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## NORTH CENTRAL TEXAS COLLEGE

North Central Texas College is accredited by The Southern Association of Colleges and Schools Commission on Colleges to award Associate Degrees and Certificates of Completion.

Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097 or call (404)679-4500 for questions about the accreditation of North Central Texas College.

**BULLETIN • Volume LXXV • Number 1 (Catalog)  
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District**

*BULLETIN • Volume LXXVI • Number 1 (Catalog) – The Bulletin (USPS #019855) of North Central Texas College is normally published six times per year—twice for Fall, three times for Spring and once for Summer; however, this schedule is subject to change to coincide with changes in the college calendar. This and all other official NCTC publications are published by the staff of the Office of Marketing & Public Relations. Periodical postage paid at Gainesville, Texas.*

*NOTICE: All information printed in this edition of the Bulletin of North Central Texas College is subject to change by the Board of Regents and Administration. Every effort is made to make the information contained herein as complete and accurate as possible; however, changes may occur at any time in requirements, deadlines, fees, curricula, courses listed/offered and times offered. Course numbers and descriptions may change from previous Bulletins/Schedules/Catalogs, and such changes will be on record in the offices of the Vice President of Instruction, the Instructional Deans, Vice President of Student Services and Vice President of Financial Services.*

### This We Believe...

#### Statement of Core Values

North Central Texas College is accountable to its students, colleagues, and the community and holds the following values to be fundamental:

#### **Affordable, Quality Education**

NCTC is passionate about providing access to higher education. Its highly qualified faculty and staff and student-centered programs and services reflect NCTC's commitment to excellence.

#### **Stimulating Learning Environments**

NCTC fosters diverse, challenging, and engaging learning environments to empower its students to impact a global society as creative problem solvers, critical thinkers, and dynamic leaders.

#### **Integrity**

NCTC faculty, staff, and students act in an ethical, honest and responsible manner.

#### **Innovation**

NCTC embraces creative ideas and challenging initiatives.

#### **Cohesive Relationships**

NCTC cultivates productive partnerships through teamwork, personalized attention, and open communication.

#### **Encouragement**

NCTC supports students, faculty and staff by welcoming diversity and promoting mutual respect.

## GRADUATE GUARANTEE PROGRAM

### Transfer Credit

NCTC guarantees to its Associate of Arts and Associate of Science students who have met the requirements for the degree, beginning May, 1992 and thereafter, that course credits will transfer to other public-supported Texas colleges or universities provided the following conditions are met:

Transferability means acceptance of credit toward a specific major and degree at a specific institution. These three components must be identified by the student during the application for admission process prior to the first semester of enrollment at North Central Texas College.

1. Limitations on total number of credits accepted in transfer, grades required, relevant grade point average, and duration of transferability apply as stated in the general undergraduate catalog of the receiving institution.
2. Transferability refers to courses in a written transfer/degree plan filed in a student's file at North Central Texas College.
3. Only college-level courses with Community College Academic Course Guide Manual approved numbers are included in this guarantee.

If all the above conditions are met and a course or courses are not accepted by a receiving institution in transfer, the student must notify the Vice President of Instruction at North Central Texas College within 10 days of notice of transfer credit denial so the "Transfer Dispute Resolution" process can be initiated.

If course denial is not resolved, North Central Texas College will allow the student to take, within a one-year period from granting of a degree at North Central Texas College, tuition-free alternate courses, semester hour for semester hour, which are acceptable to the receiving institution. The graduate is responsible for payment of any fees, books or other course-related expenses associated with the alternate course or courses.

### Guarantee for Job Competency

If a recipient of an Associate of Applied Science degree or Certificate of Completion is judged by his/her employer to be lacking in technical job skills identified as exit competencies for his/her specific degree program, the graduate will be provided up to 12 tuition-free credit hours or additional skill training by North Central Texas College under the conditions of the guarantee policy. Special

conditions which apply to the guarantee include the following:

1. The graduate must have earned the Associate of Applied Science degree or Certificate of Completion beginning May, 1992 or thereafter in a technical, vocational or occupational program identified in the college's General Catalog.
2. The graduate must have completed requirements for the Associate of Applied Science degree or Certificate of Completion with the North Central Texas College system, with a minimum 75 percent of credits earned at North Central Texas College, and must have completed the degree or certificate within a five-year span.
3. Graduates must be employed full-time in an area directly related to the area of program concentration as certified by the appropriate Department Chair.
4. Employment must commence within 12 months of graduation.
5. The employer must certify in writing that the employee is lacking entry-level skills identified by North Central Texas College as program exit competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.
6. The employer, graduate, Department Chair, and appropriate faculty member will develop a written educational plan for retraining.
7. Retraining will be limited to 12 credit hours or additional skill training related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
8. All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
9. The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees and other course-related expenses.
10. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.

A student's sole remedy against North Central Texas College and its employees for skill deficiencies shall be limited to 12 credit hours of tuition-free education under the conditions described above. Activation of the "Graduate Guarantee Program" may be initiated by the graduate by contacting the appropriate Department Chair within 90 days of the graduate's initial employment.

## IMPORTANT NOTICE TO ALL STUDENTS

**CIVIL RIGHTS :** In compliance with Title VI of the Civil Rights Act of 1964 (P.L.88-352), Title IX of the Education Amendments of 1972 (P.L. 92-318), and the Age Discrimination Act of 1978 (P.L. 92-256), North Central Texas College does not discriminate against or exclude from participation in any of its programs or activities, either in the student body or the staff, any person on the grounds of sex, race, color, religion, age, handicap, national origin, or veteran status.

**RIGHTS OF INDIVIDUALS WITH DISABILITIES :** North Central Texas College complies with Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112), the Americans With Disabilities Act of 1990, and with the ADA Amendments Act (ADAAA) of 2009 and does not discriminate on the basis of a disability in the operation of its educational programs or in its admission and employment practices. Special emphasis will continue to be placed on correcting conditions which may inadvertently discriminate against any individual with a disability. For further information and assistance, contact the Office for Students with Disabilities (OSD) at 940-668-4209.

**ACCESS TO PROGRAMS :** North Central Texas College offers educational and occupational/technical programs, as described in the College catalog, to all persons without regard to sex, race, color, religion, age, handicap, or national origin. Admission to these programs is based on college admission requirements and individual program policies as outlined in the catalog.

### **FAMILY EDUCATIONAL RIGHTS AND RECORDS**

**ACCESS ANNUAL NOTICE :** In compliance with the Family Educational Rights and Privacy Act of 1974, the College may release information classified as “directory information” to the general public without the written consent of the student. Directory information includes: student’s name, address, telephone number and student email; dates of attendance; educational institution most recently attended; and other information including major field of study and degrees and awards received. A student may request that directory information be withheld from the public by giving written notice in person to the Records Office during the first 12 class days of a fall or spring semester or the first 4 class days of a summer session. If no request to withhold directory information is filed, information is released upon inquiry. No transcript or academic record is released without written consent from the student except as specified by law.

**RELIGIOUS HOLY DAYS:** In compliance with Texas Education Code, Section 51.911, North Central Texas College allows a student who is absent from class for the observance of a religious holy day to make up the classwork for that day within a reasonable time after the

absence. Students who intend to be absent for religious holy days must notify each instructor in writing by the 15th calendar day of the semester.

**ILLEGAL DRUGS :** In compliance with HR253/SR645, no illegal drugs shall be allowed on campus, and any student caught with an illegal drug will be suspended from attendance or enrollment for a specified period of time. See the Vice-President of Student Services for a copy of due process procedures.

**STANDARD OF CONDUCT:** The college student is considered a responsible adult. The student’s enrollment indicates acceptance of the standards of conduct published in the Student Handbook.

**POLICY ON HIV INFECTION AND AIDS :** The North Central Texas College policy on HIV infection and AIDS is available in the office of the Vice-President of Student Services. An educational pamphlet on AIDS is available in the Counseling Center and the Office of the Vice-President of Student Services.

**BACTERIAL MENINGITIS VACCINATION:** During the 2011 Texas Legislative session, Senate Bill 1107 (SB 1107) was passed and signed into law. Effective with enrollment after January 1, 2012, SB 1107 requires students, with certain exceptions, to provide proof of vaccination or booster no later than the 10<sup>th</sup> day before the first day of the semester. During the 2013 Texas Legislative session, Senate Bill 62 (SB 62) was passed. Please check the NCTC website for updated information.

### **INCLEMENT WEATHER AND CLOSING OF THE**

**COLLEGE :** North Central Texas College schedules its instruction to comply with the Common Calendar published by the Texas Higher Education Coordinating Board. College instructors meet all scheduled classes as published in the class schedule. If severe weather or emergency situations make it advisable to discontinue classes, the college makes every effort to notify its students through a variety of means. An official closing of the college delays all work until the next class meeting or until a date determined by the instructor. Make-up days for official college closings will be scheduled as needed.

If a student is in an area experiencing severe weather and the college has not officially closed, it is that student’s responsibility to exercise caution and decide whether to risk coming to class. Should the student decide not to attend class, the student must contact the instructor about the instructor’s rules for make-up work.

*For information about your rights or about grievance procedures, contact the Vice-President of Student Services,*

*North Central Texas College, 1525 W. California Street,  
Gainesville, TX, 76240, (940)668-4240.*

## ACADEMIC CALENDAR

<u>Calendar Event</u>	<u>Fall 2014</u>
June 2	Summer Four Day Work Week Begins: Monday - Thursday 7:30 AM to 5:30 PM
June 16	Registration Begins
July 3	4th of July Holiday Observed - College Closed
August 4	College Five Day Work Week Resumes
August 8	Staff In-Service-College Closed
August 18-23	Late Registration
August 18	Faculty In-Service
August 24	Last Day for 100% Refund for Courses Dropped
August 25	Classes Begin
August 25 & 26	Add/Drop for Current Students Only*
September 1	Labor Day Holiday – College Closed
September 8	Official Date of Record
November 6	Last day to withdraw from a class with a grade of “W”
November 26	College closes at 3:00 PM
November 27 - November 29	Thanksgiving Holiday - College Closed
December 1	Classes Resume after Thanksgiving Holiday
December 6	Final exams for Saturday courses
December 8-11	Final exams (see final exam schedule)
December 11 & 12	Commencement Ceremonies
December 12	Term Ends
December 15	Final Grades, Attendance Rosters & Grade Rolls due at Noon
December 22- Jan 2	Christmas & New Year's Holiday

\*Add/Drop period is officially scheduled for Monday and Tuesday of the first week of classes. However, extensions may be granted to students who meet pre-approved causes for exceptions: (1) a course has not yet met; (2) NCTC

error; (3) student formerly attended another higher education institution but was not allowed to re-enroll for academic reasons, or (4) student is admitted and eligible to enroll at NCTC. Any extension request for reasons other than these listed requires approval by an Instructional Dean or Vice President of Instruction.

<u>Calendar Event</u>	<u>Mini-Mester 2014 (Only Online Classes Offered)</u>
June 16	Registration Begins
December 8-13	Late Registration – All Campuses
December 14	Last Day for 100% Refund for Courses Dropped
December 15	Classes Begin
December 17	Official Date of Record
December 18	Official Date of Record for online courses
December 25	Christmas Holiday Observed-College Closed
December 30	Last day to withdraw from a class with a grade of "W"
January 9	Final Exams
January 12	Final Grades, Attendance Rosters & Grade Rolls due at Noon

<u>Calendar Event</u>	<u>Spring 2015</u>
November 17	Registration Begins
Dec 22 - Jan 2	Christmas & New Year's Holiday - College Closed
January 12-17	Late Registration
January 19	Martin Luther King Holiday Observed - College Closed Last Day for 100% Refund for Courses Dropped
January 20	Classes begin
January 20 & 21	Add/Drop for Approved Students Only*
February 2	Official Date of Record

March 16-22	Spring Break – College Closed
April 9	Last day to withdraw from a class with a grade of “W”
May 9	Final exams for Saturday courses
May 11-14	Final exams (see final exam schedule)
May 14 & 15	Commencement Ceremonies
May 15	Term Ends
May 18	Final Grades, Attendance Rosters & Grade Rolls due at Noon

\*Add/Drop period is officially scheduled for Monday and Tuesday of the first week of classes. However, extensions may be granted to students who meet pre-approved causes for exceptions: (1) a course has not yet met; (2) NCTC error; (3) student formerly attended another higher education institution but was not allowed to re-enroll for academic reasons, or (4) student is admitted and eligible to enroll at NCTC. Any extension request for reasons other than these listed requires approval by an instructional dean or Vice President of Instruction.

**Calendar Event**      **May-Mester 2015**

November 17	Registration Begins
May 11-16	Late Registration
May 17	Last Day for 100% Refund for Courses Dropped
May 18	Classes Begin Summer Four Day Work Week Begins: Monday - Thursday 7:30 AM to 5:30 PM
May 19	Official Date of Record
May 25	Memorial Day Holiday - Classes Dismissed – College Closed
May 28	Last Day to withdraw from a class with a grade of "W"
June 3	Final Exams – administered during class; Term ends
June 4	Final Grades, Attendance Rosters & Grade Rolls due at Noon

**Calendar Event**      **Summer I 2015 (5-Week Session)**

April 15	Registration Begins
May 18	Summer Four Day Work Week Begins: Monday-Thursday 7:30 AM to 5:30 PM

June 1-6	Late Registration
June 7	Last Day for 100% Refund for Courses Dropped
June 8	Classes Begin
June 11	Official Date of Record
July 1	Last day to withdraw from a class with a grade of "W"
July 2	4th of July Holiday Observed - College closed
July 9	Final exams administered during class; Term Ends
July 13	Final Grades, Attendance Rosters & Grade Rolls due at Noon

**Calendar Event**

April 15	Registration Begins
May 18	Summer Four Day Work Week Begins: Monday-Thursday 7:30 PM to 5:30 PM
July 6-11	Late Registration
July 12	Last Day for 100% Refund for Courses Dropped
July 13	Classes Begin
July 16	Official Date of Record
August 3	College Five Day Work Week Resumes
August 5	Last Day to withdraw from a class with a grade of "W"
August 13	Final exams administered during class; Term ends
August 17	Final Grades, Attendance Rosters & Grade Rolls due at Noon

**Calendar Event**

April 15	Registration Begins
May 18	Summer Four Day Work Week Begins: Monday-Thursday 7:30 AM to 5:30 PM
June 1-6	Late Registration
June 7	Last Day for 100% Refund of Courses Dropped

**Summer II 2015 (5-Week Session)**

**Summer III 2015 (10-Week Session)**

June 8	Classes Begin
June 25	Official Date of Record
July 2	4th of July Holiday Observed – College Closed
July 29	Last day to withdraw from a class with a grade of "W"
August 3	College Five Day Work Week Resumes
August 13	Final exams administered during class; Term ends
August 17	Final Grades, Attendance Rosters & Grade Rolls due at Noon

## COLLEGE PERSONNEL

BOARD OF REGENTS	TERM EXPIRES	
<b>Dr. Bill Ledbetter, Gainesville</b>	Chairman	2017
<b>Dave Flusche, Muenster</b>	Vice-Chairman	2015
<b>Karla Metzler, Gainesville</b>	Secretary	2015
<b>Patsy Wilson, Gainesville</b>	Member	2015
<b>Richard Haayen, Gainesville</b>	Secretary	2017
<b>Christy Morris, Gainesville</b>	Member	2018
<b>Matt Chalmers, Gainesville</b>	Member	2018

## President's Cabinet

**Roy Culberson, Dean of Denton County Campuses**  
B.A., M.Ed., U. of Texas at El Paso

**Dr. Emily Klement, Associate Vice President of Academic Partnerships, Bowie/Graham Campus**  
B.S., M.Ed., Ed.D., U. of North Texas

**Dr. Janie Neighbors, Vice President of Finance and Administrative Services**  
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Ed.D., Texas A&M U.-Commerce

**Dr. Billy Roessler, Vice President of Student Services**  
B.A., M.S., Ph.D. U. of North Texas

**Debbie Sharp, Vice President of Institutional Advancement**  
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**Dr. Brent Wallace, President**  
B.B.A., Hardin-Simmons U.; M.A., Abilene Christian U.;  
Ph.D., Texas Tech U.

**Bill Winans, Associate Vice President of Human Resources and Organizational Development**  
M.B.A, Excelsior College

**Open Position, Vice President of Instruction-Chief Academic Officer**

## Deans and Directors

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A.S., Angelina College, B.S., Stephen F. Austin U., M.S.,  
Texas A&M U.-Commerce.

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Univ.

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Baylor

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**Thomas A. Jones, Computer Information Technology**

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**William Kaven, Equine**

B.S., Colorado State U.

**Judith Keller, College Preparatory Studies**

B.S., Kennesaw State Univ.; M.S., Univ. of North Texas

**Leslie Kelley, Dept. Chair, Behavioral & Cultural  
Studies**

B.A., M.A., Franciscan Univ.; M.A., Texas Woman's  
Univ.

**Steve Keith, Dept Chair, Agriculture, Farm & Ranch**

B.S., Univ of Tennessee, M.S., Tarleton State U.

**Dr. Franz Klutckowski, Psychology**

B.A., M.A., Wichita State U.; Ed.D. Texas A&M U.–  
Commerce

**Marty Kobuck, Music, Jazz Band**

B.M., U. of Central Oklahoma; M.M., U. of North Texas

**Dr. Pat Ledbetter, History**

B.A., U. of Houston; M.A., Ph.D., U. of North Texas;  
M.Ed., J.D., Texas Tech U. School of Law

**Emily Lewis, Associate Degree Nursing**

A.A.S., North Central Texas College; M.S., Texas  
Woman's Univ.

**Marcia Little, English**

B.A., M.A., Missouri State Univ

**Alyson Livingston, Dept. Chair, Business Management  
Administration**

B.B.A., U. of Oklahoma; M.B.A., U. of Texas-Arlington

**Jane Lopes, Vocational Nursing**

B.S.N., Seton Hall U.

**Nelson Lozano, Mathematics**

B.S., M.S., The University of Texas at Dallas

**Karla Lynch, Economics**

B.B.A., M.S., U. of North Texas

**Julie Martin, SIM Lab Coordinator**

A.D.N., North Central Texas College; B.S., M.S., Texas  
Woman's Univ.

**Dee Ann McFarlin, Speech**

B.A., Central Bible College; M.S.; U. of North Texas

**Tiffany McQuien, Vocational Nursing**

**Ron Melugin, Government**

B.A., M.A., Texas A&M U.–Commerce

**Richard Merrill, Accounting**

M.B.A., M.S., Accounting, U. of North Texas

**Kimberly Monday, Vocational Nursing**

Certificate, A.D.N., North Central Texas College

**Josh Montandon, History**

B.A., York College; M.A., U. of North Texas

**George Neal, Art**

B.F.A., M.A., U. of North Texas

**Ann Norcross, Psychology**

B.A., Angelo State U.; M.A., U. of North Texas

**Dr. John (Jack) O'Connor, Philosophy**

B.A., U. of Waterloo; M.A., U. of Dallas; Ph.D., Univ. of  
Texas-Dallas

**Moses Omame-Boateng, Economics, Sociology,  
Government**

M.P.A., U. of North Texas

**Brandon Ostler, Emergency Medical Services**

A.A.S., North Central Texas College; A.S., Excelsior  
College

**Benjamin Owens, Mathematics**

B.S., M.S., Univ. of North of North Texas

**Marla Owens, College Preparatory Studies**

B.S., Langston U.

**James Page, History, Government**

B.A., M.A., U. of North Texas

**Toni Perkins, Vocational Nursing**

Certificate, Amedd Center & School; A.A.S., North Central  
Texas College; B.S., Texas Woman's U.

**Rebecca Personett, Associate Degree Nursing**

A.D.N., Kansas City Community College, B.S., M.S.,  
Ph.D., Texas Woman's U.

**Gloria Prince, Cosmetology**

Certificate, Amarillo College of Hairdressing

**Dr. Terry Province, Program Coordinator, Computer  
Science**

B.S., DeVry; M.B.A., Regis U., Ed.D., U. of North Texas

**Judith Rodgers, Program Coordinator, Surgical Technology**

Diploma Mary Meek School of Nursing; Certificate Surgical Technology New England Institute of Technology B.S., Texas Woman's U.

**Kimberly Rodgers, Associate Degree Nursing**

A.S., Nassau Community College of Nursing; B.S.N., Texas Woman's U.; M.S.N., Univ. of Phoenix

**Danielle Searles, English**

B.A., M.A., Northwestern State U.

**David Smith, Vocational Nursing**

B.S.N., New York Univ.; M.S.N., Oklahoma State Univ.

**Janis Smith, Surgical Technology**

LVN, Denton School of Vocational Nursing, Certificate, Surgical Technologist, National Liaison Council on Certification

**Sherry Smith, Biology**

A.S., Tarrant County Community College; B.S., M.S., Biology, Northwestern State U.

**James Staples, Department Chair Visual Arts**

B.S., Southeastern Oklahoma State U.; M.A., U. of North Texas

**Stacie Stoutmeyer, Sociology**

B.A., M.S., U. of North Texas

**Shane Studdard, Music & Choral Studies**

A.A., Kilgore College; B.M.E., Baylor U.; M.C.M., Southwestern Baptist Theological Seminary

**Jill Swarner, Speech**

B.S., U. of Texas-Arlington; B.A., M.S., Mississippi College

**Lynn Swisher, Associate Degree Nursing**

A.D.N., Chocise College; B.S.N., M.S.N., M.S.H.C.A. Univ. of Phoenix

**Thom Talbott, Dept. Chair, Performing Arts**

B.A., Baker University; M.A., Texas Woman's U.

**Becky Terrell, Equine Science**

B.S., Texas Tech U.; M.S., Colorado State U.

**Erica Thompson, English**

B.A., U. of North Texas, M.A., Northwestern State Univ.

**Chaminda Unantenne, Associate Degree Nursing**

B.S.N. Baylor U.; M.S. Texas Wesleyan Univ.

**Dr. Pietro Vargas, Spanish**

B.A., Inter-American U.; M.A., East Texas State U.; Ph.D., Arizona State U.

**Brian Waddell, Tennis Coach**

B.S., Cumberland College

**Tiffani Walker, Radiological Technology, Clinical Coordinator**

A.A.S., B.S., M.S. Northwestern State U.

**Dawn Watts, College Preparatory Studies**

B.S., M.Ed., Univ. of North Texas

**Kristen Weinzapfel, Dept. Chair English, Speech & Foreign Language**

B.S., Texas Tech University; M.A., Northwestern U.

**Dr. Emily White, English**

B.A., Texas Woman's U.; M.A., Virginia Tech., Ph.D., Texas Woman's Univ

**Jill Willi, Chemistry**

A.S., North Central Texas College; B.S., Texas Woman's Univ.; M.S., Univ. of North Texas

**Aziel Wilson, Dept. Chair Mathematics & Physics**

B.S., M.S., Texas Woman's U.

**Amy Wise, Simulation (SIM Lab)**

Certificate, North Central Texas College

**Kevin Wood, Chemistry**

A.A., Weatherford College; B.S., Tarleton State U.; M.S., Texas Woman's U.

**Crystal R.M. Wright, Dept. Chair, History, Humanities, Philosophy**

B.S., M.A., U. of North Texas

**Eric Wright, Asst. Baseball Coach, Physical Education**

A.S., Panola Junior College; B.S., Sul Ross State U.; M.Ed., U. of Texas Pan-American

**Dr. J. Christopher M. Wreh, I, Economics**

M.B.A., Prairie View A&M U. of Texas; M.A., U. of Texas-Dallas; Ph.D., Utah State U.

**Jill Yoder, Mathematics**

B.S., Goshen College; M.S., Wichita State U.; M.S., Iowa State U.

**Instructional and Student Support****Robert Adams, Counselor - Gainesville**

A.S., North Central Texas College; B.S., M.S., U. of North Texas

**Darin Allred, Public Relations Specialist**

B.B.A., Texas Tech U.

**Nimia Amaya, Bilingual Retention Specialist**

B.S., Univ. of North Texas

**Magen Bunyard, Counselor-Graham**

B.A., M.A., Stephen F. Austin Univ.

