outlined in the General Regulations on Student Conduct and Disciplinary Procedures.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) is the chief student governing body of Jackson State. SGA is responsible for representing the collective needs, ideas, and concerns affecting students. The SGA facilitates communication with administration and faculty to address campus improvement. In addition, SGA works to promote school spirit, cultivate student leadership, secure student enrichment programming and encourage student participation. All registered students are SGA members. SGA is funded through the Student Activity Fee.

Each spring term, general campus elections are conducted to elect the President, Vice President, Secretary/Treasurer and Sophomore Commissioner. Freshman commissioners are elected each fall term. For more details, contact the Director of Athletics and Student Activities at (731) 425-2649.

Student Government Association Constitution

Article I-Name

Section 1: The name of this organization shall be the Student Government Association of Jackson State. This organization shall be designated as SGA JSCC.

Section 2: The Jackson State colors shall be gold, white and green. The nickname of the college shall be "The Generals."

Article II-Purpose

The purpose of this organization shall be: (a) to promote and maintain an active communication between the administration, faculty and students; (b) to promote student activities and educational programs; (c) to advance a democratic form of government, which shall encourage student voice in campus affairs; (d) to develop loyalty and enthusiasm for Jackson State; (e) to provide an environment which shall permit the development of character and intellectual growth; (f) to offer services to the college and community, and g) to reflect at the students' level, the policies and programs of the Tennessee Board of Regents and the college administration as directed by the president of Jackson State.

Article III-Membership

Section 1: Membership in the Student Government Association of Jackson State shall consist of all students enrolled by virtue of their registration in this college.

Article IV-Organization

Section 1: The following shall be regarded as the executive officials of the SGA JSCC.

- A. Student Government Association President
- B. Student Government Association Vice President
- C. Student Government Association Secretary/Treasurer

Other elected officials shall be regarded as SGA Commissioners. All officers are elected in accordance to Articles V and VI.

Each off campus center shall elect a Vice President and a minimum of two (2) SGA commissioners.

Section 2: The duties and responsibilities of the aforementioned executive officials shall be stated under Executive Powers and the aforementioned SGA Commissioners under Legislative Powers.

Article V-Qualifications for Officials

Section 1: Candidacy Qualifications

- A. All candidates for executive offices in the Student Government Association of Jackson State shall be full-time (12 credit hours or more) students as defined in the Jackson State catalog and shall be in "good standing" with the student body, faculty and administration.
- B. All candidates for an executive office as defined shall be required to have a minimum 2.50 cumulative average, and must maintain a minimum 2.50 average while in office. All sophomore elected or appointed commissioners of the Student Government Association of Jackson State shall be required to have a 2.00 cumulative average, and must maintain a 2.00 average while in office. All first semester freshmen elected or appointed shall be required to have an overall "C" average in high school and must maintain a 2.00 average during their term of office.
- C. No student shall hold more than one (1) elected or appointed office of the Student Government Association of Jackson State at one (1) time. Executive office holders in the SGA are not permitted to hold a major office in other campus clubs.
- D. To remain in office, each executive officer must maintain full-time student status during tenure of office. Commissioners may be part-time students.
- E. Any candidate desiring his/her name on the official ballot must submit to the Office of the Director of Athletics and Student Activities a petition exhibiting name, office desired and the signature of twenty-five (25) students of Jackson State.
- F. The candidacy pool for SGA Commissioners shall be determined by enrollment needs.

Article VI-Elections

Section 1: Voters

- A. All students who are officially registered at Jackson State shall be eligible to vote.
- B. In order to vote in any election at JSCC, each student must present his/her Jackson State ID card.

Section 2: Time of Elections

- A. All officials of the sophomore status shall be elected during the month of April.
- B. All officials of the freshman status shall be elected not later than the third Wednesday of September.

Section 3: Tenure of Office

- A. All sophomore officials of the SGA JSCC shall take office the first Monday in the fall semester and shall hold office until after spring graduation.
- B. All freshman officials of the SGA JSCC shall take office on the Monday following their election and shall serve in that office until after the spring graduation.

Section 4: Regulations

- A. All elected executive officials shall be elected by popular vote.
- B. All elected SGA Commissioners shall be elected by popular vote.
- C. Any unopposed candidate shall be elected by acclamation.
- D. In case of ties, a runoff election will be held one week later.

Section 5: Vacancies

- A. The Student Government Association President shall fill any vacancies by appointment which shall be subject to two-thirds (2/3) approval of the SGA Commission.
- B. In case of vacancy, the Vice President shall fill the office of the president.

Article VII-Executive Powers

Section 1: The Jackson State SGA President's duties shall be:

1. Presiding over all SGA meetings;
2. Addressing the Student Government Commission for the purpose of recommending legislation;
3. Acquiring reports from the Commissioners;
4. Being an ex-officio member of all Student Government committees;
5. Presiding over such meetings of the student body as designated by the administration of Jackson State and
6. Appointing student members to serve on college committees.

Section 2: The SGA Vice President's duties shall be:

1. Assuming the duties of the President in the absence of the president;
2. Assisting the president in the performance of the executive duties;
3. Off campus Vice Presidents shall preside over each center's SGA meetings;
4. Off campus Vice Presidents shall oversee each centers student activities; and
5. Serving as a voting member of the Student Government Commission, except when fulfilling duties as the president.

Section 3: The SGA Secretary/Treasurer's duties shall be:

1. Keeping a record of minutes of each meeting;
2. Keeping a record of the Commission membership and calling the roll at each meeting;
3. Posting and mailing SGA correspondence authorized by the President. All correspondence must be reviewed and approved by SGA Advisor or an Advisory Council member prior to publication.
4. Managing all correspondence relative to business functions of the organization;
5. Compiling and maintaining a history of the Student Government Association;
6. Maintaining accurate financial records, and
7. Serving as a voting member of the Student Government Association.