**Jennifer Burrows, Counselor - Bowie**

M.A., Hardin Simmons

**Cheryl Capuchina, Coordinator of Student Success**

B.A.A.S., Univ of North Texas; M.Ed., U. of North Texas

**Jessica Carlile, Drop-out Recovery Coordinator**  
B.S., M.Ed.

**Shannon Ceron, Webmaster**  
B.F.A., Colorado State Univ.

**Susan Cooper, Dual Credit Coordinator**

**Janet Cox, Registration Systems Specialist**  
B.A., U. of North Texas

**Karen Davis, Coordinator of Bowie Campus Operations**  
A.A.S., North Central Texas College

**Desire DeMange, Counselor-Flower Mound**  
B.A.; M.Ed., U. of North Texas

**Dan Doss, Tech/Director Facilities Coordinator**  
B.S., M.A., Sul Ross State U.

**Deborah Endres, Dual Credit Coordinator**  
M.S., Walden Univ

**Doris Floyd, Science Lab Facilitator**  
A.A., North Central Texas College; B.S., Texas Women's U.

**Beverly Goddard, Degree Audit Graduation Coordinator**  
B.B.A., U. of North Texas

**Janie Grimes, TRIO Direction Counselor**  
B.S., M.Ed., U. of North Texas

**Glen Hearell, Network Administrator**  
A.A.S., North Central Texas College

**Courtney Jaimes, Associate Director of Advisement - Corinth**  
M.Ed., U. of North Texas

**Andrew Klement, Science Lab Facilitator**  
B.A.A.S., U. of North Texas

**Amy Klohn, Quality Enhancement Plan (QEP) Coordinator**  
B.S., U. of North Texas; M.A., Dallas Baptist U.

**Pam Livingston, SBDC Business Counselor**  
B.B.A.; M.B.A., U. of North Texas

**Dianne Mannion, Workforce Coordinator**  
M.L.A., Baker Univ.

**Chris McLaughlin, Associate Director Emergency Management**

**Michelle McLaughlin, Librarian**  
B.A., UT Dallas; M.S., U. of North Texas

**Sabrina McKethan, Librarian**  
B.A., U. of North Texas; M.S., U. of North Texas

**Amy Mitchell, Project REV Coordinator**  
B.S., Oklahoma State Univ.; M.S., Univ. of Central Oklahoma

**Crystal Mohamed, TRIO Coordinator**  
B.S.,M.Ed., Univ of Central Oklahoma

**Sandy Otto, Assistant to President and Board of Regents**  
A.A., North Central Texas College

**Shedrick Pittman-Hassett, Associate Dean Library Services**  
B.A., U. of North Texas; M.S., Texas Woman's U.

**Scott Pulte, TRIO Transfer Specialist**  
B.B.A., Texas A&M; M.Ed, U. of North Texas

**Kate Richardson, Associate Registrar**  
B.S., U. of North Texas

**Kevin Sadowski, SBDC Consultant**

**Yvonne Sandmann, OSD Coordinator**  
A.S., North Central Texas College; B.A.A.S., U. of North Texas; M.S., U. of North Texas

**Mike Scott, Counselor, Corinth**  
B.A., M.B.S., Southeastern Oklahoma State U.

**Angela Sharp, Lifelong Learning**  
B.S., Lubbock Christian Univ.

**Kenneth Smith, Vocational Training Coordinator**  
Certificate, Grayson County College; A.A.S.; North Central Texas College

**K. Wayne Smith, OSD Coordinator**  
B.S., M.S., U. of North Texas

**Becky Solley, Instructional Designer**  
B.S., Abilene Christian U.; M.S., Univ. of North Texas

**Dax Stokes, Librarian**  
B.M., U. of Tennessee; M.L.S., U. of North Texas

**Robin Studdard, Librarian**  
B.S. Baylor U.; M.L.S., Texas Woman's U.

**Donna Uptergrove, Director of Grants**  
B.B.A., Texas Tech

**Pamela Van Hook, Senior Systems Analyst**  
B.S., Missouri Western State U.; M.S., University of North Texas; M.B.A., U. of Phoenix

**Stanja Zywloski, Associate Director of Financial Aid**  
A.A., North Central Texas College; B.A., Ursuline College

## Support Staff

Name	Office/Department
Shawna Ayers	Vice President of

	Instruction/Chief Academic Officer	Franklin Haskins	Financial Aid
Eva Beck	Ag Department	Dana Hawkins	Graham Campus
Meredith Bentley	Marketing & Public Relations	Angela Hearell	Business Office
Teresa Benton	Maintenance	Alex Holland	Information Technology Services (ITS)
Nancy Bramlet	Admissions/Registrars Office	Wanda Holyfield	Business Office
DeeAnn Brown	Admissions/Registrars Office	Chris Hubbard	Financial Aid
Karen Bynum	Business Office	Blanca Hull	Admissions/Registrars Office
W.Cris Calhoun	Advisor	Preciosa Johnson	Admissions/Registrars Office
Melisa Cisneros	Math Department	Mary Kaden	Business Office
Misty Clark	Allied Health Department	Cecily Kemp	RITA Grant
Penny Cogbill	Lifelong Long Learning	Jonah King	Information Technology Services (ITS)
Nycole Comeaux	Admissions/Registrars Office	Nancy Kirk	Vice President of Student Services
Iris Cook	Financial Aid	Sara Merlene Kluth	Flower Mound Campus
Jason Cook	Information Technology Services (ITS)	Karen Lampson	Visual Arts
Casey Cove	Health Sciences	Claudia Leuschner	Emergency Medical Services
Barbara Cox	Cosmetology	Shella Lewis	Payroll
Toni Deweber	Institutional Advancement	Rita Lusk	Business Office
Matt Eddington	Information Technology Services (ITS)	Stephanie Martin	Financial Aid
Bridget Eddowes	Counseling and Testing	Janet Mathis	Dean of Instruction, Corinth
Jeanette Farr	Human Resources	Cheryl McDonald	Dean of Instruction, Corinth
Debbie Frost	Marketing & Public Relations	Destiny McCready	Counseling
Lynn Garrett	Business Office	Toni Metzler	Lifelong Learning
Barbara Gibson	Small Business Development Center	Susan Miller	Information Technology Services (ITS)
Beverly Goddard	Admissions/Registrars Office	Arvona Mills	Business Office
Regan Gore	Teacher Education	Michelle Mitcheltree	Information Technology Services(ITS)
Cristina Gottardi	Advisor	Kayra Morgan	Business Office
Michelle Greenwood	Library	Sharon Murphree	Administrative Services
		Rickey Nichols	Print Shop
		Billie Paschal	SIM Lab

Wendy Perkins	Science Department	John Kidd	Gainesville Campus
Jose Ponce	Information Technology Services (ITS)	Val Lile	Gainesville Campus
Dawn Porter	College Preparatory Studies	Larry Muller	Gainesville Campus
Joan Pulte	Admissions/Registrars Office	Vince Strong	Flower Mound Campus
Linda Reid	Corinth Maintenance	Doug Tillery	Corinth Campus
Cheryl Roberts	QEP(Quality Assessment Plan)		
Melissa Roberts	Government & Economics		
Tangee Rucker	Dean of Operations Office-Corinth		
Diana Saliah	Adviso-Counseling		
Lemuel Sapien	eLearning		
Sharon Simmons	Library		
Barbara Simpson	Advisor-Counseling		
Beverly Smith	Business Office		
Tiffany Smith	Equine Farm		
Rodney St. John	Beef Center		
Brenda Stephens	Bowie Campus		
Keli Swann	Financial Aid		
Judy Taylor	History/Humanities/Philosophy		
Jennifer Warmbrodt	Dean of Instruction Office		
Tikki Watson-Harris	Admissions		
Casey Weatherly	Vocational Nursing		
Cindy Willis	Associate Degree Nursing		
Lawana Woodlock	Performing Arts		
Nicole Wheat	Admissions/Registrars Office		
Deborah Woolf	Business Office		
Amanda Worth	Counseling and Testing		

### Maintenance Personnel

David Belz	Assistant Plant Superintendent
Jack Cable	Plant Superintendent
Greg Freeman	Corinth Campus
Jerry Jones	Gainesville Campus

## GENERAL INFORMATION

The legal authority of North Central Texas College is established by state statute (Texas Education Code, Section 130.003) which governs public community colleges. In accordance, North Central Texas College is a two-year institution primarily serving residents of Cooke, Denton, and Montague counties and the residents of Graham ISD by offering technical and academic courses for certification or associate degrees; continuing education; remedial and compensatory education consistent with open-admissions policies; and programs of counseling and guidance. The College insists on excellence in all academic areas, instruction, research, and public service. Faculty research, using the facilities provided for and consistent with the College's primary functions, is encouraged.

### Mission:

The North Central Texas College is dedicated to student success and institutional excellence. NCTC encourages student achievement by providing affordable, quality learning environments, comprehensive student support, and public services.

The College District fulfills its mission by offering programs leading to associate degrees and certificates and by providing:

- University Transfer Education
- General Education
- Workforce & Technical Education
- Developmental Education
- Student Development
- Continuing Education
- Community Education

North Central Texas College has adopted the Model of Institutional Learning Expectations (MILE) to seamlessly connect the college's mission, institutional goals, strategic plan, program purpose statements, departmental purpose statements and assessment linkages, and departmental objectives. NCTC strives to meet nine Institutional Learning Goals, which support the college's mission:

1. A quality general education curriculum in all associate degree programs.
2. Quality freshman and sophomore level courses in arts and sciences which parallel the lower division offerings of four-year colleges and universities.
3. Quality technical programs leading directly to careers in semi-skilled and skilled occupations, and quality

technical education program up to two years in length leading to certificates and associate degrees.

4. Quality, flexible, and responsive continuing education programs including workforce training, customized business & industry training, community education programs, and community service programs for occupational and entrepreneurial skills enhancement and/or cultural enrichment.
5. Assistance to students in achieving their educational goals by making available quality student and educational support services.
6. Quality programs and services in support of adult literacy and basic skills development as a means of workforce enhancement and expanding access to higher education.
7. A systematic, broad-based planning, research, and evaluation process, the ongoing pursuit of institutional effectiveness and continuous improvement among programs, services, and personnel.
8. A qualified, competent faculty, staff, and administration who are dedicated to carrying out the role, scope, and mission of the institution as adopted by the Board.

Adequate physical and financial resources to accomplish the role, scope, and mission of the institution.

### Vision:

North Central Texas College will be a recognized leader in higher education and a catalyst for economic, cultural, and community development.

### Values:

North Central Texas College is accountable to its students, colleagues, and the community and holds the following values to be fundamental:

#### **Affordable, Quality Education**

NCTC is passionate about providing access to higher education. Its highly qualified faculty and staff and student-centered programs and services reflect NCTC's commitment to excellence.

#### **Stimulating Learning Environments**

NCTC fosters diverse, challenging, and engaging learning environments to empower its students to impact a global society as creative problem solvers, critical thinkers, and dynamic leaders.

#### **Integrity**

NCTC faculty, staff, and students act in an ethical, honest and responsible manner.

### **Innovation**

NCTC embraces creative ideas and challenging initiatives.

### **Cohesive Relationships**

NCTC cultivates productive partnerships through teamwork, personalized attention, and open communication.

### **Encouragement**

NCTC supports students, faculty and staff by welcoming diversity and promoting mutual respect.

## **History**

North Central Texas College, formerly Cooke County College, was established in 1924 with Randolph Lee Clark as its first president. A pioneer in Texas education, Clark is honored with an official Texas Historical Commission Marker on campus.

The college was operated as an extension of the Gainesville Independent School District until May 7, 1960, at which time the voters of Cooke County approved the expansion of the district to include all of Cooke County. As the college grew, its name was changed from Gainesville Junior College to Gainesville College and then to Cooke County Junior College (in 1960). The “junior” was dropped soon thereafter and, reflecting its expanded role as a true comprehensive community college, Cooke County College officially became North Central Texas College in June 1994.

### **Gainesville Campus**

Donation of five acres of land by William T. Bonner made possible the move of the main college campus from GHS to its present site in 1959. Subsequent acquisitions of land have increased the size of the campus to more than 132 acres. It is situated in the southwest section of Gainesville on U.S. Highway 51, about one mile from downtown. (Refer to map on pg. 14)

**Buildings**—Since 1959, NCTC’s Gainesville Campus has maintained a steady program of physical growth to meet the needs of its expanding program offerings. Its physical plant is currently valued at \$36.1 million. Modern facilities now in operation include a total of 20 separate buildings. In addition to classrooms, campus buildings contain learning laboratories, shop facilities for technical programs, Field House, Student Activities Center, Bookstore, cafeteria/snack bar and even a Planetarium, in addition to such outdoor facilities as tennis courts, intramural playing fields and a baseball/softball field complex.

We are especially proud of our facilities for both the visual and performing arts, including our Visual Arts Center with well-appointed studio spaces for painting, sculpture, ceramics and jewelry making. There’s even a foundry and welding/metalwork lab. Our state-of-the-art First State Bank Center for the Performing Arts is one of the region’s finest performance venues for drama, dance and music, and the facility also contains excellent instructional and rehearsal spaces for all these programs.

The newest building on campus is our modern and well-equipped Career & Technology Center where programs ranging from welding and HVAC to marine motor repair are offered, as well as a wide range of Lifelong Learning courses and programs.

The college also maintains a 110-acre Experimental Farm and Beef Cattle Evaluation Center near Gainesville, as well as an Equine Center adjacent to the main campus with facilities including stables, barns, indoor and outdoor arenas, paddocks and pasture.

NCTC Gainesville Campus  
1525 West California Street  
Gainesville, Texas 76240-4699  
(940) 668-7731 • Fax (940) 668-6049  
[www.nctc.edu](http://www.nctc.edu)

### **Corinth Campus**

The Corinth Campus, which officially opened in January 2000, is situated just off Interstate 35 in Corinth, Texas, and is centrally located in Denton County. With an enrollment of approximately 6,000 students taking a wide range of credit courses, this campus has the college’s largest student base. The 75,000 square foot building located on the Corinth Campus provides students with modern, fully equipped classrooms, science and computer labs and other amenities. Students also have access to a wide range of services, including admissions, financial aid, tutoring and counseling. In addition, there is a full-service bookstore and a modern Library/Learning Resource Center.

### **Pinnell Square**

While the Corinth Campus is centrally located in Denton County, NCTC also has satellite locations throughout the area to better serve students. NCTC has expanded to Pinnell Square, directly across from the Corinth Campus. Located in Pinnell Square are NCTC’s Surgical Technology Program Vocational Nursing, EMS Career Connection Center, Lifelong Learning, RITA Grant and the Business Development Center.

NCTC Corinth Campus  
1500 North Corinth Street  
Corinth, Texas 76208-5408  
(940) 498-NCTC • Fax (940) 498-6200

## Bowie Campus

Our Bowie Campus is an ideal example of the kind of mutually beneficial partnerships which can be forged between a college and the communities of its service area. While NCTC has for many years extended its services to the citizens of Montague County; the citizens of Bowie demonstrated their commitment to higher education over 10 years ago by electing to devote sales tax revenues to the construction and on-going maintenance of a modern facility to house NCTC offerings.

The Bowie Campus provides students with modern classrooms, computer and science labs, Learning Resource Center and student services. Through the support of local employers, donors, the City of Bowie and other key partners, the campus was recently expanded to house a larger library and workforce training programs, such as Petroleum Technology.

NCTC Bowie Campus  
810 S. Mill Street  
Bowie, Texas 76230-1247  
(940) 872-4002 • Fax (940) 872-3065

## Graham Campus

In November 2009, the citizens voted to join the NCTC service area and to approve a branch campus maintenance tax to support the maintenance and operations of the campus.

The Graham Knowledge Base Foundation funded the renovation of the former Shawnee Elementary Campus and created the facilities the technology and distance education capabilities for instruction and workforce training. The facility has over 49,800 square feet of instructional and administrative space, including a large lecture hall, performance stage, distance education classrooms, state-of-the-art culinary arts center, and a computer lab.

NCTC Graham Campus  
928 Cherry Street  
Graham, Texas 76450  
(940) 521-0720

## Flower Mound Campus

The Parker Square location serves as a centralized higher education center in the southern portion of Denton County. It complements the NCTC Corinth Campus located in central Denton County.

The Flower Mound campus is a 32,000 square foot building located in the beautiful Parker Square destination. This modern and sophisticated campus provides students with a technologically advanced learning environment. In addition to the library and general access computer lab, bookstore, testing center and student study areas, the

campus also includes 10 classrooms, a lecture hall, two computer labs and a universal science lab. Students attending this campus can receive a full-range of support services including academic advising, counseling, financial aid and tutoring.

Another service provided at the Flower Mound campus is a Small Business Development Center (SBDC), which provides free counseling and services for entrepreneurs and business owners seeking help with all facets of running a small business.

NCTC Flower Mound Campus  
1200 Parker Square  
Flower Mound, Texas 75028  
(972) 899-8400

## Small Business Development Center

The Small Business Development Center (SBDC) is a non-profit business consulting service that provides guidance free of charge to present and prospective business owners. The goal of the SBDC is to provide practical assistance to clients that will help their business survive, grow and prosper. SBDC staff members assist clients in such areas as writing a business plan, identifying funding sources, managing the business, marketing and meeting federal and state regulations. The SBDC offers training seminars on business related issues, such as marketing, accounting, financial management and operating a home based business.

The SBDC offers services at the Gainesville, Bowie and Flower Mound campuses, and at the Denton Chamber of Commerce.

Small Business Development Center  
North Central Texas College  
1525 West California Street  
Gainesville, Texas 76240-4699  
(940) 668-4220 • Fax (940) 668-6049

## Public Service

North Central Texas College responds to the special needs and interests of the public, but it realizes that all these needs and interests cannot be served solely in a formal classroom setting through the traditional academic curricula. Members of the community at large are welcome on campus at any time and are given access to many college facilities and services, such as the library, free of charge. Other facilities and services, including space for meetings, workshops and similar activities, are made available at minimal charges. For information contact the office of the Dean of Administrative Services at (940)668-4201. Or you may visit the NCTC website, [www.nctc.edu](http://www.nctc.edu).

Specialized facilities allied with the college's instructional programs also are made available to the community as a public service. Examples include the Beef Cattle Evaluation Center, the Equine Science Center and the Horticulture Greenhouse, all affiliated with the college's Department of Agriculture. Public access to college athletic facilities, such as Lions Field House and the Robert Chaloupecky Tennis Center is also available.

NCTC provides several specialized educational resources to the community. Among these are the John Parker Planetarium on the Gainesville campus, offering a schedule of public programs, featuring state-of-the-art digital projection equipment. Audiences include the general public and public school classes. NCTC's First State Bank Center for the Performing Arts on the Gainesville Campus is the site for many UIL One-Act Play contests, and the college makes this facility available to other community groups for fundraising concerts and other events. The college regularly hosts a wide variety of UIL competitions. In cooperation with the Division of Lifelong Learning, this department and others regularly sponsor workshops, seminars and short courses aimed at disseminating information to individuals as well as to business, industry and private organizations within the community. All members of the college faculty, administration and staff welcome inquiries related to their particular areas of specialization from community organizations and individuals.

A widely varied program of artistic, social and cultural events – recitals, concerts, stage productions, lectures, exhibits and others – is sponsored by the college. The annual Creative Writing Awards and Community Art Exhibit are examples of such programs which involve direct community participation.

In addition to making facilities available to the public and hosting a wide variety of community events, NCTC also provides services to various community organizations and agencies such as printing of brochures, fliers, posters, programs, tickets and other materials.

## Family Educational Rights and Records Access Annual Notice

In compliance with the Family Educational Rights and Privacy Act of 1974, the College may release information classified as "directory information" to the general public without the written consent of the student.

## ADMISSIONS INFORMATION

### General Admission Policy

North Central Texas College is committed to providing quality education to the community and the students who

Directory information is defined as:

1. Name, address, telephone number;
2. Student email
3. Date and place of birth;
4. Participation in officially recognized activities and sports;
5. Major field of study;
6. Weight and height of athletes;
7. Enrollment status (full-, part-time, etc.);
8. Degrees and awards received;
9. Dates of attendance;
10. Previous high school and college attended;
11. Grade level.

The student's rights to FERPA begin when the student is in attendance as defined by the institution. At North Central Texas College, one credit hour or one non-credit is needed to be considered as a matriculated student. FERPA rights continue after the student leaves the institution and are only terminated by the written request of the student or upon death of the student.

A student may request that directory information be withheld from the public by giving written notice in person to the Records Office during the first 12 class days of a fall or spring semester or the first 4 class days of a summer session. If no request to withhold directory information is filed, information is released upon inquiry. No transcript or academic record is released without written consent from the student except as specified by law.

### Tobacco-Free Campus

North Central Texas College is committed to providing a safe and healthy environment for its employees, students and visitors. NCTC recognizes the health hazards of tobacco use and of exposure to secondhand smoke. NCTC restricts the use of any and all tobacco products and is aware that tobacco use influences underage students, accumulates unsightly tobacco litter and interferes with assuring clean air for all who come to the college. Information regarding the Tobacco Free policy is available on the NCTC website, <http://www.nctc.edu/TobaccoFree.aspx>.

wish to attend to pursue higher education. Students may begin their studies in the Fall (August), Spring (January), Summer I (June), Summer II (July), or Summer III (June/July) semesters. NCTC has an "open admission" policy that allows all students to be admitted, regardless of

previous academic history. We encourage students from a wide range of diverse backgrounds to attend North Central Texas College to meet their educational goals.

Non-citizen students seeking admission at NCTC who do not hold a temporary visa of any category; but holds an undocumented immigrant status that have graduated from a Texas public high school or received a GED in Texas may be eligible for admission. Please contact the Office of Admission/Registrar for additional information.

NCTC follows official state-mandated policy regarding the Texas Success Initiative for all entering students.

### Admission Requirements

In its admission policies and practices, North Central Texas College does not discriminate on the basis of sex, race, age, creed, handicap, or national origin. The following steps must be taken for general admission to NCTC:

1. **Application For Admissions:** Forms may be submitted by using the online application at: [www.nctc.edu](http://www.nctc.edu) under the admissions link or by using the ApplyTexas Application at: [www.applytexas.org](http://www.applytexas.org). Paper applications can be downloaded from the admissions page of the NCTC website or obtained from the Admissions Office.
2. **Official Transcripts:** As applicable, an official high school transcript or notarized home school academic record with date of graduation, documentary proof of GED certification or, in the case of a transfer student, official transcript(s) reflecting all work taken from all regionally accredited institutions of higher education must be on file in the Admissions Office by the official date of record at North Central Texas College. When documents are submitted to the NCTC Office of Admission and Registrar, the records become the property of North Central Texas College and will not be returned to the prospective applicants. Copies of the documents will be able to be supplied upon request.
3. **Residency :** For tuition purposes, students who enroll in North Central Texas College will be classified in one of three categories: in-district resident, out-of-district resident, or non-resident of Texas. The residency status of each student applying at NCTC is determined during the admissions process, based upon documentary evidence available to make that decision. The following definitions briefly describe the residency requirements specified in Texas statutes and in rules and regulations of the Texas Higher Education Coordinating Board. **In-District Residents** reside in Cooke County or Graham ISD and who has been a resident of Texas (as defined by the State of Texas) for the 12 months preceding the date of registration. **Out-of-District Residents** reside in a Texas county other than Cooke County or Graham ISD and who has been a resident of

Texas (as defined by the State of Texas) for the twelve months preceding the date of registration. **Non-Resident of Texas** — a student under eighteen years of age who lives away from his/her family and whose family resides in another state or whose family has not resided in Texas for the twelve months preceding the date of registration, or a student eighteen years of age or over who resides out of Texas or who has not been a resident of the state for the twelve months preceding the date of registration. Residency reclassifications must be completed prior to the official date of record of the current semester. Failure to provide such documentary proof will result in the applicant being classified as a non-Texas resident for tuition/fee assessment purposes. Students needing additional information about residency determination should contact the campus Office of Admissions Admissions and Registrar's Office.

4. **College 101/New Student Orientation:** All new students to North Central Texas College must complete the College 101/New Student Orientation. College 101 is required prior to taking the Texas Success Initiative Assessment.
5. **Texas Success Initiative (TSI):** Students may be granted a partial exemption for TSI placement testing based on scores from ACT, SAT, Exit-Level TAKS, or STAAR exams for either Reading/Writing or Math. Partial exemptions are only granted on tests taken on or after April 2004. Composite or combined scores (ACT or SAT) MUST be met first on the same test date, then scores in subject areas are reviewed to determine a partial exemption.
6. **Health Records:** North Central Texas College acknowledges the Texas Department of Health's request that ALL students have proper health inoculations and records. The College stresses the importance for all students to update their personal inoculations, especially those for mumps, measles, and rubella. The College reserves the right to request from each student such inoculation records to be placed in their personal student file should the Texas Department of Health mandate such a requirement. Students in Health Occupations programs are required to be immunized against Hepatitis B. Students enrolled in a specific course may be required to show proof of major medical health insurance.
 

**Important Note on Bacterial Meningitis Vaccination:** During the 2011 Texas Legislative session, Senate Bill 1107 (SB 1107) was passed and signed into law. Effective with enrollment after January 1, 2012, SB 1107 requires students, with certain exceptions, to provide proof of meningitis vaccination. During the 2013 Texas Legislative session, Senate Bill 62 (SB 62) was passed. Please check the NCTC website for additional information.

7. **Admission to Health Science/Nursing Programs :** Admission to a Health Science program is contingent upon admission to NCTC; however, *granting of admission to the college does not guarantee admission to a Health Science or Nursing program.* Refer to specific programs for any additional admission requirements.

#### Methods of Admission

1. **Beginning Freshmen:** Students enrolling in college for the first time may apply for admission based on one of the following categories:
  - a. Graduates from an accredited high school must submit an official high school transcript showing the date of graduation.
  - b. Graduates from a private or home school must submit an official high school transcript or notarized academic record indicating the date of graduation from an accredited agency.
  - c. Students who have satisfactorily completed the test of General Education Development must submit official GED test scores or an official GED certificate (not a copy).
2. **Dual Credit:** Dual credit refers to courses taught by NCTC in which students are eligible to receive college and high school credit simultaneously. Courses are limited to those applicable to high school graduation requirements. Eligibility requirements are as follows:
  - a. Only high school students who have met all the eligibility requirements (academic and behavioral) and who are recommended by the high school principal are eligible to enroll in dual credit courses. Students must be college ready as evidenced by TSI scores and have a high school GPA of "B" or higher. To remain eligible students must maintain a "C" or higher in each dual credit course.
  - b. Apply on-line using the Texas Common Application by using the ApplyTexas application at: [www.applytexas.org](http://www.applytexas.org). Paper applications can be downloaded from the admissions page of the NCTC web site or obtained from the Admissions Office.
  - c. To be eligible for any dual credit courses students must hold junior standing in high school. Students may be eligible for dual credit courses during the summer prior to their junior year of high school.
  - d. Home or private schooled student may enroll in dual credit courses. All Dual Credit requirements apply.
  - e. All potential Dual Credit students that are enrolled in a Texas Public high school must pass the section of the TSI Assessment that is associated with the course they want to take. All potential Dual Credit students must meet TSI eligibility requirements. Minimum passing scores for the new statewide TSI Assessment are:

Mathematics — 350

Reading — 351

Writing — Essay Score of 5 or Essay Score of 4 combined with a Multiple Choice Score of 363

Specific information on testing exemptions based on scores from STARR, ACT, SAT, PLAN and PSAT can be found on the admissions/dual credit web page of NCTC. Students registering for dual credit must submit proof of Meningitis immunization. The vaccination is required for all dual credit students that attend classes on the NCTC campus and online classes. Presently, students registering for courses offered on their high school campus are not required to submit proof of meningitis immunization.

3. **Individual Approval:** This method of admission may be selected by non-high school graduates. Students admitted through individual approval must sign a waiver stating that they understand they will be ineligible for financial aid without a GED or high school diploma. In addition there are certain programs that require a GED or high school diploma. It is the student's responsibility to check the requirements for the program to which they are applying.
4. **Special Admission:** Special Admissions refers to Sophomores who wish to apply through a special admit process. They must pass all portions of the TSI Assessment, submit an official high school transcript or notarized home or private school academic record to date, along with written approval from their high school principal and/or counselor. Collegiate Academy Special Admissions refers to partnerships between NCTC and designated schools. These students must meet the Admission requirements for this program as agreed upon with the following partnered schools: Gainesville, Lake Dallas and Steele Accelerated High Schools.
  - a. **Early Admissions :** Early Admissions refers to students who have successfully completed their junior year of high school. Students must submit an official high school transcript or notarized home or private school academic record to date, along with written approval from their high school principal or counselor. Students must also meet requirements for TSI. Students can choose Early Admissions or Dual credit, but cannot be in both programs at the same time. (See Dual Credit below for more information regarding the TSI requirements).
5. **College Transfer:** Students previously enrolled at another accredited institution of higher education are eligible for admission. Credit will be awarded for prior course work according to the following conditions:

- a. Transfer applicants are considered for admission to North Central Texas College first on the basis of having received sufficient credit to demonstrate ability to make satisfactory progress.
  - b. Official transcript(s) reflecting all work taken from all regionally accredited institutions of higher education, as well as placement scores or TSI status, MUST be on file in the NCTC Office of Admissions and Registrar by the official day of record of the student's first semester. If transcripts are not received by this time, then there will be an academic hold placed on the student's account.
  - c. Students with credit from non-regionally accredited institutions of higher education should submit an official transcript with course descriptions, learning outcomes and faculty credentials to the Office of Admissions and Registrar for instructional review. The official transcript from institutions not regionally accredited only need to be submitted if a transcript evaluation for equivalent courses is needed.
  - d. Credit for courses equivalent to those listed in the NCTC catalog will be given for credit earned at a regionally accredited institution of higher education. Students need to turn in a "Transcript Evaluation" form to the Admissions Office.
  - e. Credit for equivalent courses will be awarded, according to the previously mentioned procedure, for courses that are specific to the student's degree program. A minimum of 18 semester hours must be taken in residence before a degree can be awarded by North Central Texas College.
  - f. Official course descriptions from out-of-state colleges previously attended may be needed to determine transfer credit.
  - g. The Office of Admissions & Registrar determines the total number of semester hours as well as grade points to be transferred. Students who complete the "Transcript Evaluation" form will be informed of their transfer credit four to six weeks after submitting the request. Student's transcripts may be evaluated administratively for financial aid purposes.
  - h. All courses attempted on an official transcript will be considered as part of the academic history subject to evaluation. Grades of "D" may not meet degree requirements based on departmental requirements.
  - i. PE courses may be waived for military service or for medical reasons. Required documentation include the student's DD214 indicating six months of active duty or a written statement from a physician.
  - j. Credit will be evaluated for military courses and/or experiences based upon the evaluation recommendations as outlined in the American Council on Education Guide to the Evaluation of Educational Experiences in the Armed Services manual.
6. **Readmission:** Students wishing to return after a break of enrollment for two long semesters must reapply through the Office of Admissions and Registrar. Applicants who have attended any other institution of higher education since last enrollment at NCTC must submit official transcripts from those institutions along with scores from a state-approved assessment by the official date of record. If transcripts are not received by this time, then there will be an academic hold placed on the student's account.

### Application for Admission

New students and former students who did not attend the previous two long semesters (fall and spring) must complete the admissions application. There are two ways in which a student may complete the application for admissions at North Central Texas College.

1. Applications may be submitted by using the online application at: [www.nctc.edu](http://www.nctc.edu) under the admissions link or by using the ApplyTexas Application at: [www.applytexas.org](http://www.applytexas.org).
2. Filling out a paper application that can be downloaded off the NCTC website or picked up at any NCTC campus.

Students should be aware that future enrollment will be restricted if all admission records and documents are not on file by the official date of record of the first semester enrolling, or returning to North Central Texas College. In addition, no transcripts will be issued until the student's file is complete.

### Admission to Health Science/Nursing Programs

All students must be granted admission to North Central Texas College prior to admission to special programs:

1. Students seeking admission to Health and Human Services programs (Emergency Medical Services, Fire Science, Radiological Technology, or Surgical Technology, Cosmetology) or Nursing programs (Associate Degree Nursing or Vocational Nursing) must apply for admission to the college and to the individual program.
2. The Health Science or Nursing program faculty will advise students of special pre-admission requirements to each program. The requirements vary but may include a mandatory advisement session, a pre-admission test, recommendations and immunization

and physical examination records. Refer to specific programs for additional requirements.

3. Applicants will be notified concerning their status with the individual program by the Health Science or Nursing program coordinator prior to the registration period in which the program starts.

### Other Regulations Affecting Admissions

A student on Suspension from another college or university (as noted on the student's official transcript), will be required to submit an Appeal to the Admissions office of NCTC in order to be eligible for enrollment. If approved for enrollment, this student will automatically be placed on Academic Probation status at NCTC, and therefore MUST earn a GPA of at least 2.0 in the first semester at NCTC in order to avoid moving to Academic Suspension status.

Any student falsifying registration information is subject to disciplinary action and dismissal.

All tuition and fees MUST be paid before registration is considered to be complete.

## International Students

### International Students

International students are highly valued by North Central Texas College, and the multicultural influence they bring to the student body promotes a holistic educational experience for all members of the college community. Information provided below is current as of the publication of this catalog. The United States Citizenship and Immigration Service and the Department of Education have developed policies and procedures for student and institutional compliance with national security measures originating in the Patriot Act of 2001.

Attn: International Admissions

North Central Texas College

Administration Bldg. Room 105B

1525 W. California Street

Gainesville, TX 76240

940-668-7731 ext. 4404

international@nctc.edu

### Practical Training

NCTC does not recommend international students for Curricular Practical Training or Optional Practical Training

## General Admission Requirements

### Students Applying from Outside the United States

**Application for Admission** - A paper application is recommended and can be downloaded from the admissions page of the NCTC website or obtained from International Admissions at international@nctc.edu. Permanent physical address must be provided on the application

**Passport** – Copy of photo ID page of valid passport

**Proof of Language Proficiency** - Evidence of proficiency in the English language is required and can be satisfied by submitting results from the Test of English as a Foreign Language (TOEFL) with a minimum score of 71 on the internet-based exam or 525 on the paper-based exam. NCTC code for score reporting purposes is 6245.

**Official Transcripts** – Students are required to submit official copies of complete academic records. All documents should be submitted in English and describe the course of instruction in terms of years spent in school, course subjects, and a description of the grading system. Out-of-country transcripts must be accompanied by a general evaluation completed by an accredited evaluation service which is a current member of NACES. A current membership roster may be found at the following link - [www.naces.org](http://www.naces.org)

**Financial Support Documentation** - Submit an original, notarized affidavit with supporting evidence dated within six months of the beginning of the semester for which the student is applying. Financial statements must indicate the sponsor has adequate funds readily available to cover all expenses, both educational and personal, the student might incur while studying at North Central Texas College. Contact NCTC International Admissions for most accurate financial information requirements.

**Health Records** – Students under 22 years of age must provide evidence they have received the bacterial meningitis vaccination within the past five years

**Guidelines Agreement** – Contact International Admissions regarding this form at international@nctc.edu

**Dependents** - Valid passport photo ID page required for any dependent who will accompany the student

**College 101/Orientation** – Student must complete orientation prior to the TSI Assessment exam

**TSI Assessment Exam** – Must complete all three components of the TSI Assessment exam or prove exemption to be eligible for enrollment in any core classes or degree program

### Specific Requirements For Students Applying from Outside the United States.

**Application for Admission** - A paper application is recommended and can be downloaded from the admissions page of the NCTC website or obtained from International Admissions at [international@nctc.edu](mailto:international@nctc.edu). Permanent physical address must be provided on the application

**Passport** – Copy of photo ID page of valid passport

**Proof of Language Proficiency** - Evidence of proficiency in the English language is required and can be satisfied by submitting results from the Test of English as a Foreign Language (TOEFL) with a minimum score of 71 on the internet-based exam or 525 on the paper-based exam. NCTC code for score reporting purposes is 6245.

**Official Transcripts** – Students are required to submit official copies of complete academic records. All documents should be submitted in English and describe the course of instruction in terms of years spent in school, course subjects, and a description of the grading system. Out-of-country transcripts must be accompanied by a general evaluation completed by an accredited evaluation service which is a current member of NACES. A current membership roster may be found at the following link - [www.naces.org](http://www.naces.org)

**Financial Support Documentation** - Submit an original, notarized affidavit with supporting evidence dated within six months of the beginning of the semester for which the student is applying. Financial statements must indicate the sponsor has adequate funds readily available to cover all expenses, both educational and personal, the student might incur while studying at North Central Texas College. Contact NCTC International Admissions for most accurate financial information requirements.

**Health Records** – Students under 22 years of age must provide evidence they have received the bacterial meningitis vaccination within the past five years

**Guidelines Agreement** – Contact International Admissions regarding this form at [international@nctc.edu](mailto:international@nctc.edu)

**Dependents** - Valid passport photo ID page required for any dependent who will accompany the student

**College 101/Orientation** – Student must complete orientation prior to the TSI Assessment exam

**TSI Assessment Exam** – Must complete all three components of the TSI Assessment exam or prove exemption to be eligible for enrollment in any core classes or degree program

### Specific Requirements For International Transfer Students

*NOTE: The Form I-20 will not be issued until all requirements have been satisfied.*

#### **Students Transferring from another U.S. College or University**

**Application for Admission** – A paper application is recommended and can be downloaded from the admissions page of the NCTC website or obtained from International Admissions at [international@nctc.edu](mailto:international@nctc.edu). Permanent physical address must be provided on the application

**Official Transcripts** – Students must submit official transcripts from all institutions attended. A minimum cumulative GPA 2.0 is required for admission

**Travel Documents** – Copy of photo page of valid passport, student visa, and all I-20s issued to student

**Transfer Clearance Form** – Must be completed by international advisor at current institution and indicate student is in status, has met all financial obligations, and is eligible for transfer. Contact NCTC International Advisor regarding this form at [international@nctc.edu](mailto:international@nctc.edu).

**Financial Support Documentation** - Submit an original, notarized affidavit with supporting evidence dated within six months of the beginning of the semester for which the student is applying. Financial statements must indicate the sponsor has adequate funds readily available to cover all expenses, both educational and personal, the student might incur while studying at North Central Texas College. Contact NCTC International Advisor for most accurate financial information requirements.

**Health Records** – Students under 22 years of age must provide evidence they have received the bacterial meningitis vaccination within the past five years

**Guidelines Agreement** – Contact International Admissions regarding this form at [international@nctc.edu](mailto:international@nctc.edu)

**College 101/Orientation** – Student must complete orientation prior to the TSI Assessment exam

**TSI Assessment Exam** – Must complete all three components of the TSI Assessment exam or prove exemption to be eligible for enrollment in any core classes or degree program

**Dependents** – Copy of photo ID page of passport, visa, and I-20 for any F-2 dependent

## Specific Requirements For International Students Applying for Concurrent Enrollment

### **Students Applying for Concurrent Enrollment**

**Application for Admission** - A paper application is recommended and can be downloaded from the admissions page of the NCTC website or obtained from International Admissions at [international@nctc.edu](mailto:international@nctc.edu). Permanent physical address must be provided on the application

**Official Transcripts** – Students must submit official transcripts from all institutions attended

**Concurrent Enrollment Approval** – Must receive approval from current International Advisor

**Travel Documents** – Copy of photo page of valid passport, student visa, and current I-20

**Health Records** – Students under 22 years of age must provide evidence they have received the bacterial meningitis vaccination within the past five years

**College 101/Orientation** – Student must complete orientation prior to the TSI Assessment exam

**TSI Assessment Exam** – Must complete all three components of the TSI Assessment exam or prove exemption to be eligible for enrollment in any core classes or degree program

Students applying to transfer from an ESL program or who hold a non-immigrant status other than F-1 are encouraged to contact International Admissions at [international@nctc.edu](mailto:international@nctc.edu) for information pertaining to our admission policies and any additional requirements

## Specific Requirements: Temporary And Permanent Resident Aliens

### **Temporary and Permanent Resident Aliens**

Temporary and Permanent Resident Aliens seeking admission to North Central Texas College must present their resident alien card (green card) at the time of admission. Some visa holders may be eligible to pay resident tuition. Please contact the International Admissions Office at [international@nctc.edu](mailto:international@nctc.edu) for further information.

### **Student Correspondence Policy (Student email)**

Email will be the preferred method for official correspondence with accepted and currently enrolled students and the College will maintain a reasonable expectation that electronic correspondence will be received and read in a timely manner.

North Central Texas College will use various and appropriate media and delivery methods for

communication and corresponding with prospective, accepted and currently enrolled students. These may include but are not limited to electronic mail (email), web site and portal announcements, conventional mail delivery, paper documents and publications, and campus postings.

All accepted and currently enrolled students will be assigned an official NCTC email address by the Information Technology Department. This address will be communicated to the student along with their acceptance letter from NCTC. This is the official student email address to which NCTC will send all official email communications.

### **Social Networking Policy**

If you maintain social networking sites such as Facebook, MySpace, etc. you are responsible for keeping personal sites appropriate.

Students are encouraged to refrain from posting physical threats or derogatory comments about students, coaches, faculty, staff or the NCTC administration. Threats of physical violence are a violation of NCTC board policy FLB-Student Conduct. Violators may be reported to the police. Students found to be in violation of the policy or face disciplinary action.

### **Technical Support**

The research, development and maintaining for technical support will reside with the NCTC Information Technology Department. Technical support will be delivered through appropriate and various means as determined by the IT department.

## On-Line Registration

*Eligible* students may register for all NCTC courses via the online registration system available through MyNCTC. Students will receive their MyNCTC network username and password when they are first admitted to the college. This is the system all students use to access online registration, as well as:

- View/print unofficial transcripts
- View/print class schedule
- Review admissions file and/or account holds
- Print degree audit/degree shop
- Check final grades at the end of each semester
- Verify and accept Financial Aid awards

### **Who is eligible to register online through MyNCTC?**

- Students who have met Admissions requirements, including advising for first-time college students

- Students who are enrolled in an Associate's degree program

#### Who Is NOT eligible to register On-Line?

- Students who are enrolled in a certificate program
- Students currently on an Academic Suspension Appeal

#### Who MUST see an advisor prior to registering On-Line?

NCTC feels that ALL students benefit from Academic Advising; however, you have the opportunity to “self-enroll”- if you meet the eligibility criteria under “Who is eligible to register online through MyNCTC?” above. Otherwise:

Students MUST see an advisor before they are allowed to register on-line if they are:

- First-time college students (including students who were previously Dual Credit students but are now at NCTC as full or part-time student)
- Students who are not TSI (Texas Success Initiative) complete in one or more areas (see next section for description of TSI requirements)
- Students who are enrolled in a certificate program
- Students who need to have transfer credits applied from another institution
- Students on Academic or Financial Aid Suspension (if appeal has been submitted and approved)

## Academic Advising

Academic advising is an essential element of NCTC's commitment to ensuring that students take the proper courses, in the proper sequence, to meet their educational objectives. NCTC counselors and advisors provide academic advising services for new, current, and potential students.

All students should request to have a Degree Audit saved in MyNCTC by an advisor or counselor. Degree audits are extremely important because they show both students and advisors exactly what courses still need to be taken for students to achieve their educational goals. (Note that transcripts from all previously attended colleges/universities must be submitted to the Admissions Office along with a Transcript Evaluation Form in order for transfer work to be applied and an accurate Degree Audit saved.) Transcript Evaluation Forms should be submitted well in advance of an appointment with an advisor to allow time for processing. Students who qualify

for online registration and who have completed college-level coursework already are not required to see an advisor, but it is recommended for students who have questions or need information about important issues regarding transferring, college majors, graduation requirements, etc. Students who wish to get a better idea of what major to choose and/or what courses to take should go to the Counseling and Testing Center to speak with an advisor or counselor or call one of the campus office locations:

Corinth Counseling and Testing Center (940) 498-6499

Gainesville Counseling and Testing Center (940) 668-4216

Flower Mound Counseling and Testing Center (972) 899-8412

Bowie Counseling and Testing Center (940) 872-4002, ext. 5212

Graham Counseling and Testing Center (940) 521-7120

**Academic Fresh Start:** Students applying to the institution or to a specific program (e.g., LVN, ADN, Paramedicine, etc.) may choose to invoke Academic Fresh Start. Academic Fresh Start permits course work that is at least 10 years old to be ignored for application purposes and determination of grade point average (GPA). The student must complete the Request for Academic Fresh Start form available in the Registrar's Office at the time of admission. Although grades on a student's NCTC transcript are not altered, the cumulative hours earned and cumulative GPA are set to 0 and an explanatory note is added. Academic Fresh Start applies to all course work in a given semester, regardless of the grades earned, and semesters chosen must be consecutive.

**Auditing a Course :** When space is available in a specific course and registration for credit students prior to a given semester has ended, persons who are 55 years or older wishing to audit a course may do so by contacting the instructor of the course within the course specific department. After the course begins, student's audit status may not change. When auditing, students take a course without receiving official credit for the course from North Central Texas College. All documentation/requirements are arranged between the audit student and the instructor of the course.

## Texas Success Initiative (TSI)

The Texas Education Code, Section 51.403(e), authorizes the Texas Higher Education Coordinating Board to establish guidelines and reporting requirements. The purpose of Chapter 4, Subchapter C, is to implement the Texas Success Initiative for Texas public institutions of higher education. This includes assessing the academic skills of each entering undergraduate student prior to enrollment of the student. Students must be deemed “college ready” before proceeding to college-level course work.

It is the intent of the Texas Higher Education Coordinating Board that Texas public institutions of higher education use the flexibility and responsibility granted under these rules to improve individualized programs to ensure the success of students in higher education.

The following students are exempt from TSI:

- Students who have graduated with an Associate's degree or higher from an accredited institution within the U.S.
- Students who earned a degree outside the U.S. must submit transcripts accompanied by a general evaluation completed by an accredited service. The evaluation must verify their degree to be the equivalent of an associate degree or higher earned at an accredited institution within the U.S. A list of accredited evaluation services may be found at the following link - [www.naces.org/members.htm](http://www.naces.org/members.htm).
- Any student wishing to enroll in a certificate program. Such "Level One" certificates are programs of one year or less that require at least 15 but no more than 42 semester credit hours.
- Students who are serving on active duty as a member of the U.S. armed forces, or serve as a member of a reserve component of the U.S. armed forces, or National Guard for at least three years preceding enrollment. All TSI rules apply when the student is discharged from the military.
- Students who were honorably discharged, released or retired from active duty as a member of the U.S. armed forces, the Texas National Guard, on or after August 1, 1990.
- Students who transfer from private or out-of-state institutions may use transferred courses for which college credit is earned in the areas of Reading, Mathematics, and Writing. List of equivalent NCTC courses are listed in the Transfer section.
- Students with the following scores: (Partial Exemptions available on tests taken on or after April 2004)

ACT – Composite score of 23; at least 19 on both English and/or Math portions. Note that scores must have been earned in one sitting within the past five years.

SAT – Combined score of 1070; at least 500 on critical reading and/or 500 on math for tests taken after April 1995. Note that scores must have been earned in one sitting. Other scores apply to SAT tests taken before April 1995.

TAKS - For a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards of the Eleventh grade Texas Assessment of Knowledge and Skills (TAKS) may be exempted for the corresponding section: minimum scale score of 2200 on the mathematics section, minimum scale

score of 2200 on the English Language Arts section with a writing subsection score of 3.

STAAR End-Of-Course (EOC): (End of Course Exam) English III – taken during 11<sup>th</sup> grade year, score of 2000 on Reading and 2000 on Writing, or 4000 if score is combined; EOC Algebra II – taken during 11<sup>th</sup> grade year, scores of 4000.

\*These rules are subject to change by the Texas Legislature.

An accepted TSI placement test is also required of all dual credit/early admission students from area high schools unless they are exempt.

### Minimum Passing Standards

The following minimum passing standards shall be used by NCTC to determine a student's readiness to enroll in freshman-level academic coursework. The following assessments may be used for TSI purposes when on an official college transcript with coursework prior to Fall 2013:

**ASSET** : Reading Skills – 41; College Algebra – 46; Writing Skills (objective) – 40; and Written Essay – 6.

**COMPASS** : Reading Skills— 81; Algebra – 60; Writing Skills (objective) – 59 if Essay score 5 or higher; and Written Essay – 6.

**ACCUPLACER** : Reading Comprehension – 78; Elementary Algebra – 64; Sentence Skills– 80; and Written Essay – 6.

**THEA** : Reading – 230; Mathematics – 270; Writing – 220.

The minimum passing standard for the written essay portion of ASSET, COMPASS, ACCUPLACER, or THEA is a score of 6. However, an essay with a score of 5 will meet this standard if the student meets the objective writing test standard.