Article VIII-Legislative Powers

Section 1: The Legislative Powers of the SGA JSCC shall be vested in the Student Government Commission.

- A. The SGA President shall preside over the commission and shall only vote in the event of a tie.
- B. Representatives with sophomore and/or freshman status, as computed by the Records Office, shall be elected as Student Government Association Commissioners.

Section 2: The duties of the Commission shall be as follows:

- A. Enact, by a majority vote, bylaws to this association;
- B. Propose, by a two-thirds (2/3) vote of members, amendments to this Constitution;
- C. Confirm or reject all appointments made by the president with a two-thirds (2/3) vote;
- D. Hear and consider any petition submitted to it which shall have the signatures of fifty (50) members of the current semester; and
- E. Consider any impeachment and removal policies for elected or appointed Student Government Officials.

Article IX-Advisory Powers

The advisory powers shall be vested in the SGA Advisory Council. The Council shall consist of the Vice President for Student Services, SGA Advisor, and two JSCC faculty and staff members. Primary council members shall appoint individuals.

Each off campus center shall have at least one (1) SGA advisor.

Article X-Meetings

The SGA Commission and Executive Officers shall meet at least bi-weekly. The date for meetings shall be decided by the Executive Officers. Robert's Rules of Order shall govern all SGA meetings. All SGA meetings shall be open to students, faculty and administration.

Article XI-Amendments and By-Laws

Section 1: Amendments and by-laws to this association shall be submitted by two-thirds (2/3) approval of the Student Government Commission or by petition signed by twenty-five percent (25%) of the current student body.
Section 2: All amendments and bylaws shall be proposed in writing one (1) month prior to consideration.

Article XII-Maintenance of Office Hours

Section 1: Each officer shall be required to maintain office hours in the SGA office during the fall and spring semesters. The minimum hours per week are as follows: President 6, Vice President 6, Secretary/Treasurer 6, and SGA Commissioners 4.

Section 2: The President will report office hours of all SGA officers to the Advisory Council and post the office hours in or about the office.

Section 3: Failure to maintain office hours may necessitate a written reprimand. If patterns persist, the position held by the officer(s) shall be declared vacant.

Article XIII-Attendance

Section 1: Attendance shall be required of all members at meetings. Absence from meetings will result in written reprimand which will affect scholarship funds awarded; see article XV of the SGA constitution.

Section 2: The SGA Advisor or SGA President shall excuse absences.

Section 3: Any officer who fails to attend consecutive SGA sponsored events shall necessitate a written reprimand.

Section 4: Any officer as defined by both Sections 1 and 3, shall declare position vacant.

Article XIV-Removal from Office

Section 1: Any elected or appointed officer charged with neglect of office duties shall be subject to a removal investigation, and if found guilty of such charge(s), the officer(s) in question may be removed from office. Likewise, if any officer that is indicted or found guilty of crime(s) or suspected of illegal misconduct may be removed. Removal proceedings shall be conducted accordingly:

1. A written complaint shall be filed with the SGA Advisory Council. The petition of complaints shall include the following: three (3) valid reasons for removal and 75 signatures or at least 50% of election pool. Signatures shall only represent currently enrolled students.
2. The SGA Advisory Council shall file a petition with the Office of the Vice President for Student Services.
3. An Internal Affairs Committee shall be formed to hear and review allegations. The Internal Affairs Committee chairperson shall be appointed. A two-thirds (2/3) vote shall confirm appointment. The elected chairperson shall appoint four (4) students. Within two (2) weeks or fourteen days (14), the committee shall render a written decision. The Vice President for Student Services shall monitor proceedings.

Article XV-Appeals

Section 1: A written grievance shall be filed with the SGA Advisory Council within one week or seven (7) days after dated decision. The appeal shall list specific points of disagreement.

Section 2: The SGA Advisory Council shall submit grievance to the Vice President for Student Services. The Vice President for Student Services shall reserve the right to dismiss an appeal or uphold any decision.

Section 3: In case of removal from office, the SGA Advisory Council shall provide Internal Affairs with an official report.

Article XVI-Conflict of Interest

Section 1: Any elected or appointed SGA officer who has, or whose relatives has a substantial interest in any contract, sale, purchase or service to SGA shall make known that interest in the official records and shall refrain from voting and participating in any manner as an officer in such contract, sale, purchase, or service.

Article XVII - Scholarship Award

Section 1: SGA Scholarship funds will be awarded based on points accumulated throughout the semester for meetings attended, annual student leadership retreat, committee work, and academic achievement by each SGA officer and commissioner.

A copy of the current SGA Award System is available for review in the office of the Director of Athletics and Student Activities located in P-40 in the Gymnasium.

Section 2: Each SGA officer and commissioner will be required to track their semester involvement using a points accumulation form that will be distributed at the first SGA meeting of each semester. The form shall be completed and submitted to the Director of Athletics and Student Activities no later than the last day of final exams each semester.

This form also will be available in the office of the Director of Athletics and Student Activities located in P-40 of the Gymnasium and from the Secretary to Student Services in room 22 of the Student Union Building.

Section 3: An SGA Evaluation Form will be completed for each SGA officer and commissioner at the end of each semester by the Director of Athletics and Student Activities. The Evaluation Form will be used in determining the scholarship funds awarded to each SGA officer and commissioner for that semester.

SGA officers and commissioners will be notified when the scholarship awards are available for pick up in the Business Services Office located in the Administration Building room 28. A valid JSCC student I.D. card will be required upon pick up.

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P/T = Professional and Technical Program

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