### New statewide TSI Assessment:

Mathematics — 350

Reading — 351

Writing — Essay Score of 5 or Essay Score of 4 combined with a Multiple Choice Score of 363

It is important to note that alternative test scores (ASSET, COMPASS, THEA and ACCUPLACER) will not be used by NCTC unless the scores are submitted on an official transcript. The TSI Assessment must be submitted on an official transcript or in a sealed envelope from the institution's testing facility. Students who do not meet minimum passing standards for any section of the TSI Assessment or other alternative test will be required to enroll in remediation for that area. If a student's TSI Assessment test or other alternative test scores place the student in the first level of any College Preparatory Course (ENGL0300, READ0300, MATH0303), the student **MUST** enroll in a College preparatory Course AND EDUC1300 or PSYC1300, Learning Frameworks. Students who drop or fail EDUC/PSYC1300 will receive an academic hold on their record and must enroll in the class the next time they register to take classes at NCTC.

Students are required to enroll in at least one area of remediation each semester until all remediation has been completed. Regular and punctual attendance is expected of all students in all developmental classes for which they have registered. There are **NO** excused absences. After **THREE** hours of absenteeism, a student may be warned and referred to the Director of College Preparatory Studies. After **SIX** hours of absenteeism, a student may be dropped from his/her College Preparatory class. If the student is dropped from the only College Preparatory class in which he/she is enrolled, the student may be **DROPPED** from all remaining courses for that semester. Students must complete all required courses in a College Preparatory area with a "C or better" before proceeding to college-level course work in that area. (Example - If a student's scores place him/her in Beginning Algebra, that student must be continuously enrolled in a College Preparatory math course each semester until he/she completes the College Preparatory sequence in math). However, students may choose to enroll in more than one College Preparatory area each semester. (NOTE: It is **STRONGLY** encouraged that students who fail the Reading section of any test begin by enrolling in College Preparatory Reading courses.)

If students so choose, they may retest at any point during the semester for which they are enrolled, in order to possibly place out of their current level of remediation. They will then be eligible to proceed to the next level of course work the following semester in the areas for which they receive a higher score. Students interested in retesting either before or during the semester should contact the Counseling and Testing Office at their campus to schedule a retest (for a fee).

## Transfer Students

Students who have completed coursework in the following subject areas from an accredited institution, meeting NCTC's transfer work requirements, will be partially or completely exempt from placement/TSI assessment testing.

### Writing

ENGL1301 Composition I

ENGL1302 Composition II

### Reading

HIST1301 US History to 1865

HIST1302 US History from 1865

HIST12301 Texas History

Any sophomore-level Literature

PSYC2301 Introduction to General Psychology

PSYC2314 Lifespan Growth & Development

GOVT2301, 2306 American, State & Local Government

GOVT2302, 2305 American National Government

PHIL1301 Introduction to Philosophy

PHIL2303 Introduction to Logic

PHIL2306 Introduction to Ethics

SOCI1301 Intro to Sociology

SOCI1306 Contemp Social Prob

### Math

MATH1314 College Algebra

MATH1316 Plane Trigonometry

MATH1332 Math for Liberal Arts

MATH1342 Elementary Statistics

MATH2412 Pre-Calculus (or any sophomore-level Calculus course)

## General Notes Regarding the Texas Success Initiative (TSI)

### Placement Testing

The NCTC Counseling and Testing Office offers the statewide TSI Assessment test for those students who are not TSI exempt and are required to have placement testing. An appointment to take the TSI Assessment may be made by contacting the Counseling and Testing Office at your preferred campus. Current TSI Assessment testing fees are \$25 for all sections, or \$10 per section. The statewide TSI Assessment is computer based, and results will be available immediately upon completion of all required sections.

Students who do not pass/meet minimum standards/passing scores in one or more sections of the TSI Assessment test will be prohibited from enrolling in the following courses:

**READING:** passing score required to enroll in HIST 1301, HIST 1302, HIST2301, GOVT 2305, GOVT 2306, PHIL1301, PHIL 2303, PHIL2306, PSYC 2301, PSYC2314, SOCI1301, SOCI1306, and any sophomore level Literature course.

**WRITING:** passing score required to enroll in ENGL 1301 and ENGL 1302

**MATH:** NCTC minimum passing score required to enroll in ANY college-level Math.

## College 101/New Student Orientation Policy

College 101/New Student Orientation is **REQUIRED** for all **first-time NCTC** students, including students who were previously enrolled in Dual Credit courses. The Goal of College 101 is to equip new students with information about college-level expectations, and knowledge of the NCTC resources available to them which can help them have a more successful college experience. College 101 may be completed online at [www.nctc.edu](http://www.nctc.edu) at any point during the year, OR new students can attend an in-person College 101 session at any NCTC campus prior to the start of the Fall and Spring semesters. To find out about the in-person College 101 schedule offered at your preferred campus, please contact an office listed below:

Corinth Counseling and Testing Center (940) 498-6499

Gainesville Counseling and Testing Center (940) 668-4216

Flower Mound Counseling and Testing Center (972) 899-8412

Bowie Counseling and Testing Center (940) 872-4002, ext. 5212

Graham Counseling and Testing Center (940) 521-0720

## Advanced Placement and Credit by Examination/Experience

NCTC awards credit on the basis of local and national examinations, prior military experience, and professional certifications, subject to general limitations. A maximum of 18 semester hours of credit earned by examination—College Board Advanced Placement Program (AP), College Level Examination Program (CLEP) Subject Examinations, USAFI, and professional certifications—may be applied toward the award of a degree or certificate at NCTC.

Courses completed in the Armed Forces and will be evaluated and credit will be awarded based on the recommendation in ACE (American Council on Education) Guide to Evaluation of Educational experiences in the Armed Services. Such credit is not included in determining grade point averages and has the following restrictions:

1. May not be used to reduce the 18 semester hours required in residence for any degree or certificate;
2. May not be earned in any course the student is enrolled in after the official date of record or has previously attempted (W or F grades) or completed;
3. State laws specifies that the degree requirement of 6 semester hours in American history and 6 semester hours in Government may not be reduced below 3 semester hours in each area by examination credit.
4. Credit is awarded only in areas offered within the current curriculum of NCTC, and is appropriately related to the student's educational program;
5. Students utilizing AP credit are required to do so by submitting AP test score reports to the NCTC Admissions Office. If minimum AP test scores are met, the applicable course credit will be applied to an NCTC transcript.

Advanced placement and credit by examination/experience may be offered for the following:

1. Student who have served on active duty in the military service of the United States for a period of at least six (6) months and who have been honorably discharged or released, as verified by the DD214, will receive four (4) semester hours of credit for physical activity courses. Personnel on active duty with at least six (6) months in the military service may also receive this credit by presenting a certified letter from their commanding officer attesting to their period of active service.

2. Partial degree requirements may be waived for industry certifications such as A+, Linux+, Network+, Security+, CCNA, or similar certifications issued by a qualified authority (COMPTIA, Microsoft, Cisco, etc.). The appropriate Program Coordinator will maintain a list of the appropriate equivalent NCTC courses.

Professional certifications must meet current industry standards, be equivalent to the current college course that is requested, and have the appropriate number of classroom training hours required of the college course. Documentation must include a syllabus or other documents that specify topics taught, learning outcomes, and the number of clock hours required for the certification. Credit will be granted only for documented learning that demonstrates achievement of all outcomes for specific courses in an approved degree program. Program faculty will conduct evaluations of all requests and make recommendations for the amount of credit to be awarded. Recommendations will be forwarded to the Vice President of Instruction for final approval.

All student requests for CLEP examinations must be made prior to registration into the class for which credit is being requested. Once a course is attempted (even if the course is withdrawn from the student's schedule, no credit by industry certification or by CLEP examinations will be allowed.

For new students, credit will be recorded at the end of their first semester of enrollment in which they earn credits through regular scheduled classes. Returning students will have their credit recorded as soon as official score reports are available. Students wishing to use test results for courses that are prerequisite to courses they wish to take are responsible for having official examination scores sent to the college in time to be processed by the Admissions office.

NCTC sets the scores required for credit and the particular courses that may be challenged to receive credit. Testing and posting fees may be charged.

**NCTC Credit for AP Examination**

EXAM	E	COURSE NAME	COURSE NUMBER	IT HOURS
History of Art	3, 4, or 5	Art History I & II	ARTS 1303, 1304	6
Biology	3, 4, or 5	General Biology	BIOL 1408	4
Chemistry	3, 4, or 5	General Chemistry I & II	CHEM 1411, 1412	8
Computer Science	3, 4, or 5	Business Computer Applications	BCIS 1305	3
Macroeconomics	3, 4, or 5	Principles of Macroeconomics	ECON 2301	3
Microeconomics	3, 4, or 5	Principles of Microeconomics	ECON 2302	3
Engl-Lang & Comp	3 or 4	Composition I	ENGL 1301	3
Engl-Lang & Comp	5	Composition I & Composition II	ENGL 1301 & ENGL 1302	6
French Language	3, 4, or 5	Elementary French	FREN 1411, 1412	8
German Language	3, 4, or 5	Elementary German	GERM 1411, 1412	8
Govt & US Politics	3, 4, or 5	American National Govt	GOVT 2305	3
History - US	3, 4, or 5	US History to 1865	HIST 1301	3
History - US	3, 4, or 5	US History from 1865	HIST 1302	3
Statistics	3, 4, or 5	Elementary Statistics	MATH 1342	3
Math-Calculus AB	3, 4, or 5	Calculus I	MATH 2413	4
Math-	3, 4, or 5	Calculus II	MATH	4

AP      SCOR    NCTC      COURS    CRED

Calculus BC	5		2414		Spanish Lang	3, 4, or 5	Elementary Spanish I & II	SPAN 1411,1412	8
Music Theory	3, 4, or 5	Music Theory I & II	MUSI 1311, 1312	6	Physics B	3, 4, or 5	General Physics I & II	PHYS 1401, 1402	8
Psychology	3, 4, or 5	Intro to General Psychology	PSYC 2301	3					

### Credit for CLEP, Advanced High School Credit and International Baccalaureate Diploma Completers

The International Baccalaureate Diploma is an international program of courses and exams offered at the high school level. In keeping with Senate Bill 111 passed in 2005, NCTC will grant (CR) credit for IB exams with certain required scores beginning Fall of 2006.

Texas institutions of higher education must award 24 hours of course specific college credit in subject appropriate areas on all IB exams scores of 4 or above as long as the incoming freshmen have earned an IB diploma. However, course credit does not have to be awarded on any IB exams where the score received is a 3 or less. This may mean that such students will not receive 24 hours of college credit, even if they have an IB diploma.

Students must submit an official transcript of IBD test results to the Office of Student Services at least two weeks prior to the first day of classes for transcript evaluation and advising. The student will be notified by the designated admissions officer of specific course credit for which the student is eligible upon completion of the IBD transcript evaluation. All IB students must show proof of meeting the Texas Success Initiative (TSI) requirements prior to their initial enrollment at North Central Texas College.

NCTC will not award a diploma based solely upon the number of IBD credits transferred in toward a degree requirement. NCTC and SACS (Southern Association of Colleges and Schools/Commission on Colleges) policies require students to take 25% of credit hours through NCTC instruction for graduation purposes.

Students bringing in an IB transcript for credit evaluation should consider the total number of qualifying credits to be awarded. Additional hours above the required amount to graduate may have an adverse impact on students' financial aid or other grant programs. In addition, no Texas public university or college shall be required to accept in transfer or toward a degree program more than sixty-six (66) semester credit hours of lower division academic credit.

### NCTC Credit for CLEP Examination

CLEP EXAM	NCTC REQUIRED SCORE	AMOUNT OF CREDIT GRANTED	EQUIVALENT SCORE
American Literature	50	6	ENGL 2327,2328
College Composition Modular	50	6	ENGL 1301,1302
English Literature	50	6	ENGL 2322,2323
College Algebra	50	3	MATH 1314
Biology	50	4	BIOL 1408
Chemistry	50	4	CHEM 1411
Calculus	N/C	N/C	N/C
College Mathematics	50	3	MATH 1332
Precalculus	50	3	MATH2412
Foreign Languages			

French, Level I	50	8	FREN 1411,1412
French, Level II	59	14	FREN 1411,1412,2311,2312
German, Level I	50	8	GERM 1411,1412
German, Level II	60	14	GERM 1411,1412,2311,2312
Spanish, Level I	50	8	SPAN 1411,1412
Spanish, Level II	63	14	SPAN 1411,1412,2311,2312
<b>History &amp; Social Sciences</b>			
History of US to 1877	50	3	HIST 1301
History of US from 1877	50	3	HIST 1302
Human Growth & Development	50	3	PSYC 2314
Macroeconomics, Principles of	50	3	ECON 2301
Microeconomics, Principles of	50	3	ECON 2302
Psychology, Introduction	50	3	PSYC 2301
Sociology, Introduction	50	3	SOCI 1301
Western Civilization I	50	3	HIST 2321
Western Civilization II	50	3	HIST 2322
<b>Business</b>			
Info Sys & Comp Appl	50	3	BCIS 1305
Management, Principles of	50	3	BMGT 1303
Marketing, Principles of	50	3	MRKG 1311

**NCTC Credit for IBD Examination**

<b>IB EXAMINATION</b>	<b>SCORE</b>	<b>NCTC COURSE</b>	<b>CREDIT HOURS</b>
<b>BIOLOGY (SL)</b>	4, 5, 6 or 7	No credit given at this time, pending further consideration	0
<b>BIOLOGY (HL)</b>	4, 5, 6 or 7	No credit given at this time, pending further consideration	0
<b>BUSINESS &amp; MANAGEMENT</b>	4, 5, 6 or 7	BMGT 1327	3
<b>CHEMISTRY (SL)</b>	4, 5, 6 or 7	CHEM 1411	4
<b>CHEMISTRY (HL)</b>	4, 5, 6 or	CHEM 1411 & 1412	8

	7		
<b>COMPUTER SCIENCE</b>	4, 5, 6 or 7	BCIS 1305	3
<b>ECONOMICS (SL)</b>	4, 5, 6 or 7	ECON 2301 & 2302	6
<b>ECONOMICS (HL)</b>	4, 5, 6 or 7	ECON 2301 & 2302	6
<b>ENGLISH (SL)</b>			
Language A1 or A2	4, 5, 6 or 7	ENGL 1301 & 1302	6
<b>ENGLISH (HL)</b>			
Language A1 or A2	4, 5, 6 or 7	ENGL 1301 & 1302	6
<b>HISTORY OF THE AMERICAS (HL)</b>	4, 5, 6 or 7	HIST 1301 & 1302	6
<b>MATHEMATICS (HL)</b>			
Mathematics (HL)	4, 5, 6 or 7	MATH 1314 & 1316	6
Mathematics with Further Mathematics	4, 5, 6 or 7	MATH 1314, 1316 & 1342	9
Mathematical Methods	4, 5, 6 or 7	MATH 2413	4
Mathematical Studies	4, 5, 6 or 7	MATH 1324	3
<b>MODERN LANGUAGES</b>			
Language A1 or A2 (SL)			
French	4, 5, 6 or 7	FREN 1411 & 1412	8
German	4, 5, 6 or 7	No credit given at this time.	0
Portuguese	4, 5, 6 or 7	No credit given at this time.	0
Russian	4, 5, 6 or 7	No credit given at this time.	0
Spanish	4, 5, 6 or 7	SPAN 1411 & 1412	8
Language A1 or A2 (HL)			
French	4, 5, 6 or 7	FREN 1411, 1412, 2311 & 2312	14
German	4, 5, 6 or 7	No credit given at this time.	0
Portuguese	4, 5, 6 or	No credit given at this time.	0

	7		
Russian	4, 5, 6 or 7	No credit given at this time.	0
Spanish	4, 5, 6 or 7	SPAN 1411, 1412, 2311 & 2312	14
Language B (SL)			
French	4, 5, 6 or 7	FREN 1411 & 1412	8
German	4, 5, 6 or 7	No credit given at this time.	0
Portuguese	4, 5, 6 or 7	No credit given at this time.	0
Russian	4, 5, 6 or 7	No credit given at this time.	0
Spanish	4, 5, 6 or 7	SPAN 1411 & 1412	8
Language B (HL)			
French	4, 5, 6 or 7	FREN 1411, 1412, 2311 & 2312	14
German	4, 5, 6 or 7	No credit given at this time.	0
Portuguese	4, 5, 6 or 7	No credit given at this time.	0
Spanish	4, 5, 6 or 7	No credit given at this time.	0
Language AB Initio			
French	4, 5, 6 or 7	FREN 1411	4
German	4, 5, 6 or 7	No credit given at this time.	0
Portuguese	4, 5, 6 or 7	No credit given at this time.	0
Russian	4, 5, 6 or 7	No credit given at this time.	0
Spanish	4, 5, 6 or 7	SPAN 1411	4
<b>MUSIC</b>	4, 5, 6 or 7	MUSI 1306 & 1311	6
<b>PHILOSOPHY</b>	4, 5, 6 or 7	PHIL 1301	3
<b>PHYSICS (SL)</b>	4, 5, 6 or 7	PHYS 1401	4
<b>PHYSICS (HL)</b>	4, 5, 6 or	PHYS 1401 & 1402	8

	7		
<b>PSYCHOLOGY</b>	4, 5, 6 or 7	PSYC 2301	3
<b>SOCIAL &amp; CULTURAL ANTHROPOLOGY</b>	4, 5, 6 or 7	ANTH 2351	3
<b>THEATRE ARTS</b>	4, 5, 6 or 7	DRAM 1310	3
<b>VISUAL ARTS</b>	4, 5, 6 or 7	ARTS 1301	3



## TUITION AND FEES

Just as providing easy access to quality education for all who desire it is a primary commitment of North Central Texas College, so is providing quality education at a reasonable cost. The following information will help students calculate their expenses at NCTC on a per-semester basis.

Students should read this information carefully and thoroughly to assure that they will be able to come up with a fairly accurate estimate of expenses. Students also should keep in mind that this amount will be an ESTIMATE, since there is no way to accurately forecast for each individual student such personal expenditures as those for entertainment, transportation, clothing, etc. Also, as will be explained below, some other expenses such as those for books and supplies, board, etc., will vary from student to student.

### Expense Categories

Basically, the cost of attending North Central Texas College for a regular long semester (fall or spring): is the sum of expenses in four categories: (1) tuition, (2) fees, (3) books and supplies and (4) room and board.

#### Credit Hour Tuition

The tuition charged for a course is based on two things: (1) the total number of credit hours for which you're enrolled, and (2) your permanent, legal place of residence (hometown).

First you need to understand clearly what is meant by the term "credit hours." When you register for a course, that course will be worth a certain number of hours of college credit for a semester. Most courses at NCTC are worth three (3) hours of credit; however, there are courses that are worth from one (1) all the way up to six (6) or more hours credit for a semester. You can tell easily how many hours of credit a particular course is worth by looking at the course identification number. The second digit in this four-digit number gives the semester-credit-hour value of the course. For example, the English course ENGL1301 is worth three (3) hours credit, and the French course FREN1411 is worth four (4) hours of credit. So, if you register for four three-hour courses and one four-hour course, you'll be enrolled for a total of sixteen (16) semester credit hours. *Your tuition, then, would be figured by multiplying the number of credit hours for which you're enrolled times a tuition rate which is determined according to your place of residence.*

#### Place of Residence

NCTC is a "public" institution which draws a major portion of its funding from the State of Texas. Therefore, your tuition rate will be higher if your permanent legal residence\* is not in Texas, lower if you're a resident of Texas (or Oklahoma – see below).

This means your tuition rate will depend upon which of the following three categories you fit into:

1. **In-District** : Residents of Cooke County and Graham ISD.
2. **In-State**: Residents of all Texas counties except Cooke, and residents of Oklahoma counties contiguous with Cooke who, due to a reciprocal agreement, pay the same tuition rate as Texas residents.
3. **Out-of-State** : In addition to residents of states other than Texas, this also includes "international students"—citizens of any country other than the United States.

#### Notice

Students will not be considered properly registered and will not be admitted to classes until all tuition and fees required by the College have been paid. These are payable in advance (at registration) at the beginning of each semester.

Students who are participating in one of the various financial aid programs should take special note of deadlines for application and submission of required materials. Lateness in making application and/or submitting all required information may require such students to pay tuition and fees personally at the time of registration, and they should be prepared to bear these expenses until their awards can be processed. (Refer to the separate section in this catalog on "Student Financial Aid".)

### Tuition and Fee Costs

Generally, the cost of enrolling at North Central Texas College for a regular long semester (Fall or Spring) will be the sum of four expense categories: (1) Tuition; (2) Fees; (3) Books & Supplies; and (4) Personal Living Expenses, including Transportation and Room/Board. No attempt is made to estimate this last category of expense because it varies so widely among individual students.

*\*Determination of a student's legal residence for purposes of establishing the appropriate tuition rates is made at the North Central Texas College Admission/Registrar Office. Questions or disputes regarding interpretation of these guidelines should be directed to this office. For*

additional information on rules and regulations determining residence status, visit [www.collegefortexans.com](http://www.collegefortexans.com) or the Texas Higher Education Coordinating Board Web site [www.thecb.state.tx.us](http://www.thecb.state.tx.us).

**IMPORTANT:** NCTC is a state-supported institution subject to state laws. Credit is extended for expenses owed to the college only under limited circumstances. All tuition, fees, dorm rent, and other elements of expense for attending NCTC are subject to change by the NCTC Board of Trustees.

**CORRECTION OF ERRORS:** Students are responsible for any additional amount due NCTC resulting from auditing and correction of records after registration fees have been paid — including all registration assessment errors, invalid third-party agreements, and failure to prove residence status.

**PAYMENT REQUIREMENT:** All tuition and fees are due the day you register and must be paid in full to complete the registration process. Any accounts unpaid may result in the cancellation of a student's registration and a requirement that the student re-register for classes. A Reinstatement Fee is charged when a student re-enrolls. Payment for any additional tuition and fees resulting from schedule revisions or class adds/drops is due at the time a change is made. Students will NOT be allowed to register after the last day of the add/drop period or late registration.

No matter how they sign up for their classes, most NCTC students can pay their tuition/fees ONLINE. This means they can:

- Avoid the possibility of long lines and delays;
- Pay at their convenience even on weekends and after regular hours — and pay in INSTALLMENTS.
- Pay with credit card or bank draft — save a trip to campus.

Just go to [www.nctc.edu](http://www.nctc.edu), click on “MyNCTC — navigate to the Student Dashboard-Account Info” (in list of links at left of page), then log in and follow the instructions to pay your tuition/fees online with your credit card or automatic bank draft. (Requires Student ID and Pin Number).

### Tuition/Fees Installment Payment Plan

To be eligible, students cannot for any reason be on “financial hold” or probation or suspension by the college. Visit the NCTC website at [www.nctc.edu](http://www.nctc.edu) and click on MyNCTC.

### Tuition and Fees

Tuition (Education Code 54.008) at North Central Texas College is based on a student's permanent legal place of residence. The three residency classifications are (1) In-District Resident (Cooke County or Graham ISD); (2) In-

State\*; and (3) Out-of-State Resident (including foreign countries). Students must complete a Residency Questionnaire Form and may also be required to furnish documentary proof (such as a valid Texas Driver's License) to prove resident status.

*\*In-State rate applies to residents of all Texas counties (except Cooke) and residents of Oklahoma counties contiguous with Cooke who, due to a reciprocal agreement, pay the same tuition rate as Texas residents.*

Fees charged at registration, in addition to tuition, consist of a General Use Fee of \$19.00 per semester hour (Education Code 54.0513 and 55.16); a Student Services Fee of \$1.00 per semester hour (Education Code 54.503) and Laboratory Fees (Education Code 54.501) when applicable —see below).

### TUITION RATES PER SEMESTER HOUR

See Summary Chart Below

#### ***In-District (Cooke County and Graham ISD) Residents***

Tuition	\$40.00
General Use Fee	\$19.00
Student Services Fee	\$1.00
Total per Semester Hour*	\$60.00

#### ***In-State Texas Residents:***

Tuition	\$82.00
General Use Fee	\$19.00
Student Services Fee	\$1.00
Total per Semester Hour*	\$102.00

#### ***Out-of-State (except some Oklahoma) Residents:***

Tuition	\$139.00
General Use Fee	\$19.00
Student Services Fee	\$1.00
Total per Semester Hour*	\$159.00

*\*Exclusive of Laboratory Fee and other costs - see below.*

### FOR YOUR CONVENIENCE

Estimated Tuition and Fees Schedule — Fall 2014

Does not include lab fees, malpractice insurance, or special fees.

Sem. Credit Hours	In-District (Cooke County)	In-State (Denton County) (Montague County)	Out of State
1	\$60.00	\$102.00	\$159.00
2	120.00	204.00	318.00
3	180.00	306.00	477.00
4	240.00	408.00	636.00
5	300.00	510.00	795.00
6	360.00	612.00	954.00
7	420.00	714.00	1,113.00
8	480.00	816.00	1,272.00
9	540.00	918.00	1,431.00
10	600.00	1020.00	1,590.00
11	660.00	1,122.00	1,749.00
12	720.00	1,224.00	1,908.00
13	780.00	1,326.00	2,067.00
14	840.00	1,428.00	2,226.00
15	900.00	1,530.00	2,385.00
16	960.00	1,632.00	2,544.00
17	1020.00	1,734.00	2,703.00
18	1,080.00	1,836.00	2,862.00
19	1,140.00	1,938.00	3,021.00
20	1,200.00	2,040.00	3,180.00

**Distance Education Fee**

A \$50.00 per course distance education fee will be charged for each course in which a student enrolls that is offered on-line, hybrid or through the Virtual College of Texas.

An Online Course is one in which 80-100% of the subject matter is provided using technology via the Internet. A Hybrid Course is one in which 30-79% of the subject matter is provided using technology via the Internet but the student is required to attend labs and/or some classroom instruction.

**Virtual College of Texas**

Virtual College of Texas is a consortium of community colleges that supplies and/or hosts online instruction in which students from participating colleges may enroll by paying tuition to the host college for the course and having credit for that course granted by the host college. NCTC participates in the Virtual College of Texas as a host college and enrolls students only in courses that are part of the curriculum offered at NCTC. Credit is transcribed through NCTC for students who successfully complete a VCT course.

**Tuition for CEU Enrollment Option**

Students may opt to enroll in selected semester-credit-hour courses for Continuing Education Unit (CEU) rather than for conventional semester-hour credit. Tuition for these CEU courses is \$54 per credit hour.

1 semester hour class	\$54
2 semester hour class	\$108
3 semester hour class	\$162
4 semester hour class	\$216

*NOTE: Lab fees are charged IN ADDITION to rates above. All other deposits and fees are NOT applicable.*

**Dual Credit**

Dual Credit students attending high school in the College's service area (Cooke, Denton and Montague counties, and Graham ISD) will be charged at a reduced rate.

**Three Peat**

An additional \$60 per semester credit hour tuition will be charged to anyone taking a course more than two times at North Central Texas College.

(Effective November 22, 2005, the Texas Higher Education Coordinating Board (THECB) will not permit institutions to submit for formula funding any hours for a course that the student previously attempted for two or more times at the same institution, therefore this loss of revenue will be passed on to the user).

**Laboratory Fee**

Certain types of courses require that you sign up for both a lecture class AND a related laboratory class (for actual hands-on skills training, practice, experiments and practical application of what you learn in lecture). Many of these lab classes involve the use of special facilities, expensive equipment, costly materials, supplies, etc., and so for this reason, you may be charged an extra lab fee to help cover such costs. Lab fees for each class will be listed in the Schedule of Classes printed each semester. Courses that have a lab will be assessed a fee of \$5.00 for each 16 hours of laboratory time except for the following courses and others which may not be listed here. (See Schedule of Classes.)

Agriculture	\$10.00 to \$24.00
ADN Nursing	\$24.00
Anatomy & Physiology	\$24.00
Arts	\$24.00
Biology	\$24.00
Botany	\$24.00
Chemistry	\$24.00
Class Piano	\$10.00
CPR/First Aid	\$24.00
Computer Information Systems & Technology	\$24.00
Computer Science	\$24.00
Cosmetology	\$6.00
Drafting	\$24.00
Drama: Acting & Practicum	\$15.00
Equine	\$24.00
Farm & Ranch Management	\$10.00
French	\$24.00
Horticulture	\$24.00
Livestock Judging	\$10.00
Microbiology	\$24.00
Office Systems Technology	\$24.00
Paramedicine Lab	\$24.00
Physical Science	\$10.00
Physics	\$10.00 to \$15.00
Radiology	\$24.00
Spanish	\$24.00
Surgical Technology	\$24.00
Zoology	\$24.00
Vocational Nursing	\$24.00

#### Individualized Instruction Fees

Special fees are charged for certain specific courses as listed below:

Applied Lessons in Music (1 sem. hour)	\$75.00
Applied Lessons in Music (2 sem. hours)	\$150.00

Health Science/Nursing courses may require additional fees—payable at registration—for malpractice insurance, assessment tests and other unusual expenses. Other courses such as bowling, racquetball, horticulture and artificial insemination will require additional fees to be paid to the facilities in which the instruction is conducted.

#### Late Registration Fee

A \$30.00 fee is assessed for late registration. This is a non-refundable fee.

#### Reinstatement Fee

A \$50.00 fee is assessed for students who re-enroll in courses after being dropped for non-payment. This is a non-refundable fee and will be assessed each time a student re-enrolls.

#### DCTA Shuttle Fee

A DCTA (Denton County Transit Authority) shuttle fee of \$2.00 per semester credit hour (up to 12 hours) is assessed of college students (not dual credit) who attend classes at the Corinth Campus, Flower Mound Campus and Pinnell Square. Students can access any DCTA transportation by showing their NCTC ID card.

#### Books and Supplies

These costs depend entirely upon the specific courses a student takes. Book/materials costs vary widely from course to course; some are relatively inexpensive and some are not. Nursing students, for example, will pay higher prices for their highly technical books and related supplies (such as clinical uniforms) than a student taking mostly academic transfer courses such as English and History.

Books and supplies will probably cost a MINIMUM of \$35.00 per semester hour. Remember, however, that these costs may run considerably higher for certain specialized courses of study. Students needing a more accurate estimate of book costs, based on the specific courses they will take, should contact the Bookstore on campus.

**NOTE:** NCTC bookstores are operated by Follett Higher Education Group. All campuses (Gainesville, Corinth, Flower Mound, Bowie and Graham) are serviced online by the eFollett.com virtual store site. On-site bookstores are located on the Gainesville, Corinth and Flower Mound campuses. Please check the NCTC website at [www.nctc.edu](http://www.nctc.edu) and [www.efollett.com](http://www.efollett.com) for hours of operation and other pertinent information.

*"A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer." Texas Education Code Sec.51.9705*

## Room and Board

These costs are also difficult to forecast because they will vary according to WHERE the student will be living while going to NCTC. While not a major concern for students living at home, it will be a significant expense item for those who plan to live either in on-campus housing or somewhere off campus in a private house or apartment. For information about on-campus housing costs, refer to the section on "Charges for Room & Board" of this catalog.

In addition to room/board charges for students living on campus, a \$150 deposit is required, and about \$100 a month should adequately cover such miscellaneous personal expenses as laundry, toiletries, etc.

## Refund Schedule

For students who drop or withdraw from courses, NCTC will refund tuition and mandatory fees collected according to the following schedule. For faster access to funds, students are encouraged to use our Direct Deposit to MyNCTC debit cards. Note that for courses which meet on a regular schedule (i.e., specified days and times throughout a fall/spring semester or summer session), the term "class days" refers to the number of calendar days NCTC normally meets for classes, NOT the days a particular course meets. For "flexible entry" courses and others which meet on an unusual or irregular schedule, NCTC will exercise professional judgement in defining the term "class days" for refund purposes. Please note also that percentages given in the schedule below are to be applied to the tuition and mandatory fees collected for each course from which the student is withdrawing. Also, note that some fees are non-refundable and will not be calculated in these percentage refunds.

### Regular Spring/Fall Credit Classes:

A 100 percent refund will be made for courses dropped prior to the first class day of a semester. Otherwise:

During first 15 class days	70% Refund
During 16th–20th class days	25% Refund
After 20th class day	No Refund

### Regular Summer Sessions:

A 100 percent refund will be made for courses dropped prior to the first class day. Otherwise:

During first 5 class days	70% Refund
During 6th class day	25% Refund
After 6th class day	No Refund

### CEU Option Courses:

An 80% refund will be given for courses dropped prior to the first class meeting. Otherwise, no refund will be given.

*NOTE: North Central Texas College reserves the right to establish separate withdrawal refund schedules for any fees classified as "optional." NCTC will refund tuition and fees paid by a sponsor, donor or scholarship to the source rather than directly to the student who has withdrawn if the funds were made available through the College.*

*Any student who withdraws from the College after registration must obtain clearance from the Office of Admission/Registrar. No transcript of credit for work done will be given a student whose library, financial or other obligations to the College have not been cleared. Students dropped from classes for excessive absences by an official of the College are not entitled to a refund after the refund dates.*

### Flexible Entry and Non-Semester-Length Courses

A 100 percent refund will be made for courses dropped prior to the first class day. Otherwise, refunds will be made as follows:

Length of Class Term in Weeks	Last Day for 70% Refund	Last Day for 25% Refund
2 or less	2	—
3	3	4
4	4	5
5	5	6
6	5	7
7	7	9
8	8	10
9	9	11
10	9	12
11	10	14
12	12	15
13	13	16
14	13	17
15	14	19
16 or longer	15	20

### Military Withdrawal

If a student withdraws from NCTC because he/she is called into active military service, the College will—at the student's option:

1. Refund the tuition and fees paid by the student for the semester in which the student withdraws;
2. Grant a student (who is eligible under applicable college guidelines) an incomplete grade in all courses by designating “withdrawn–military” on the student’s transcript; or
3. As determined by the instructor, assign an appropriate final grade or credit to a student who has satisfactorily completed a substantial amount of course work and who has demonstrated sufficient mastery of the course material.

### Return of Title IV Aid

Federal Title IV financial aid recipients who completely withdraw from classes during any semester of attendance

## STUDENT SERVICES

The term “Student Services” at North Central Texas College refers collectively to the various student-related support functions carried out by several offices on campus under the administrative direction of the Vice-President of Student Services. These include:

at NCTC will be subject to a return of Title IV aid if the withdrawal occurs before 60% of the semester has been completed. **All students who owe Federal and/or NCTC funds will not be allowed to re-enroll at NCTC until the funds have been repaid.** Please contact the Office of Financial Aid for more information regarding this federal requirement.

### Pay Tuition and Fees in Full or Make Payment Arrangement Online

- The sooner you pay, the more options you have.
- Convenient — from any computer.
- Payments draft automatically from your bank account or credit card.

### You Can Select from the Following Payment Options:

- No down payment, 3 or 4 monthly payments.
- Down payment, 2 or 3 monthly payments.
- Pay in full online!

### Avoid the line . . . Pay online!

North Central Texas College lets you jump the payment line with a single mouse click. It’s EASIER and MORE CONVENIENT! You can even pay by INSTALLMENTS!

Sign up EARLY! The longer you wait, the fewer choices you have. Get the specifics — stop by or call the NCTC Business Office at your campus

Gainesville: 940-668-4200

Corinth: 940-498-6255

Flower Mound: 972-899-8403

Bowie: 940-872-4002

Graham: 940-521-0720

You can also get all the details by checking out the e-Cashier™ online — just log into MyNCTC and then navigate to the student dashboard at the right side of the page. Do it TODAY!

*NOTE: You may incur a nominal, non-refundable enrollment fee of \$30.00 (per semester) if you choose to pay your tuition and fees in installments. There is no additional charge to pay in full.*

- Office of Admissions & Registrar
- Counseling & Testing Center
- International Student Services

	<b>In District</b>	<b>Out of District</b>
• Office of Financial Aid		
• Veterans Services	In-State Tuition & Fees*	\$1,680.00      \$2,940.00
• Career and Transfer Services	Books & Supplies	1,410.00      1,410.00
• On-Campus Student Housing	Room & Board*	5,645.00
• On-Campus Student Dining	Transportation**	2,232.00      2,232.00
• Student Activities, Clubs & Organizations	Personal	1,665.00      1,665.00
	<b>TOTAL</b>	<b>\$12,632.00      \$13,892.00</b>

In addition, the Office of the Vice-President of Student Services handles matters related to campus parking and traffic regulations and disciplinary affairs.

Policies, procedures and regulations governing the conduct of students at North Central Texas College are outlined in the Student Handbook, which also contains general information related to student life at the College. Copies of the handbook are distributed at registration, and additional copies are available from the Office of the Vice-President of Student Services.

## Financial Aid

North Central Texas College administers a variety of programs for students who need assistance in financing their education. There are four basic financial aid programs available to students: grants, loans, work-study employment and scholarships. Each program is funded either through federal, state, institutional or local sources.

### Who Qualifies?

Except for most scholarship programs, eligibility for financial assistance at North Central Texas College is based almost exclusively upon demonstrated need. It is understood, however, that this need varies greatly from one individual to another. It is the student’s responsibility to inform the College of the need for financial assistance and to provide the information necessary to establish the individual student’s qualifications for such assistance. Financial Aid is not currently available through federal, state or NCTC resources for those students who enroll in non-credit or concurrent courses.

The following table is offered as an aid to students in comparing costs of attending North Central Texas College to personal financial resources. Although the prospective student should keep in mind that some figures are estimates, it is hoped that this information will be of assistance in determining relative financial need as it applies to the prospect of applying for financial aid at NCTC.

The costs outlined are based on enrollment for a regular academic year (Fall and Spring semesters) and a class load of 15 hours each semester.

*\*Out-of-state tuition & fees — \$4,650.00*

*\*\*Room & Board, Transportation based on off-campus figures.*

Financial aid is available for most students who have demonstrated need; it is not awarded until after the student has made application. Again, it is the student’s responsibility to inform the College of need and to supply information necessary to establish eligibility.

### Application and Eligibility

The NCTC Financial Aid Office encourages prospective college students to apply early for financial aid. FAFSA applications are available to complete as early as January of each year. FAFSA applications may be completed online at [www.fafsa.gov](http://www.fafsa.gov). The NCTC school code is 003558.

Parents and students should be aware that FAFSA applications are free to all students. Be wary of scams that require payment for the submission of a FAFSA application. FAFSA applications are processed by the U. S. Department of Education. Students are notified by email and/or regular mail as to the status of their financial aid application. Any additional documentation required to complete the financial aid process will be requested through the NCTC Financial Aid Office, also by email or regular mail. Eligibility for financial assistance is established by the data that students and parents input on their FAFSA application. All students who are eligible to receive Federal Financial Aid must be admitted to the college as regular degree-seeking students and show proof that they have graduated from an accredited high school or received a GED.

### Financial Aid Distribution

Financial aid is distributed to eligible applicants on a first come first serve basis. Awards may include a combination of federal and state aid depending on the financial needs of the student and the availability of funds.

Award amounts must be accepted by the student by going online to the MyNCTC student portal. Financial aid grant and loan awards will be applied toward the amounts owed for tuition, fees, and books. If a balance due remains,

students will be responsible for making payment at the NCTC Business Office before classes begin. Residual financial aid award amounts will be reimbursed to the student within the first thirty (30) days of class. First time students who are first time loan borrowers must wait thirty (30) days for their first loan disbursement. All refunds will be disbursed to the NCTC Student ID-debit Master card.

### Satisfactory Academic Progress Policy

Financial aid recipients are required by law to maintain satisfactory academic progress as defined by the College. Non-compliance results in disqualification for further financial aid assistance. Copies of the minimum standards of progress necessary to maintain eligibility are available from the NCTC Financial Aid Office or online at <http://www.nctc.edu/FinancialAidHome/SatisfactoryAcademicProgress.aspx>.

**Financial Aid Students must maintain Satisfactory Academic Progress towards an Associate's Degree or approved Certificate Program in order to receive Federal Title IV and/or State Financial Aid.** After each semester the academic records of all Financial Aid Students will be reviewed to determine if Satisfactory Academic Progress is being maintained. A student's entire academic record is reviewed including all credits earned at prior institutions even if Financial Aid was not used to earn these hours. All students, including transfer students, must submit transcripts from all prior colleges and have them evaluated by the end of the first semester of enrollment. Students without degree evaluations will not be eligible to receive aid for the following term. Title IV funds awarded are affected by this policy. The requirements for these standards are set by Federal regulations (34CFR 668.34).

**Good Standing:** a financial aid student is in good standing when they have

- Maintained at least a 2.0 cumulative grade point average (GPA) AND
- Completed 67% of all courses attempted AND
- Complete degree within the 150% timeframe. (i.e. an associate degree of 62 credit hours must be completed within 93 credit hours) Students entering the Suspension Appeal Process will be evaluated based on their Pace of Academic Progression. Pace of Academic Progression will be measured against the maximum timeframe allowable to complete the student's degree or certificate program. If it is determined that a student's rate of academic progression is not attainable, they will be placed on an Academic Plan. Students on an Academic Plan will be required to make sufficient

academic progress at the end of each payment period in order to maintain eligibility for Financial Aid.

### Repeated Coursework

The regulatory definition for full-time enrollment status for undergraduate students has been revised to allow a student to retake (one time only per previously passed course), any previously passed course. For this purpose, passed means any grade higher than an "F," regardless of any school or program policy requiring a higher qualitative grade or measure to have been considered to have passed the course. This retaken class may be counted towards a student's enrollment status and the student may be awarded Title IV aid for the enrollment status based on inclusion of the class.

### Student Loan Repayment

The NCTC Student Loan Default Policy states that students who are in default on a federal or state sponsored student loan will be placed on financial hold. Students on hold will not be allowed to enroll in classes or make requests for grades, transcripts, diplomas, certificates, etc. Persons wishing to override this policy are required to present written documentation from their servicer that they have entered into a satisfactory repayment plan. All transcripts, grades, and diplomas and/or certificates will be held until the default status is resolved.

### Application Deadlines

Students must apply for financial aid each academic year. Federal application deadlines are January 1 of the current year through June 30 of the following year. Priority deadlines may be set by each state or college. NCTC Financial Aid priority deadlines are as follows: June 1 - Fall registration, November 1 - Spring registration, April 1 - Summer registration. Students who do not meet these deadlines run the risk of paying out of pocket for tuition, fees, and books because of a late or incomplete financial aid application. Please note, to be considered complete, a FAFSA application must include any and all requested supporting documents as well as have been received and been processed no later than the priority deadlines mentioned above. Normal processing time for a FAFSA application is four to six weeks, beginning with the actual online submission to school file completion. Late or incomplete financial aid applications will be accepted and processed past the semester priority deadlines, but students must make arrangements to pay for the semester prior to school starting or at the time of actual registration.

**Financial Aid Late Awards** – Late awards will be processed and disbursed during the appropriate semester for students whose FAFSA applications are incomplete or late. Students whose applications are completed after semester exams will receive their awards and

disbursements during the next semester and after attendance has been verified. Financial Aid disbursements are based on student attendance as of the term census date.

**Summer Awards** – Financial aid for summer classes is generally limited to students with remaining grant or loan

eligibility and available need-based work study employment. NCTC considers the summer semester as part of the preceding award year and all summer sessions are considered as one semester for determining enrollment status, grant and loan eligibility.

### Programs Available

The chart below outlines the major financial aid programs available at North Central Texas College along with eligibility requirements and application procedures. Not all scholarship programs are listed, check with the Scholarship Office for information about other specialized scholarship programs.

#### Summary of Student Financial Assistance Programs Available at North Central Texas College

PROGRAM	DESCRIPTION	ELIGIBILITY	VALUE	TO APPLY
Federal PELL Grant	Available to eligible students with an established need. (Grant program)	Undergraduate & U.S. citizen or eligible non-citizen. Established financial need.	Up to \$5,645 per year paid	1. Complete the FAFSA (Free Application for Federal Student Aid) online at: <a href="http://www.fafsa.gov">www.fafsa.gov</a> 2. Check with the NCTC Financial Aid Office upon receipt of your Student Aid Report from the Department of Education. 3. Follow up with any other documentation that may be required.
Federal Supplemental Educational Opportunity Grant (FSEOG)	Reserved for students with EXCEPTIO NAL financial need. Priority given to Pell recipients	Undergraduate & U.S. citizen enrolled at least half-time, with minimal family contributions.	Approximately \$400	
Federal College Work-Study Program	Part-time employment (up to 19 hours weekly) on campus, need-based.	Enrolled at least half-time, U.S. citizen or eligible non-citizen.	\$8/hr	
Direct Loans: Subsidized, Unsubsidized and PLUS	Federal Loan Program	Must be enrolled at least half-time and amount awarded must not be over Cost of Attendance.		
Mary Josephine Cox Scholarship	Scholarship does not require	Cooke County resident under age 21,	Tuition/fees only, maximum \$100 per	Scholarship applications available at Gainesville Campus in the Financial Aid Office and NCTC Foundation Office. Corinth

NCTC Foundation Scholarships	Donors have established these scholarships that do not require repayment.	scholastic excellence, special competency in given field. Criteria for these scholarships are varied including academic achievement, certain residency, financial need, specific major, etc.	semester. Up to \$1,400 Average Scholarship \$600.	Campus in the Financial Aid Office. Bowie Campus in the Dean's Office. Online application: <a href="http://www.nctc.edu/Student_Services/FinAid/scholarships.html">http://www.nctc.edu/Student_Services/FinAid/scholarships.html</a> Deadlines: April 15 - Fall Semester October 15 - Spring Semester
"Best Seat in the House" Scholarships	Scholarships do not require repayment.	Students majoring in the Performing & Visual Arts.	Up to \$500.	
NCTC Foundation Scholarships	Leo & Mabel Scott Dual Credit Scholarships	Must be attending high school in the college's service area or Love County, Okla. Preference given to underprivileged.	\$200.	Scholarship applications available at Gainesville Campus in the Financial Aid Office and NCTC Foundation Office. Corinth Campus in the Financial Aid Office. Bowie Campus in the Dean's Office or with your high school counselor.
Friends of Agriculture Scholarship: "Taking Stock in Education"	Scholarships do not require repayment.	Enrolled full-time major in agriculture, equine science or related field; preference given to Cooke, Denton, Montague County residents.	\$500 per semester (Fall/Spring)	Scholarship applications available at Gainesville Campus with the Agriculture Dept. or in the NCTC Foundation Office. Deadline: April 1
NCTC Departmental Scholarships	Scholarships are available from various NCTC depts., including music,	Enrolled in the specific dept. at NCTC	Vary depending on program	Contact department chairs for the various departments.

drama,  
dance, art,  
athletics

*For more detailed information about these and other financial assistance programs, call or write:*

Office of Financial Aid – North Central Texas College

1525 W. California, Gainesville, TX 76240

(940)668-4242      (940)498-6294

North Central Texas College Foundation

1525 W. California, Gainesville, TX 76240

(940)668-4213

## Student Financial Aid - Return of Title IV Aid Policy

Students receiving federal financial aid such as Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Direct Student Loans, or the Federal Work-Study Program understands, agrees, and affirms that award monies will be used solely for expenses directly related to attendance or continued attendance at North Central Texas College. Federal financial aid is considered Federal Title IV Funds and follows the rules and guidelines set forth by the U.S. Department of Education.

Students who receive Federal Title IV funds are required to complete a minimum number of hours for which assistance was received. Students who withdraw or stop attending may no longer be eligible for the full amount of Title IV funds originally awarded. All students receiving Financial Aid who complete a Petition for Course withdrawal, whether online or in person, through the NCTC Registrar's Office, will be subject to a recalculation of their Title IV Aid. If the student completely withdraws from school during the semester, or quits attending but fails to officially withdraw, the student may be required to return the unearned part of the funds received to help pay educational expenses for the term. In addition, students who attend and subsequently withdraw before financial aid is disbursed may be eligible to receive a Post-Withdrawal Disbursement of Title IV Funds for the earned aid that was not received. All students who owe Federal and/or NCTC funds will not be allowed to re-enroll at NCTC or request an official transcript, until the funds have been repaid. Liability for the return of Federal Title IV funds will be determined according to the following guidelines:

1. If the student remains enrolled and attends class beyond the 60% mark of the semester in which aid is received, all federal aid is considered earned and not subject to this policy.
2. If the student completely withdraws from all classes prior to completing 60% of the semester, a pro-rated portion of the federal aid received must be returned to the federal aid programs based on the amount of time the student attended.
3. If the student does not officially withdraw from classes but quits attending all classes, a prorated portion of the federal aid received, based on the documented last date of attendance, must be returned to the federal programs. If the College is unable to document the last date of attendance, the school will assume the student only attended to the 50% mark of the semester and this date will be used to determine how much aid must be returned.
4. Return of Federal Title IV funds will be distributed according to statutory regulations. Worksheets

provided by the U.S. Department of Education will be used to determine the amounts and order of return. The student will be notified and will be allowed 45 days from the date of determination to return their share to the program accounts. If the student does not return the amount owed within 45 days, the amount of the overpayment will be reported to the U.S. Department of Education (DOE) via the National Student Loan Database (NSLDS) and the student will be referred to the DOE for resolution of the debt. Contact Financial Aid for questions and examples of this policy. North Central Texas College refunds unearned funds received from Federal student assistance programs in accordance with Federal Title IV student assistance regulations, with rules of the Texas Higher Education Coordinating Board, and the rules of the College's Board of Regents.

## Veteran Educational Benefit Service

Veteran Educational Benefit Service is handled by the Financial Aid Office.

NCTC Gainesville Campus (940) 668-4242  
NCTC Corinth Campus (940) 498-6294

If you have any questions, please do not hesitate to contact us. New students need to complete the following steps:

1. Fill out a VA application or VA change of program if you have previously attended another institution
2. Fill out a NCTC-VA general information sheet
3. Fill out a NCTC-Degree Audit/Evaluation Request
4. Provide NCTC with all transcripts from other colleges and military transcripts
5. Provide one of the following:
  - a. Ch. 33 Post 9/11 GI Bill - Certificate of Eligibility & DD214 - Member 4
  - b. Ch. 30 Montgomery GI Bill - Active Duty - DD214 - Member 4
  - c. Ch. 1607 Reserve Educational Assistance - DD214 - Member 4
  - d. Ch. 1606 The Montgomery GI Bill - Selected Reserve - Notice of Basic Eligibility (NOBE)
  - e. Ch. 35 Survivors & Dependents Assistance (DEA) - no other form required

Students should submit forms to the NCTC Financial Aid Office on the campus they attend. Students on the Graham and Bowie campuses may turn their paperwork into the Bowie Administration Office.

Once the student has completed all of the steps mentioned above and all prior college transcripts have been evaluated by the NCTC Admissions Office, the NCTC Veteran Certifying Official will notify the Veterans Administration

of your intent to attend college. The NCTC Veterans Official will certify your enrollment status with the Veterans Administration each semester. This certification process will start after the early enrollment period for each semester. Otherwise, NCTC will certify your enrollment after the drop/add period is over for the semester. If you do not continue enrollment each Fall and Spring semester at North Central Texas College, it is YOUR responsibility to notify NCTC of your enrollment.

**REMEMBER** : Veteran Educational Benefits are paid according to enrollment and degree plan. Only those classes that are part of the student's designated degree plan are certified. Generally, students who are veterans are able to enroll in college without taking a college readiness exam such as the THEA or COMPASS. Because college prep classes are not part of a degree plan, veterans who feel they may need to enroll in a pre-college level Math, English or Reading class will need to take the exam before the Veterans Administration will approve payment. Veterans wishing to change degree plans or majors need to complete a VA-Change of Program form.

**Important** : All students who are receiving either the Montgomery GI Bill (Ch. 30) Active duty, or Selected Reserve (Ch. 1606) or MGIB-REAP (Chapter 1607) must verify their enrollment each month to receive payments for that month. Enrollment can be verified starting on the last calendar day of the month by using the Web Automated Verification of Enrollment (WAVE) at <https://www.gibill.va.gov/wave/index.do> attendance or by calling the toll free Interactive Voice Response (IVR) telephone line at 1 (877) 823-2378. Veterans are responsible for all tuition, fees, and books. NCTC will only defer payment requirements for veterans who have elected to use the Chapter 33 - Post 9/11 MGIB. Veterans who use any other benefit are required to pre-pay tuition and fees. In addition, monthly veteran educational BAH stipends are not sent to the veteran until the end of each month the student is enrolled. Please remember it takes approximately six weeks to get your first check.

#### Exemptions for Texas Veterans (Hazlewood Exemption)

Veteran's eligible for the Hazelwood Exemption, must have, at the time of entry into the U.S. Armed Forces, designated Texas as Home of Record, or entered the service in Texas. In addition, Texas Veterans must have served at least 181 days of active military duty, have received an honorable discharge or separation or a general discharge under honorable conditions, have no federal veteran's education benefits, or have federal veterans education benefits dedicated to the payment of tuition and fees only; such as Chapter 33, for term or semester enrolled that do not exceed the value of Hazlewood benefits (Pell and SEOG Grants are not relevant), are not in default on a student loan made or guaranteed by the State of Texas. Beginning fall, 2011 veterans must reside

in Texas during the semester or term for which the exemption is claimed. This requirement does not apply to veterans who received the exemption prior to the 2011-2012 academic year.

To use Hazlewood benefits or to transfer unused benefits to an eligible child, applicants must complete an application/release form. Veterans must provide proof (DD214) from the Department of Defense regarding their military service and nature of discharge. In addition, both veterans and dependents must also provide proof of eligibility or ineligibility for GI/Montgomery benefits (Chapter 33/Post 911) by requesting an education benefits letter from the VA office in Muskogee, OK at (888) 442-4551 or [www.gibill.va.gov](http://www.gibill.va.gov). Dependents must provide proof from Dept of Defense or from Veterans Administration regarding parent's death or disability related to service. Both groups should contact their college financial aid office regarding their status on prior federal student loans made or guaranteed by the State of Texas. All applicants must complete the appropriate application and submit it to the college financial aid office.

Applicants with loans made through the Texas Higher Education Coordinating Board must log into [www.HHLoans.com](http://www.HHLoans.com) and print their student loan report to provide to the institution. Applicants without a loan with THECB will be verified by the institution and the program administrator at THECB.

Proof of Online Database Registration – All applicants (veteran and dependents) must register online in order to track hours used through the program. Once registered applicants must login and print a verification page for the institution. <https://www1.thecb.state.tx.us/apps/hsh/students/>

#### Exemptions & Waivers

Senate Bill 1210, which was passed during the Regular Session of the 83rd Texas Legislature, now requires students who receive a State of Texas Exemption or Waiver to maintain a 2.0 out of 4-point grade average. It also limits to 30 the number of hours a student can take beyond their degree plan and still receive an exemption. The law does not allow for grandfathering.

Financial Aid will begin monitoring for Satisfactory Academic Progress after fall semester grades post in December 2014. To regain eligibility students may submit a Financial Aid Suspension Appeal Form or students may regain eligibility if/when they complete a term in compliance with SB1210 requirements.

## Scholarships

The North Central Texas College Foundation awards more than 350 scholarships per semester. These scholarships are made possible by generous contributions of individuals, corporations and private foundations to assist students in reaching their educational goals. The Foundation's scholarships are generally awarded on the basis of academic achievement, financial need, community involvement and leadership. Each scholarship has different award criteria based on the terms identified by the donor, thus opening the door for scholarships for a wide variety of students. Additional scholarships are also available through various college departments, student organizations, faculty association, and other sources.

Students may complete an on-line scholarship application located on the college webpage at [www.nctc.edu](http://www.nctc.edu). To complete your application you must print and sign the certificate statement and send with your transcript to the NCTC Foundation Office, 1525 W. California St., Gainesville, Texas 76240. Students may also request a scholarship application form from the NCTC Foundation Office or Financial Aid Office on the Gainesville Campus; the Financial Aid Office on the Corinth or Flower Mound Campuses; or the Counseling Office at the Bowie or Graham Campuses. Application deadlines are April 15 for the Fall semester and October 15 for the Spring semester.

Students must reapply each year for the NCTC Foundation Scholarships. For more information please call the Foundation Office at (940)668-4213.

## Career Services

North Central Texas College provides career-related services to students at all campuses. These services are delivered through several departments and persons as outlined below:

### Technical Program Faculty

Students enrolled in technical education programs (criminal justice, nursing, cosmetology, drafting, surgical technology, office systems technology, equine science, business management, computer information technology, agricultural science, radiology technology, petroleum technology, emergency medical services) may network with department faculty to receive advising related to potential careers. Faculty members are also available to assist students in contacting prospective employers for internship and employment opportunities.

### Job Search Resources

Job postings can be viewed online under the "Student Employment" link located on the Employment section of the NCTC website. Resume and cover letter assistance are also available to job-seeking students through online

resources such as Career Cruising and Grade Results, and also through NCTC's Writing Center. Contact a counselor or advisor for more information about resources to assist you with your job search.

## Counseling & Testing Center

The counselors and advisors of this office provide the academic advising students need in order to formalize education and/or vocational objectives, understand the college admissions process, research college majors and transferability of coursework, and assist with resolving personal problems which are impacting a student's academic performance.

As its name implies, this office also serves as the center for administering tests, including the American College TEST (ACT), the College Level Examination Program (CLEP) tests for course credit, high school equivalency tests of the General Educational Development (GED) program, and the statewide TSI Assessment to determine placement in college courses.

Personal counseling is available to students on a limited basis with referral to community and private resources when appropriate.

### Academic Advising

Academic Advising is an essential element of NCTC's commitment to ensuring that students that the proper courses, in the proper sequence, in order to meet their educational and career goals. NCTC advisors and counselors provide academic advising services to all new, returning, and potential students throughout each semester—not just during registration!

The following students are required to meet with an advisor or counselor in order to register for courses:

- First-time college students (including students who were previously Dual Credit students but are now at NCTC full or part-time)
- Students who are not TSI (Texas Success Initiative) complete in one or more areas (see next section for description of TSI requirements)
- Students who are enrolled in a Certificate program
- Students who need to have a transfer credits applied from another institution
- Students on Academic or Financial Aid Suspension (if appeal has been submitted and approved)

Students who qualify for online course registration are not required to see an advisor or counselor, however it is highly recommended for students who have questions or

need information about important issues such as course sequencing, pre-requisites, choosing or changing a major, transferability of courses or degrees, etc. Please contact the Counseling and Testing Office at your preferred campus in order to speak with an advisor or counselor at any time before or during the semester:

Center	Corinth Counseling and Testing (940) 498-6499
Center	Gainesville Counseling and Testing (940) 668-4216
Center	Flower Mound Counseling and Testing (972) 899-8412
Center	Bowie Counseling and Testing (940) 872-4002, ext. 5212
Center	Graham Counseling and Testing (940) 521-0720

## Transfer Services

The NCTC Counseling and Testing Centers serve as a resource center to students preparing for transfer to baccalaureate granting institutions, and as a focal point for information concerning programs, resources, and services to ensure a smooth transition to four-year colleges and universities.

Through the Counseling and Testing Centers students have access to university articulation agreements and a current catalog collection from Texas public universities including: Midwestern State University, Texas Woman's, University of North Texas, and University of Texas at Dallas. Computer workstations are available for students to access university web pages, electronic transfer and articulation guides, and scholarship opportunities.

Advisors and counselors are available to meet one-on-one with students to assist them with academic planning, choosing a major, academic course selection, and the transfer application process. In addition, when representatives from four-year institutions visit our campuses, they too assist in the transfer process by highlighting their institution and the programs they offer. Please check the NCTC website and the Canvas homepage to access a monthly calendar of transfer events and scheduled university recruiter visits.

## On-Campus Housing Services

NCTC provides on-campus housing for men and women in two facilities, one of them a modern apartment-style

facility. Hays Hall accommodates 32 students in a two-story structure. It features eight 4-student suites, each with two bedrooms accommodating two students each and sharing a common area and bathroom. Each suite is restricted to either all men or all women.

Bonner Hall features single two-person rooms for both men and women students. Men's and women's wings are separated by a common lobby area, and access to each wing by the opposite sex is permitted during visitation hours.

Dining rooms are not provided in on-campus housing facilities at NCTC, but the College does REQUIRE that students living in both residence halls purchase a Meal Plan (see details following), with meals served in the Student Center cafeteria just a short walk away.

Students may reserve space in college housing by completing an Application/Lease Agreement form available from (and returnable to) Student Services office, Room 113, North Central Texas College, 1525 West California Street, Gainesville, Texas 76240-4699.

Students should be aware that housing reservations will be handled on a space-available basis. The College reserves the right to make specific room assignments, although roommate preferences will be honored whenever possible. To ensure a student's roommate and hall preference, application must be made by April 30. The College also reserves the right to change, prior to the beginning of a semester, the rates charged for room rentals and meal plans; however, this will be done only when absolutely necessary to cover costs.

## Charges For Room and Board

Rental charges for on-campus housing during a regular long term (Spring or Fall) at NCTC include a mandatory Meal Plan which provides 14 meals per week for 16 weeks. Serving of meals included in this plan begins the first day of classes and ends with the Friday noon meal of the last week of each semester.

Meals are prepared and served by a privately contracted food service company, and menus are planned to give students good nutritionally balanced meals at the most reasonable price possible.

*NOTE: As of this catalog's publication date, the NCTC Food Service is open Monday through Friday only. Students living on campus should be prepared to eat elsewhere on weekends—either in town or in their rooms. Kitchen facilities are provided for student use on each upstairs wing of Bonner Hall. Students are allowed to have small refrigerators and microwaves in their rooms in both residence halls.*

**Total Charges & Payment Terms** : Room/board charges for the entire semester are due and payable – either in full or installments. Students making full payment at

registration will have their room/board charges discounted to:

Bonner Hall	\$1,764.00
Hays Hall	\$1,864.00

**Installment Schedule** : Students wishing to pay room/board charges in installments must make arrangements through the NCTC Business Office. Failure to meet installment obligations will result in severe penalties, including the student's immediate withdrawal from school when accounts become 30 days past due. The installment schedules for 2014-2015 are as follows:

Fall Semester	Bonner Hall	Hays Hall
Due by Move-in	\$900	\$900
Due September 15	\$475	\$550
Due October 15	\$389	\$414
Total	\$1,764	\$1,864
<b>Spring Semester:</b>		
Due by Move-in	\$900	\$900
Due February 15	\$475	\$550
Due March 15	\$389	\$414
Total	\$1,764	\$1,864

#### Summer Semester :

Due prior to move-in \$275 per summer session.

**Housing Deposit** : A \$150 housing deposit is required in advance to reserve a room in either residence hall. This also serves as a property deposit, and any damages or shortages at the time the student vacates the room will be deducted from it. Circumstances under which the deposit will be refunded are covered fully in the Application/Lease Agreement and in the *Residence Life Handbook* available from Student Services. *The College Board of Regents reserves the right to adjust college housing rental/meal charges in accordance with operational costs.*

**Bacterial Meningitis Vaccination** : During the 2009 Texas Legislative session, House Bill 4189 (HB 4189) was passed and signed into law. HB 4189 requires that any incoming new student who lives on campus must either receive a vaccination against bacterial meningitis (10 days prior to move-in) or meet certain criteria for declining such a vaccination before they can live on campus. Students who are living on campus will be required to provide verification of vaccination against bacterial meningitis or provide a signed affidavit declining the vaccination.

**Resident Assistants** : Both residence halls at NCTC employ student Resident Assistants (RAs) to help the Coordinator of Residence Life with security, supervising the facilities, providing resident assistance in emergencies,

etc. The residence halls are staffed with an appropriate number of RAs in direct relation to the number of residents in the building. Compensation is given in the form of a free private room and meal plan. To apply, contact the Coordinator of Residence Life at (940) 668-4259.

**Security** : The Vice-President of Student Services provides direct supervision of residence hall security personnel, policies and procedures, and, along with other College officials, reserves the right to forcibly remove any student from the campus who poses an immediate threat to the health and safety of the College environment.

## Student ID Card

An ID card is issued to all students registered in credit courses, but it remains the property of North Central Texas College. This ID card is the student's official ID and library card. It functions as a debit card with direct deposit for refunds and book buy back and should be carried securely at all times. Access to computer labs and campus check cashing privileges (Bookstore, Cafeteria and Business Office) will not be extended to students who do not present a valid ID.

Lending this card to anyone subjects the holder to disciplinary action and forfeiture of the ID card. The ID card can also be used at local businesses participating in the Lion's Pride Program to receive discounts.

## Photo Policy

All students are advised that the North Central Texas College Marketing Community Relations Office takes photographs and shoots videos throughout the year which may include images (as well as audio/video recordings of voices) of members of the student body and reserves the right to use them for publicity, promotional and marketing purposes. The College also reserves the right to take photographs of campus facilities and scenes, events, faculty, staff and students for promotional purposes in any areas on campus or at any NCTC-sponsored event off campus where subjects do not have a normal and reasonable expectation of privacy. All such photographs are the property of NCTC and may be used for NCTC promotional purposes (e.g. electronic and printed publications, web sites, classroom use, college ads, etc.) without prior permission of the subjects.

As a general practice, there is no attempt to collect individual photo release forms from students. Instead, we make the assumption that NCTC students are our best resources for marketing the College and that they will welcome involvement in these activities. However, students who do not wish to have their images/voices used for this purpose must stipulate this in writing to the office of the Vice President of Student Services at the beginning of the semester. It is also expected that such students will excuse themselves from photo/video sessions and inform

the NCTC photographer that they do not wish to be included.

## Student Activities/Organizations

The existence of student organizations and a program of student activities at North Central Texas College reflects the belief of administration, faculty and staff that although provision of a quality instructional program is the institution's uppermost aim, the total college learning experience transcends the classroom.

The governing board and administration of North Central Texas College value the opinions and input of students in regard to a wide variety of college-related issues, and they believe strongly in empowering students by giving them a meaningful voice in the institutional decision-making process. This is done in a variety of ways which include, but are not limited to, employee search/selection committees and many standing committees of the College. In addition, student input is actively encouraged and sought on a system-wide basis from the Student Government Association. Finally, students may—either individually or collectively—bring issues before the Instructional Council, President's Cabinet or other administrative bodies of the College at any time by complying with the appropriate process for requesting that they be placed on the agenda.

## Clubs and Organizations

Student clubs and organizations are sanctioned by the College administration according to the belief that each renders a particular service to the College and to the student body. No effort is made to dictate inflexible rules or procedures or to manipulate decisions regarding activities or projects, but the College expects all student organizations to conduct their affairs in a manner appropriate to proper codes of conduct and in accordance with institutional policies and regulations.

All student group-sponsored activities on the College campus are to be sponsored by one of the recognized clubs or organizations and its advisors. Club promotional and money-making ventures involving the public must be cleared through the Office of the Vice-President of Student Services.

Student Organizations at NCTC are easy to start. New clubs and organizations are required to petition the Director of Student Life for official recognition. The four requirements of having a registered organization at NCTC are: 1) 7 student members; 2) 1 full-time or part-time employee to be the advisor with supervisor approval; 3) a constitution; and 4) a student organization registration form. The Director's office will also provide assistance in the formation of clubs and organizations to meet student needs and interests. For more information about starting a

club at NCTC, contact the Office of Student Life at (940) 668-3330.

### Campus Activities Board

CAB's primary purpose is to provide events and programs on the Corinth and Gainesville campuses to get the student body involved. CAB hosts comedians, hypnotists, dances, cookouts, bands, and all other types of entertainment for the Corinth and Gainesville Campus.

### Christians in Action

Christians in Action is a Christian based community service organization. Meetings are held once at the beginning of the semester and as needed. The main purpose of this organization is to perform service projects.

### Cosmetology Student Association

CSA creates a link between the students of the Cosmetology Department and other student organizations and the rest of the campus community through participation in a wide variety of student activities and fund raisers ranging from truck bashings and garage sales to the Mardi Gras Parade and Haunted House.

### Drama Club

The drama club is available to all NCTC students who are interested in drama and want to learn more about the theatre.

### Esthetician Student Association

ESA creates a link between the students of the Esthetician program and other student organizations and the campus community. ESA works to better serve the students through education outside the classroom and the financial support of the ESA program.

### Fellowship

Membership in this non-denominational Christian student organization is open to persons of all faiths.

### Gainesville Program Council

GPC's primary purpose is to provide events and programs on the Gainesville campus to get the student body involved. GPC hosts comedians, hypnotists, dances, cookouts, bands, and all other types of entertainment for the Gainesville Campus.

### History Club

Students interested in history are encouraged to join this club that plans lectures, events, and trips.

### Horticulture Society of North Central Texas College

This organization focuses on horticulture education while promoting the NCTC Horticulture Program and its students. The society participates in horticulture programs and activities such as the annual plant sale and field trips as well as campus beautification projects. The society also

pursues opportunities to partner with Master Gardener and local interest groups within the NCTC service area. This organization is open to any student, supporter of the Horticulture Program, or community member.

### **Lambda Epsilon Chi**

This club's purpose is to develop a better understanding in the criminal justice field and to improve skills in handling fire arms. Members of this organization seek to enhance the image of law enforcement.

### **National Society of Leadership & Success**

This society is created for NCTC students to gain skills through participation in national lectures by leading professionals, Success Networking Team meetings, and a Leadership Training Day. The society is available for all students to attend while students seeking National Membership must pay National dues as well as complete 7 requirements prior to gaining membership.

### **Martial Arts Club**

This club is for students interested in martial arts and all levels are welcome to join.

### **Outdoor Adventure**

Created in Fall 2003, this rapidly growing organization promotes awareness of the outdoors and teaches both students and college employees of all skill levels useful outdoor skills. Activities include camping, hiking, kayaking, rock climbing and other fun, healthful pursuits. Membership is open to all persons who love the outdoors.

### **Phi Theta Kappa Society**

The world's oldest, largest and most prestigious association of community college honor students, recognizes and promotes academic excellence on 1,200 community college campuses around the world. The Psi Iota Chapter was chartered on the North Central Texas College campus in 1972. More than \$36 million in transfer scholarships have been designated by 600 colleges and universities for Phi Theta Kappa members only. Membership requirements include a GPA of 3.5 or higher, a total of at least 12 transferable credit hours from NCTC, and currently enrolled for at least 6 credit hours.

### **Residence Hall Association**

RHA is the voice for the residents in the halls. RHA will plan programs and activities for the residents. RHA is the organization that every residence hall student automatically belongs to and the objective of RHA is to be a social and community service organization. RHA has 4 elected officers (President, Vice-President, Secretary, and Treasurer), 2 advisors, and a number of committee chairs (Activity, Advertising, School Spirit, Community Service, etc.). RHA holds monthly general assemblies, weekly officers meetings, and hosts monthly social events for the members.

### **Student Government Association (SGA)**

Members of this officially recognized representative body are elected by fellow students to communicate the interests and concerns of the student body to the Board of Regents, administration and faculty. SGA makes recommendations regarding student interests and policies to the administration. In addition, SGA helps develop campus programming designed to enhance the learning environment through social and cultural activities. By serving as an officer or senator in SGA, students have opportunities to develop and refine leadership and governance skills. Each officially recognized student organization elects a senator to serve and represent the interests of that organization.

### **Student Nursing Association**

The NCTC Student Nursing Association is a constituent of the National and Texas Nursing Student Association. The group acts as a liaison between faculty and students, aids in community health affairs, participates in legislative activities concerning health issues, and appoints delegates to the state convention each year.

### **United Students**

US is an organization that focuses on educating the students and employees at NCTC on various cultural issues.

## **Acting-Performance**

The Drama Department at NCTC has many opportunities to participate in 4-5 performances each year. Every summer, the department even produces a large musical. In the past *Annie*, *Beauty the Beast*, and *Peter Pan* have been crowd favorites. The Drama Department also produces such interesting works as *Frankenstein*, *Macbeth*, and *Dracula*. With acting and stage craft classes available, students get the chance to experience all aspects of the theater - from on stage to backstage.

## **Dance-Performance and Technique**

NCTC offers opportunities in Dance Performance and Jazz Dance Technique. Students perform on campus as well as off campus at various events and activities. All performance classes are open to both majors and non-majors, and many students are eligible to receive scholarship assistance.

## **Musical Organizations**

The performing groups associated with NCTC's Music Department provide exciting learning opportunities for students as well as cultural enrichment for the North

Central Texas area. Ensembles include the NCTC Singers, the NCTC Jazz Band, and the NCTC Wind Ensemble. All ensembles are open to both music and non-music majors, and most students receive scholarship assistance.

The **NCTC Singers** are an auditioned choir that performs both on and off campus. The group has performed in such venues as Carnegie Hall in New York City, Trinity Church in Boston, and the Cathedral in St. Louis. The College Singers are offered both on the Gainesville campus and the Corinth Campus. The Singers keep an active schedule in Cooke and Denton counties, singing for churches, schools and civic organizations. Admission is by audition only.

The **NCTC Jazz Band** has received rave reviews and performs a varied repertoire (including big band swing, dixieland and contemporary jazz) during concerts and special appearances throughout the North Texas region.

The **NCTC Jazz Combo** is the newest musical performance group at the College. Composed of selected members of the larger Jazz Band, this great band provides entertainment at a wide variety of venues, playing mostly up-tempo pieces and affording members an excellent opportunity to showcase their improvisational skills and musicianship.

The **NCTC Wind Ensemble** focuses on traditional wind band music of the Renaissance through 20th Century, performing works by such composers as Gabrieli, Bach, Bizet and other important composers.

## Publications

Student publications are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion on the campus. They help bring student concerns to the attention of the College community and provide a forum for student opinion on various campus issues.

North Central Texas College publishes The April Perennial, an annual literary and visual arts magazine which features the winning entries in both poetry and short story categories from the major divisions of NCTC's highly popular Creative Writing Awards competition. Other publications are issued periodically, including a student newspaper when journalism classes make.

Students and prospective students are encouraged also to log on to the NCTC website for the latest news and features about the College. Go to [www.nctc.edu](http://www.nctc.edu) and click on the "News & Press Releases" button.

## Athletics

The NCTC athletics program supports the institutional mission through assisting students in meeting their educational goals by making available quality student support services, including intercollegiate athletics. Each

athletic program provides an opportunity for student athletes to pursue academic success, physical and emotional well being and social development. Specifically, NCTC athletes pursue academic excellence, participate in well organized sports activities, promote a positive public image for the College and advance their personal and professional objectives.

The college President has ultimate responsibility for, and the administrative and fiscal control over, the institutions intercollegiate athletic programs; however the Vice-President of Student Services provides supervisory oversight of the athletics program through the Director of Athletics. The Vice President coordinates with the NCTC Athletics Committee to regularly evaluate the NCTC athletics program to ensure that it is an integral part of the education of athletes and is in keeping with the educational purpose of the institution.

Students may provide input to the committee by contacting the Vice-President of Student Services (940) 668-4240.

## Intercollegiate Sports

NCTC participates in the following intercollegiate sports: women's tennis, women's volleyball, men's baseball and women's softball. The College is a member of the National Junior College Athletic Association (NJCAA) and competes in the Northern Texas Junior College Athletic Conference.

NCTC adheres to NJCAA requirements in regard to all aspects of athletics including, but not limited to, recruitment, admission, financial aid and the continuing eligibility of athletes. All academic, admission and financial aid policies are the responsibilities of those institutional administrative units regularly charged with oversight of these functions of the College. Students having questions in these areas are encouraged to contact the appropriate office for assistance.

Scholarships are available, and students considering participation in the NCTC intercollegiate athletics program should contact the Director of Athletics, at (940) 668-4286, for additional information.

## Department of Student Success

The Department of Student Success provides a Math Lab, a Writing Center, and Study/Tutor Groups accessible for use by all NCTC students. The Math Lab is a drop-in lab. Tutors circulate among students and answer questions as students work through various algebraic or mathematical problems. The Writing Center is an appointment only center. Students make an appointment to meet with a writing tutor who can guide students through all stages of the writing process. Tutors can assist with structure, style, and grammar, and they empower students to become their own editors.

To find out more about the services listed above and to view the Department of Student Success hours of operation, please go to:  
<http://www.nctc.edu/StudentServices/SupportServices.aspx>

Yvonne Sandmann, M.S.  
 OSD Specialist  
 Gainesville Campus, Room 110  
 (940) 668-7731, ext. 4321  
[ysandmann@nctc.edu](mailto:ysandmann@nctc.edu)

### TRIO Program

The TRIO program provides comprehensive, individualized services to students enrolled at all three NCTC campuses each academic year. The mission of the federally funded program is to increase the retention and graduation rates of eligible participants and to foster an institutional climate supportive of first generation, low income college students and students with disabilities. TRIO students receive the following services: one-on-one tutoring, academic advising, career counseling, financial aid information, cultural enrichment, personal counseling, and educational workshops geared to give students tools to succeed in college.

To obtain more information regarding TRIO services or to apply to the program, please contact:

Crystal Mohamed, B.S., M.S.  
 TRIO Coordinator  
 Corinth Campus, Room 170  
 (940) 498-6214 • (940) 498-6212  
[cmohamed@nctc.edu](mailto:cmohamed@nctc.edu)

Janie Grimes, M.Ed., LPC, NCC  
 TRIO Counselor  
 Corinth Campus, Room 181  
 (940) 498-6214 • [jgrimes@nctc.edu](mailto:jgrimes@nctc.edu)

Scott Pulte, M.S.  
 TRIO Counselor  
 Gainesville Campus, Room 112  
 (940) 668-7731, ext. 4905 • [spulte@nctc.edu](mailto:spulte@nctc.edu)

### Networks Program

The Networks Program provides services for students enrolled in one of NCTC's Technical Programs and students who qualify based on one or more of the following categories: Nontraditional Learner; Limited English Proficiency Learner; Learners who are economically disadvantaged; or Learners who are single parents or displaced homemakers. Services include: Non-traditional Career Awareness, Career Assessment, Referrals to Campus and Community Services, Academic, Career, and Individual Counseling Services, Tutoring Services, and Child Care Assistance. For more information, please contact:

Wayne Smith, M.S., CRC, LPC, CBIST  
 OSD Coordinator  
 Corinth Campus, Room 170  
 (940) 498-6207  
[kwsmith@nctc.edu](mailto:kwsmith@nctc.edu)

## ACADEMIC POLICIES

### Academic Freedom

North Central Texas College ensures adequate procedures for safeguarding and protecting academic freedom. That faculty have freedom in teaching, research and publication is essential to the collegiate culture that rests upon the belief that institutions of higher education serve the common good, which depends upon a free search for truth and its free expression without intent to do personal harm. The college's stance on academic freedom and its protection is clearly stated in Board Policy EJA (Local) – Miscellaneous Instructional Policies: Academic Freedom.

Each faculty member is entitled to full freedom in the classroom in discussing the subject which he/she teaches. Limitations to this basic statement exist only within the bounds of common decency and good taste. Each faculty member is also entitled to speak or to write as a citizen of the nation, state, and community without fear of institutional censorship or discipline.

The concept of academic freedom must be accompanied by an equally demanding concept of responsibility shared by the Board, administration, and faculty. The fundamental responsibilities of faculty as teachers and scholars include a maintenance of competence in their field of specialization and the exhibition of such competence in lectures and discussions. Although publishing is not a fundamental responsibility of a faculty member, it is encouraged by the college.

Exercise of professional integrity by a faculty member includes recognition that the public will judge the profession and the institution by his/her statements both in public and in private life. Therefore, he/she should strive to be accurate, to exercise appropriate restraint, to show respect for the opinions of others and to avoid creating the impression that he/she speaks or acts for his/her College when he/she speaks or acts as a private person.

A faculty member should be selective in the use of controversial material in the classroom and should introduce such material only as it has clear relationship to the subject field.

### Academic Honors

At the end of each Fall and Spring semester, certain students are recognized for superior academic achievement by being named to either the President's Honor List or the Dean's Honor List.

To qualify for the President's Honor List, students must attain a GPA of 4.0 while enrolled full-time (12 or more college-level semester hours). Students qualifying for the Dean's Honor List must be enrolled full-time (12 or more

college-level semester hours) and achieve a GPA of 3.5 or above. Names of students so honored will be posted and released to the news media.

### Academic Load

At North Central Texas College, a full-time student is defined as one who is enrolled for a minimum of 12 semester credit hours per Fall, Spring, or combined Summer semester. Special permission must be obtained from the Campus Dean of Instruction or designee in order to enroll for more than 18 semester credit hours during a Fall or Spring semester, more than 7 semester credit hours in an individual Summer session, or more than 14 semester credit hours during the combined Summer semesters.

### Attendance Regulations

The NCTC attendance policy is published in each course syllabi. NCTC faculty are expected to keep up to date attendance records. However, general regulations regarding class attendance are as follows\*:

1. Regular and punctual attendance is expected of all students in all classes for which they have registered.
2. All absences are considered to be unauthorized unless the student is absent due to sickness or emergencies which are approved by the instructor, or due to participation in an approved college-sponsored activity (which requires written approval from the appropriate instructional Dean).
3. The instructor is responsible for judging the validity of any reasons given for absence. Valid reasons for absence, however, do not relieve the student of the responsibility for making up required work.
4. Students will not be allowed to make up an examination missed due to absence unless they have reasons acceptable to the instructor. A student who is compelled to be absent when a test is given should petition the instructor, in advance if possible, for permission to postpone the exam.
5. Students may be dropped from a class by the Registrar upon recommendation of the instructor who feels the student has been unjustifiably absent or tardy a sufficient number of times to preclude meeting the course's objectives.
6. Persistent, unjustified absences from classes or laboratories may be considered sufficient cause for College officials to drop a student from the rolls of the College.
7. Students will be dropped from a developmental course required for the Texas Success Initiative (TSI) purposes

for non-attendance. Official NCTC TSI rules state that students not passing all sections of the THEA, Compass, or new statewide TSI Assessment test **MUST** be enrolled in at least one area of remediation each semester they are enrolled or until all sections are passed or all remedial requirements have been met. Students who are dropped for non-attendance in a required developmental course will be dropped from all remaining courses for that semester.

8. Simply logging into an online course does not constitute attendance. The Department of Education calculates "last date of attendance" by the last time a student participated in an online discussion or made contact (interacted) with a faculty member.

## Course Cancellation Policy

The College reserves the right to cancel any scheduled course which does not have sufficient enrollment to justify, economically or educationally, teaching the course. Students will be notified of a cancellation at the first scheduled meeting of a course.

## Dropping Courses

If a student's personal circumstances dictate that he or she needs to reduce his/her academic load, that student should confer with his/her advisor for assistance in adjusting the number of courses being taken. A grade of "W" will be given to students who officially withdraw from a course by the deadline noted in the academic calendar. Any drops after this will be made with the approval of the instructor and the Department Chair.

It is the student's responsibility to initiate the action necessary to drop courses under the conditions outlined above. This requires the completion of a petition for course drop form available in the Registrar's Office on any NCTC Campus or by going to the NCTC website at [www.nctc.edu](http://www.nctc.edu) and clicking on Admissions and Registration. Choose the forms on-line option and follow directions for submission of form. This form must be submitted on or before the last day to drop with a "W" (see Academic Calendar in front of catalog for specific date) and it is not available until after the official date of record. Prior to the official date of record, a student should go to the Registrar's Office and complete the required forms.

Students who register for courses are required to drop any courses they no longer wish to attend or a final grade will be assigned.

Instructors may drop students from courses for non-attendance by completing a petition for course drop.

### (6) Drop Limit - S.B. 1231 Legislation

Important information you need to know about withdrawing from courses. Effective 2007, section 51.907

of the Texas Education Code applies to first-time freshman students who enroll in a Texas public institution of higher education in the fall semester of 2007 or thereafter. High school students currently enrolled in the North central Texas College Dual Credit and Early Enrollment program are waived from this requirement until they graduate from high school.

Based on this law, any Texas Public institution of higher education may not permit students to withdraw more than six college level credit courses for unacceptable reasons during their entire undergraduate career without penalty. All **college-level** courses withdrawn after the official date of record are included in the six-course limit, including courses dropped at another Texas public institution of higher education, unless the student demonstrates to an appropriate college official that one of the following events occurred to the student during the semester or summer session:

1. A severe illness or other debilitating condition that affects the student's ability to satisfactorily complete the course.
2. The student's responsibility for the care of a sick, injured, or needy person if the provision of that care affects the student's ability to satisfactorily complete the course.
3. The death of a person who is considered to be a member of the student's family or who is otherwise considered to have a sufficiently close relationship to the student that the person's death is considered to be a showing of good cause.
4. The active duty service as a member of the Texas National Guard or the armed forces of the United State of either the student or a person who is considered to be a member of the student's family or who is otherwise considered to have a sufficiently close relationship to the student that the person's active military service is considered to be a showing of good cause.
5. The change of the student's work schedule that is beyond the control of the student, and that affects the student's ability to satisfactorily complete the course.
6. Other good cause as determined by the college official.

Contact the Admissions/Registrar's office for further details related to exceptions.

### Course Drop Definition

A course drop, which will be recorded on the transcript, is defined as an affected credit course not completed by an undergraduate student who:

1. is enrolled in the course at the official date of record\*, and
2. will receive a non-punitive grade of W.

*\*Date of Record varies according to the length of the course. The most common course lengths are listed below. For the date of record for all other course lengths, please contact the Office of the Registrar.*

COURSE LENGTH	DATE OF RECORD
3 week course	2nd class day
5 or 6 week course	4th class day
8 week course	6th class day
16 week course	12th class day

The following courses will be exempt from being counted as a withdrawal towards the limitation. The courses are as follows:

1. College Preparatory course drops (including non-college-prep courses dropped as a result of non-attendance in the College Prep course)
2. Co-requisite courses - courses that are linked together such as a lecture/lab class

Drops that will count towards the 6 drop limit include:

1. Students who are withdrawn from the institution for disciplinary reason.
2. Students who are dropped for non-attendance by individual faculty members.
3. Students who do not meet any of the exemptions listed above.

#### SB 1231 Section 51.907 b.3 Withdraw from the Institution

“Withdrawn from the Institution” is defined as any student that has dropped all courses for the semester including any mini-semesters.

The Registrar’s Office will be responsible for tracking the number of drops that students have accumulated at North Central Texas College and from any transfer institution of public higher education in Texas. These drops will be indicated on the student’s NCTC transcript.

#### Faculty Withdrawals

Faculty will continue to be able to withdraw students. If a faculty member withdraws a student who has exceeded the six drop limit and who does not meet any of the areas of exemption, the withdrawal slip will be sent back to the faculty member with an indication that the student can no longer be withdrawn from classes due to exceeding the “six drop limit”. The faculty member will be required to give the student a grade.

#### Medical Withdrawal

##### a. Policy

1. The Registrar (or designated representative) may grant medical withdrawals to students who must withdraw for medical reasons from all courses for which they are registered at NCTC. It is expected that the appeal will be filed as soon as possible, no later than the end of the semester in which courses are being taken.
  2. Students who receive medical withdrawals after the last day to withdraw without receiving a grade shall receive either an I or a W in each course for which they were registered.
- b. Procedures
1. Students (or their appointed representatives if they are unable to act for themselves) who seek to withdraw for medical reasons from all courses for which they are registered at NCTC shall, as soon as possible, request medical withdrawals in writing from the Registrar, submitting all appropriate documentation, including a statement from a physician or psychologist, with their written requests.
  2. The Registrar (or designated representative) shall:
    - a. review each request and its accompanying documentation.
    - b. make inquiries and seek recommendations from instructors of record and others as appropriate,
    - c. decide whether to approve or deny the request, and
    - d. inform both the student and the instructors of the decision in writing if the request is approved.

#### Complete Withdrawal

It is the student’s responsibility to make payment for all courses in which they register. If a student wishes to withdraw from all courses, they must do so according to the above mentioned procedure. Once a grade has been given for a course, the student must initiate and complete the grade appeal process within one calendar year of completion of the course (see section on “Grade Appeal Process”).

If a student withdraws completely from the College on or prior to the “course drop date deadline” (as defined above), a final grade of “W” will be recorded for each course in which the student is enrolled. Should a student withdraw completely from the College after the “course drop date deadline,” a final grade will be recorded for each course in which the student is enrolled at the discretion of the appropriate dean with the advice and consultation of the instructor of record.

#### Grades and Reports

Grades are reported and made a part of the official record (filed in the Registrar’s Office) at the end of each semester. Students may view their grades online by accessing the

NCTC Student Portal or alternate access in the NCTC Student Portal.

*\*NOTE: It is understood that many students attending North Central Texas College are commuters and that they may have to travel considerable distances to attend classes. In case of inclement weather, students are asked to use their own judgement in regard to road hazards. Students must remember that they are responsible for consulting instructors about make-up work when such an absence occurs.*

### Incomplete Grades

A grade of “I” signifies incomplete course work. The intent of an “I” is to allow a student to complete a course when unforeseen circumstances hinder the student from being able to complete the course during the regular semester. The student must follow the following procedures:

1. To receive an “I” in any course, a student must be in good standing in the course through the last day to drop.
2. The student must petition the instructor in writing, and if the instructor agrees that the incomplete grade is reasonable, he or she will detail in writing the requirements necessary to complete the course and attach the Petition for Change of Grad form to the final grade roll.
3. It is the student’s responsibility to comply before the end of the next Fall or Spring semester, or the the grade will revert to “F”.

### System of Grading

The standing of a student in each course is expressed by the following grades which are assigned for class work, examinations and general classroom performance according to criteria set by the instructor. Interpretations of these grades are:

A–Excellent	B–Good	C–Average
D–Poor	F–Failure	I–Incomplete
W–Withdrew	P–Pass	

*Disclaimer: Some departments and programs do not accept a grade of “D” as a passing grade.*

### Pass/Fail Option

North Central Texas College permits enrollment in selected courses on a pass/fail option basis. In courses where this option is available to the student, the instructor will provide the necessary forms for selecting the pass/fail option during the first week of class. (Forms are available in the Registrar’s Office at any NCTC Campus location). The forms must be completed by the student and instructor

and returned to the Registrar’s Office by the second Tuesday of the second week of the current semester. The pass/fail option will not be extended beyond this date. **ONCE YOUR DECISION IS MADE, YOU CANNOT CHANGE YOUR OPTION.** It is not a good idea to select the pass/fail option if the course in which you are enrolled is to be included as a part of your college major and you expect to transfer that course to a senior college or university.

This is not meant to be an audit course. Performance requirements on the part of the student are the same regardless of the pass/fail option or the traditional A, B, C, D, F system. Courses taken on a pass/fail basis do not earn grade points; however, failing grades will be counted in the student’s grade point average.

### Grade Points

Letter grades are assigned numerical values, or “grade points”, as follows per semester hour:

A = 4 grade points	B = 3 grade points
C = 2 grade points	D = 1 grade point
F = 0 grade points	

Courses with a grade of “P”, “W”, or “I” are not assigned grade point values and are not considered in computing grade point average (GPA). When a course initially taken at NCTC is repeated at NCTC, the higher grade earned is included in the computation of the cumulative GPA.

A student’s cumulative GPA is determined by dividing the total college-level grade points earned by the total number of college-level credit hours attempted. To illustrate, a student who has attempted 30 college-level credit hours, earning 60 college-level grade points, would have a cumulative GPA of 2.0. College Preparatory (remedial) coursework is not use in the calculation of the cumulative GPA, however the grades earned and hours attempted are used in the calculation of the current term GPA (ex. Spring, Fall, or Summer GPA).

### Minimum Grades For Good Academic Standing

All students enrolled in credit courses at North Central Texas College, whether on a full-time or part-time basis, must maintain a minimum cumulative grade point average GPA of at least 2.0 to remain in Good Academic Standing.

### Academic Probation

A student whose cumulative GPA is less than 2.0 at the end of a Fall or Spring semester for which the student is enrolled will be placed on Academic Probation. A student on Probation is notified of this status through NCTC e-mail, and a notation on the transcript.

A student who is placed on Academic Probation status, and whose cumulative GPA remains below 2.0 at the end of the next Fall or Spring semester in which the student is enrolled, but whose term GPA for that Fall or Spring is at least 2.0, will remain on Probation status. In this case, that student will not progress to Suspension status as long as he/she is achieving a Fall or Spring term GPA of at least 2.0, therefore showing satisfactory academic progress towards improving the cumulative GPA. Students be advised, a cumulative GPA of at least 2.0 is required for graduation from NCTC.

A student on Suspension from another college or university (as noted on the student's official transcript), will be required to submit an Appeal to the Admissions office of NCTC in order to be eligible for enrollment. If approved for enrollment, this student will automatically be placed on Academic Probation status at NCTC, and therefore MUST earn a GPA of at least 2.0 in the first semester at NCTC in order to avoid moving to Suspension status.

### Academic Suspension

A student who is already on Academic Probation status will move to Suspension status if his/her cumulative GPA remains below 2.0 at the end of the next Fall or Spring semester in which the student is enrolled, AND his/her term GPA for that Fall or Spring semester is also below 2.0. A student on Suspension is notified of this status through a mailed letter, NCTC and Canvas e-mail, and a notation on the transcript. A student placed on Academic Suspension is required to sit out the next semester in which he/she intended to enroll at NCTC, unless the student completes the Appeal process AND is approved for enrollment. Students approved for an Academic Suspension Appeal will be assigned an academic advisor, will be limited to the number of hours in which they can enroll, and will also have other obligations to meet during their appeal semester, such as attending College Success seminars.

A student placed on Academic Suspension status whose Appeal has been denied or who does NOT Appeal but rather sits out the next semester(s) (i.e. sits out Summer and/or Fall if placed on Suspension after Spring, or sits out Spring if placed on Suspension after Fall), will have a Registration Hold placed on his/her account and MUST meet with an Academic Advisor in order to re-enroll for the next eligible semester. Also, this student will automatically be placed on Academic Probation status

when he/she does re-enroll at NCTC, and therefore MUST earn a term GPA of at least 2.0 in the first semester back at NCTC in order to avoid returning to Suspension status.

### Academic Suspension - Permanent Suspension

NCTC does not permanently suspend students for poor academic performance.

### Student Grade Appeal

Any student wishing to appeal the final grade received in any course may do so according to the following procedure:

1. Collect all tests, assignments, class notes and other relevant materials and request a conference in writing with the instructor of the course in question. The same materials collected must be presented at each stage of the appeal process, with no addition or omission of items.
2. Present the case for grade appeal directly to the instructor.
3. If not satisfied with the decision of the instructor, the student has 15 calendar days to appeal in writing to the instructor's Department Chair or Program Coordinator (see listing in College Personnel section of the Catalog). All tests, assignments, class notes and other relevant materials must be presented to the Department Chair or Program Coordinator.
4. If not satisfied with the decision of the Department Chair or Program Coordinator, the student has 15 calendar days to appeal in writing to the appropriate Dean of Instruction. All tests, assignments, class notes and other relevant materials must be presented to the instructional Dean.
5. If not satisfied with the decision of the Dean of Instruction, the student has 15 calendar days to appeal in writing to the Vice President of Instruction. All tests, assignments, class notes and other relevant materials must be presented to the Vice President of Instruction.
6. If not satisfied with the decision of the Vice President of Instruction, the student has 15 calendar days to appeal in writing to the President of the College. All tests, assignments, class notes and other relevant materials must be presented to the President.

Grade appeals may only be considered if the procedure has been followed explicitly in the order outlined. The grade appeal process must be initiated and completed within one calendar year of completion of the course. Grade appeals after the deadline will not be considered.

## Late Registration

The last day to register for any credit course is specified in the official Academic Calendar at the front of the catalog. College officials reserve the right to limit the number of semester hours a student who is enrolling late may carry.

## Numbering of Courses

Courses are designated by four-digit numbers. The first digit indicates the level at which the course is taught. For example, a 1 indicates a freshman level course and a 2 indicates a sophomore level course. The second digit indicates the semester hour value of the course. The third and fourth digits indicate the distinguishing number of the course. For example, Government (GOVT) 2305 is a sophomore (2) level, three-semester-hour (3) course. The distinguishing number of this particular government course is 05.

Capsule descriptions of the content of all the courses listed are set forth in the Course Descriptions section of this catalog.

## Student Classification

Freshmen are defined as students who have completed fewer than thirty (30) semester hours of credit at the beginning of a registration period. Sophomores are defined as having completed thirty (30) or more semester hours of credit.

## Student Responsibilities

### Campus Behavior

Regulations governing prohibited conduct by students are listed in the Student Handbook which is a part of this catalog. (Refer to table of contents for location).

North Central Texas College reserves the right to take disciplinary measures appropriate to any violation and in keeping with its own best interests and the interests of other students. Such disciplinary action may result in a student being placed on probation or suspension from the College. In the latter case, a student will be given the opportunity to show his or her innocence or mitigating circumstances in a hearing before the Student Services Committee. This committee may uphold previous decisions or refer the case to the President of the College for final review.

### College Debts

Students having overdue books at the Library or owing fines and students indebted to the College or the College Bookstore will not be issued a transcript and will not be permitted to re-register until such debts are paid. Students MUST clear all debt to the College before withdrawing.

## Check Cashing

Tuition and fees may be paid by personal check for the exact amount due. Checks for larger amounts, the difference to be paid in cash to the student, cannot be handled.

Students should establish credit or make arrangements with a local bank to cash their checks. This can be done by opening a checking account or by communication between the hometown bank and the local banks.

A check of \$20 or less may be cashed at the NCTC Business Office. Proper identification is required. Your student ID, driver's license or other photo identification and date of birth will be requested on all checks. A \$20.00 charge will be made for any returned check.

## Student Records

Each individual student at NCTC is responsible for seeing that his/her records are kept accurate and up to date. If, after registration, students change their name, address, telephone number, social security number, etc., the Admissions/Registrar's Office should be notified as soon as possible of the change.

Students receiving financial aid should also be sure that their mailing address is up to date in the Office of Financial Aid. North Central Texas College will not be responsible for financial aid award checks, grades or other documents/correspondence not received or received late by students because of their failure to promptly notify the Registrar of an address change.

**Privacy of Information** – North Central Texas College complies with all requirements of the Family Educational Rights & Privacy Act of 1974 (FERPA). As provided under this act, NCTC will—unless expressly requested in writing (to follow) not to do so by the student—release to the public, on request, certain student information. This will be restricted to “directory information,” defined under FERPA as “not generally considered harmful or an invasion of privacy if disclosed.” Directory information includes but is not limited to:

- Name, address, telephone number;
- Student email
- Date and place of birth;
- Participation in officially recognized activities and sports;
- Major field of study;
- Weight and height of athletes;
- Enrollment status (full-, part-time, etc.);
- Degrees and awards received;
- Dates of attendance;

- Previous high school and college attended;
- Grade level.

Directory information cannot include student identification numbers or social security numbers.

## Student Rights Concerning Educational Records Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They include:

**Right to Review Records** – NCTC students have the right to inspect and review their education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the students of the time and place where the records may be inspected.

**Right to Correct Errors** – NCTC students have the right to request the amendment of their educational records that they believe are inaccurate or misleading. They should write the Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Registrar decides not to amend the record as requested by the student, the Registrar will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

**Right to Disclose Information** – NCTC students have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A "school official" is a person employed by NCTC in an administrative, supervisory, academic or research, or support staff position; a person or company with whom NCTC has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

**Right to File Complaint** – Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by North Central Texas College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

## Transfer of Courses to Senior Colleges

The hours earned at North Central Texas College in academic courses are generally accepted by other accredited colleges and universities to (1) satisfy specific course requirements or (2) count as electives. Students who have gained proficiency through completion of course work from non-accredited institutions should consult the Vice President of Instruction regarding credit by examination or individual course evaluation.

Students planning to transfer to a four-year school should be aware that each senior college determines its own list of courses required for a particular kind of degree. Moreover, different colleges do not require all the same courses for degree. Therefore, knowledge of the degree plan requirements at the institution to which the student plans to transfer is very important.

The resource to consult in seeking this information is the official catalog of the institution, and students planning to transfer should plan their work at NCTC to coincide as closely as possible with the requirements for obtaining a degree at the senior college of their choice. The NCTC Counseling and Testing Center maintains a library of senior college catalogs and makes them available to interested students, and College counselors and advisors are familiar with course requirements at senior colleges and will be glad to assist students in determining course equivalency and in choosing those courses which are appropriate to their educational objectives after they transfer.

## Resolution of Transfer Disputes For Lower Division Courses

The Texas Higher Education Coordinating Board has established the following policy to resolve disputes over transfer credit.

- a. The following procedures shall be followed by public institutions of higher education in the resolution of credit transfer disputes involving lower-division courses:
  1. If any institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course credit is denied.
  2. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Board rules and/or guidelines.
  3. If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days

after the date the student received written notice of denial, the institution whose credit is denied for transfer shall notify the Commissioner of the denial.

b. The Commissioner of Higher Education or the Commissioner's designee shall make the final determination about the dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.

## DEGREE REQUIREMENTS

As a two-year comprehensive community college, NCTC has the authority by the state of Texas to offer the following degrees:

- Associate of Arts (AA)
- Associate of Science (AS)
- Associate of Arts in Teaching (AAT)
- Associate of Applied Science (AAS) and certificates

### Overview of Degree Requirements

AA, AS and AAT degrees are an embodiment of NCTC's goal of providing quality freshman and sophomore level courses in arts and sciences that parallel the lower division offerings of four-year colleges and universities by offering a coherent sequence of courses with appropriate breadth and depth to prepare students for transfer to a university. To earn both the Associate of Arts and the Associate of Science degrees, the minimum requirements for each must be met and an additional 15 college-level semester hours must be earned at NCTC.

The AAS and certificates are an embodiment of NCTC's goal to provide quality technical programs leading directly to careers in semi-skilled and skilled occupations by offering a coherent sequence of courses with appropriate breadth and depth to prepare students for success in the workforce.

To graduate, students must complete the degree requirements with a cumulative grade point average (G.P.A.) of at least 2.0. Additionally, a minimum of 18 credit hours must be taken in-residence at NCTC. Credit hours for college preparatory (developmental) courses do not meet this residency requirement.

Degree	Requirements	Semester Credit Hours
Associate of Arts (AA)	Core Curriculum Courses	42
	Electives*	12
	Sophomore Level Literature Course	3
	Proficiency with Computers**	3
	Total Minimum Required Hours	60
	Associate of Science (AS)	Core Curriculum Courses
Associate of Science (AS)	Electives*	12
	Mathematics Course	3
	Proficiency with Computers**	3
	Total Minimum Required Hours	60
Associate of Arts in Teaching (AAT)	Specific degree requirements for grades EC-6, 4-8, and Secondary are listed in current catalog	
Associate of Applied Sciences (AAS)	General Education Courses	15
	Technical Courses (per degree plan)	Varies
	Proficiency With Computers (per degree plan)	Varies

*\*Elective courses should be based on the degree requirements for your chosen Major Field of Study at the university you wish to attend. TRANSFER electives generally meet basic university degree requirements for a Major Field of Study. RECOMMENDED electives generally transfer, but they may not meet university Major Field of Study requirements. Either Transfer or Recommended electives will satisfy NCTC degree requirements.*

*\*\*To complete an AA or AS degree, a student must demonstrate broad proficiency with computers, either by passing BCIS1305 or passing a departmental exam.*

## Educational Intent

At the time of admission, students must identify their Educational Intent, i.e. to earn a certificate, to complete a degree or to transfer coursework for a bachelor's degree. Student must also identify a major. This information is kept on file in the Admissions office. Students may change their Educational Intent and/or their major, perhaps more than once, during the course of their education. A Records Maintenance Form must be filed in the Admissions Office to make the change official. Changes in Educational Intent and/or major are effective the following semester.

## Graduation Requirements

### Application For Graduation

To be considered a candidate for a degree or certificate, the student must submit an application for graduation or be identified as expected to graduate by the Registrar's Office. To ensure graduation, students need to submit an application for graduation. These applications may be obtained from and should be returned to the Registrar's Office. Deadlines for turning in graduation applications are: Spring – March 1; Fall – October 1. Graduation Applications received after the deadline will be processed, but the student's name will not be published in the graduation program. (*Refer to note below about commencement.*)

An evaluation of course work submitted to fulfill degree requirements must be completed before candidacy for graduation is approved. Any student within 12 hours of finishing may participate in May commencement. Those applying for May graduation must fulfill all requirements by the end of the second summer session following the semester they applied. Diplomas are granted only after all requirements are met.

North Central Texas College holds formal commencement ceremonies twice each year—in May and December. Degrees are officially conferred when the Registrar's Office certifies that all requirements have been met; therefore, participation in the graduation ceremony, in itself, does not confer on a student any rights to a degree. Nevertheless, candidates for graduation are highly encouraged to attend and participate in the designated graduation ceremony. NCTC makes a special effort to give graduates (and their families) a beautiful and memorable ceremony to mark this important milestone in their lives. It truly is an event not to be missed.

Certificates and degrees may be automatically awarded. The student will be notified by mail or e-mail

regarding the award. Diplomas will be automatically issued and sent to the mailing address on file.

### Reverse Transfer

A student can finish an associate degree at NCTC after transferring to an university. Credits earned at a four-year college or university is evaluated to determine if the credits taken will fulfill requirements for an associate degree.

If a student is interested in being considered for reverse transfer, then contact should be made with the appropriate office at the university or college. Check the NCTC website for more information.

### Graduation Honors

Graduation honors will be awarded for students with the following cumulative grade point averages earned by the end of the Fall semester prior to the May graduation ceremony and by the end of the summer session prior to the December graduation ceremony. A minimum of 29 hours (earned at NCTC by the end of the Fall semester prior to the May graduation ceremony and by the end of the summer session prior to the December graduation ceremony) will be required in order to be considered for graduation honors.

4.0 GPA	Summa cum laude
3.90	3.99 GPA Magna cum laude

### Catalog Restrictions

A student who enrolls at North Central Texas College during any academic year and who earns college credit for work done during that year may graduate under the degree requirement provision of (1) the current catalog, (2) the catalog in force during the student's first year of enrollment, or (3) the catalog of any succeeding year during which the student was enrolled. This applies provided the student meets the requirements not later than five years from the date of the catalog selected.

## Official Transcripts

Official college transcripts may be requested from the Office of the Registrar on the Gainesville Campus or the Admissions Office on the Corinth, Flower Mound, Bowie, and Graham campuses. A signed, written request is required for transcripts to be mailed to an individual or place of business. Transcripts going to another educational institution can be requested online, or by fax or email.

**Transcript Requests**  
**North Central Texas College**  
**1525 W. California Street**  
**Gainesville, TX 76240**  
**transcript@nctc.edu**

## INSTRUCTIONAL DIVISION

### Instructional Division Organization

The Instructional Division at NCTC is made up of five major instructional areas: Arts & Sciences, Career and Technical, Health Sciences, Lifelong Learning and Student Success. Also included in the Instructional Division is the Library, eLearning and Honors Studies.

#### Arts and Sciences

Associate of Arts (AA), Associate of Science (AS) and the Associate of Art in Teaching (AAT) degrees are offered through the Arts & Sciences area, under the leadership of the Instructional Deans and Department Chairs. The instructional programs are organized according to major subject areas or disciplines, as follows:

##### Department of English, Speech & Foreign Language:

- English
- Foreign Language
- Speech

##### Department of Performing Arts:

- Dance
- Drama
- Music

Department of Visual Arts:

- Art

##### Department of Mathematics & Physics:

- Math
- Physics

##### Department of Science:

- Biology
- Chemistry

##### Department of Physical Education/Athletics

##### Department of (AAT) Education

- Early Childhood-Grade 6
- Grades 4-8
- Secondary (Grades 9-12)
- Learning Frameworks

##### Department of Government and Economics

- Government
- Economics

Department of History, Humanities, and Philosophy

- History
- Humanities
- Philosophy

Department of Behavioral and Cultural Sciences

- Psychology
- Sociology
- Anthropology

##### Department of College Preparatory Studies

As a comprehensive community college, NCTC is committed to offering quality instruction for a wide range of ability levels. College Preparatory Studies offer help to those students who need further development or who wish to review fundamentals of mathematics, reading and writing. Sequences of College Preparatory courses have been designed to prepare students for college-level academic course work. The recommendation to enroll in college preparatory courses is made on the basis of diagnostic testing. Although these courses do not satisfy any degree requirement, they are designed to assure reasonable student success in the College curriculum. College Preparatory Studies exists to remediate deficiencies, in order that students may excel in their chosen careers.

##### Career and Technical Education

Associate of Applied Science (AAS) degrees and certifications are offered through the Career and Technical Education Division, under the leadership of the instructional dean and program coordinators. The instructional programs, as listed, are organized according to major subject areas.

- Accounting
- Agriculture
- Business Management
- Computer Information Systems & Technology
- Computer Science
- Drafting & Design
- Equine Science

- Farm & Ranch Management
- Horticulture
- Office Systems Technology
- Petroleum Technology

### Health Sciences

Associate degrees and certifications are offered through the Health Sciences area, under the leadership of the instructional dean and program coordinators. The instructional programs, as listed below, are organized according to major subject areas.

- Associate Degree Nursing
- Cosmetology
- Esthetics
- Fire Sciences
- Emergency Medical Technology
- Law Enforcement
- Licensed Vocational Nursing
- Radiological Technology
- Surgical Technology

### Dual Credit Program

The Dual Credit program at NCTC provides an opportunity for eligible high school juniors and seniors to enroll in college-level courses to earn both college credit and high school credit simultaneously. Students may take NCTC classes at any NCTC campus, at their high schools, online or any combination of the three. Refer to Admissions Information for eligibility requirements.

### eCampus

NCTC is committed to meeting the educational needs of its diverse student population and strives to accommodate the wide range of student schedules and learning styles. NCTC eCampus provides students the opportunity to attend classes at a time and place of their choosing. Students can expect the same high-quality courses as those taught in the classroom. The content and transferability is identical to courses offered on campus. eCampus students follow the same admissions and registration procedures as on-campus students. A student may complete the core curriculum through online courses, and many technical program courses are available online. Over 80 courses are currently offered online with more being added every semester.

Online courses require students to have an Internet connection to complete coursework. Students may use a personal computer from home (or other location), or they may use NCTC General Access Lab computers on-

campus. (Check lab schedules.) NCTC uses the ANGEL Learning Management System for all online courses. Students are assigned a password-protected ANGEL account and required to change their pre-set password upon first login.

An online course is one in which 80-100% of course content is provided using the Internet. Most online courses are conducted totally online; however, some do require students to come to campus for testing, etc. (Students should check specific course information by visiting: <http://NCTCeCampus.info> and clicking *Online Courses*.)

A hybrid course is one in which 30-79% of course content is provided using the Internet. Hybrid courses blend online and face-to-face delivery. A substantial proportion of the content is delivered online. Hybrid courses require some on-campus time, yet offer the flexibility of fewer trips to campus. Generally, the hybrid class meets on campus one day a week to attend lab or classroom instruction. Students should check specific course information by visiting: <http://NCTCeCampus.info> and clicking *Online Courses*.)

All students enrolled for the first time in an NCTC online or hybrid course are required to complete the Orientation for Online Students. Upon completion of the Orientation course, students will gain access to their online and hybrid courses.

A \$50 per course distance education fee will be charged for each course in which a student enrolls that is offered online, hybrid or through the Virtual College of Texas.

Please visit our website at: <http://NCTCeCampus.info> for more information.

### Honors Studies at NCTC

The Honors Program at North Central Texas College is an initiative designed to provide deserving area students with advanced learning and community leadership opportunities. Students in the program will be automatically considered for honors scholarships. Participating students will benefit from personalized learning plans, innovative and exemplary teaching, smaller class sizes, and guidance through the transfer process. Other advantages of honors study include service learning experiences and access to cultural and other special events. With completion of the requisite coursework, graduating and transferring students qualify to receive the Honors Program designation on transcripts, diplomas, and honors certificates.

Honors coursework emphasizes academic rigor and the development of both critical thinking and communication skills. Honors faculty develop courses in a variety of ways—course content can be organized topically or thematically, according to instructor expertise, and/or with an interdisciplinary focus. Regardless of approach, the instructional goal is to offer students competing perspectives within a global context, while engaging

student intellectual curiosity. Honors subsections of core curriculum courses are offered each semester. Students who need coursework beyond what is offered may develop an even more personalized plan of study. Honors options can be created by contract with faculty and student collaboration. All honors coursework arrangements, whether contracts or subsections, need to be finalized by the second week of the semester. More information and the appropriate forms can be found in the Honors Handbook (go to [www.nctc.edu/Honors](http://www.nctc.edu/Honors)).

Honors students will enjoy many opportunities to learn from academic and working professionals. The Conference on American Leadership, offered in the spring of each academic year, provides one such outlet for the discussion of relevant issues, and is a major opportunity for honors students to interact with experts from around the state and nation. Moreover, the Honors Program sponsors student sharing conferences and other academically enriching community events throughout the year.

For more information, visit [www.nctc.edu/Honors](http://www.nctc.edu/Honors) or contact the Office of Honors Studies:

Dr. Rochelle Gregory

Honors Program Coordinator, English

Office 331, Corinth Campus

(940) 498-6297 • [rgregory@nctc.edu](mailto:rgregory@nctc.edu)

Profess

or Jill Swarner

Associat

e Honors Program Coordinator, Speech

Of

Office 119, Gainesville Campus

(9

40) 498-4301 • [jswarner@nctc.edu](mailto:jswarner@nctc.edu)

### Resources/Library Services

NCTC has library resources available on all campuses. Students use the on-line catalog to identify materials and, if the item needed is on another campus, the student can request the item through the on-line catalog. A courier service between campuses ensures rapid delivery of materials.

Students can access many of the Library/LRCs resources on-line. In addition to traditional print resources, NCTC has an eBook collection and thousands of periodical titles (magazines, newspaper, journals, etc.) accessible from any computer on the college's intranet. For information on accessing resources remotely, students should contact their campus Library or LRC.

If a citation found in an on-line periodical database does not provide a link to the full text of the article, students should search the on-line catalog to see if the Library/LRC has a print subscription. Students can request photocopies of articles from the periodical collection.

### Learning Resource/Library Services

The Learning Resource Centers/Libraries at NCTC contain 47,000+ books, 2,000+ pieces of audiovisual items, 50+ current periodical subscriptions, and a growing number of electronic resources. Electronic resources, available from any workstation on the College's intranet, include the World Wide Web, periodical databases (index and full-text collections), newspaper archives, 25,000+ e-books, and other reference materials. Many of these resources are also accessible remotely.

### Online, Web-Accessible Catalog

An online public access catalog (OPAC) is accessible from any NCTC workstation—as well as via the Internet from NCTC's home page—and provides access to books and audiovisual materials in the collection. Circulating materials check out upon presentation of an NCTC photo identification card. Students who are unable to locate specific research materials in the NCTC Learning Resource Center/Library are encouraged to inquire at the Circulation Desk for reference assistance, interlibrary loan services, and TexShare services.

### Hours of Operation

Hours may vary by campus and between semesters. Learning Resource Center/Library hours and variations are posted at the main entrance to the Learning Resource Center/Library at each campus and on the Learning Resource Center/Library website.

### General Access Computer Labs

Computer Labs are located within the Library at the Bowie, Flower Mound, and Gainesville Campus and in Room 366 at the Corinth Campus. Lab hours are posted in the respective buildings. Although NCTC students have priority, a limited number of public access computers are in the Bowie, Corinth, and Gainesville libraries so that the residents of Cooke, Denton, and Montague County can access library resources. (County residents may inquire at the NCTC Library Circulation Desk in their respective community for log-in information.)

### Other Resources and Programs

Photocopiers, videocassette/DVD players and monitors are available to students for In-Library Use Only in the Learning Resource Center/Library. The Library sponsors various programs, such as the Gainesville Campus Brown Bag Book Review, throughout the academic year. Announcements of the Brown Bag Book Review and other

public programs are posted on the Learning Resource Center/Library's webpage.

### ***Courier Learning Resources/Library Services***

A courier delivers and returns materials between the NCTC campuses. In addition, the TexShare program provides two-day weekly courier services for interlibrary loan items. NCTC students and employees may inquire at the Circulation Desk on their respective campus to learn more about the interlibrary loan service. Courier service is provided to the Graham Campus as needed.

### **Saturday College**

Saturday College at North Central Texas College is designed to fit the busy lifestyle of students who want to complete a college degree. The Saturday College reflects NCTC's commitment to the education of students of diverse ages and backgrounds by allowing students to earn credits toward four degree options by attending classes only one day a week.

Courses that require class attendance will be offered outside traditional teaching hours in blocks of time on Saturday. The courses will be delivered in such a way as to concentrate the learning experience using the facilities and staff of NCTC to offer the opportunity to complete a degree in the traditional classroom setting combined with online courses.

The Saturday College classes fulfill general education requirements for the state of Texas. Many courses will transfer with full credit between and among all public state-supported institutions of higher education within the state. Special articulation agreements between NCTC and the major universities in this region ensure the student that their coursework will provide the step up to a higher degree if they wish. Students are advised to meet with their academic advisor prior to enrolling in the Saturday College so they can be assured that the courses they take meet their educational goals.

Saturday College classes are available at NCTC's Corinth campus, 1500 North Corinth Street, Corinth, Texas. The same objectives and requirements that apply to the courses regularly taught on campus during the week also apply to Saturday College. Although the delivery methods vary, the content does not. Full-time faculty members and adjunct faculty who teach during the week also teach Saturday College courses.

Students may find it possible to complete degree requirements in two years, but must commit to going to class each weekend and also enroll for several online classes. Attending summer sessions will most likely be required in order to complete a degree in two years. Missing one class in Saturday College can put the student behind and it will be difficult to make up the missed work. Tuition and fees are the same as in the regular session

credit program. Saturday College courses also use the same books as weekday credit courses. Saturday College offers a full complement of student services at the Corinth campus. Library services and open computer labs are available to weekend students.

### **Virtual College Of Texas (VCT) Courses**

Students may enroll in VCT courses, but students must adhere to the following guidelines:

1. Students **MUST** register for online courses at NCTC as long as they are open. If the course is full, then students may register for a VCT course.
2. The fee charged by the provider college may not exceed \$200.00.
3. Students may only enroll in VCT courses that are courses offered at NCTC. If the course is not listed in the NCTC catalog, then we will not enroll students in the VCT course. However, students can contact other institutions directly to inquire about enrolling in their course.
4. Students who have enrolled in VCT courses and either dropped or failed for two consecutive semesters **MUST** enroll in and pass 12 hours of non-VCT courses before they may enroll in another VCT course.

### **Lifelong Learning**

The Division of Lifelong Learning at North Central Texas College provides non-credit learning options in workforce education and personal enrichment. In order to address the needs of an increasingly diverse student population, courses are flexibly scheduled at Cooke, Denton, Montague, and Young Counties.

Occupational training programs are a mainstay in the lifelong learning division. Working hand-in-hand with employers and workforce development boards, NCTC develops curriculum to support ever-changing labor pool needs. With the understanding that many individuals need to prepare for a career change while in the workforce, the number of comprehensive workforce and certification programs offered entirely on-line has increased to 500+ topics.

Want to take a semester-hour college technical course under the non-credit option? We have the perfect solution. You'll attend class with credit students – same course content, schedule, instructor, and completion requirements – but earn CEUs. This opportunity offers skill upgrade needed in the workplace or an introductory experience in a given field, allowing the student to explore career possibilities. Those choosing this alternative need not complete any admission documents or take the THEA placement exam. If you decide later that you'd like to count the course for credit towards a certificate or degree, you can ask that your grade be converted. Look for these

courses in the credit schedule marked with an asterisk (\*). For more details, simply contact Lifelong Learning.

NCTC is viewed as a customized training provider of choice in the region, working with employers to identify and implement specialized training objectives. Subsequent results prompt increased efficiency and employee retention, groom workers for upward mobility and improve the competitive stance of the organization. Additionally, professionals who require mandatory professional education look to NCTC to polish competencies.

Cultural/personal enrichment courses range from art, fitness, and gardening, to home décor, music, financial management, and language studies. Topics are modified regularly in alignment with popular trends. Students may even opt to pursue their personal interests using the distance education venue.

Computer classes teach basic to advanced technology skills like the Microsoft Suite, specific business applications such as Quickbooks, and trendy subjects such as digital photography.

Informational schedules are available each semester and may be viewed on the college web site, [www.nctc.edu](http://www.nctc.edu), under the Lifelong Learning link. Non-credit course registration is on-going throughout the year and encouraged at least seven business days prior to the class start.

#### Conversion of Non-Credit to Credit

A student may enroll in select technical credit courses but choose to earn continuing education units (CEUs) instead of academic credit (referred to as concurrent enrollment). Upon course completion, the concurrently enrolled student receives a conventional letter grade, and the CEUs are posted to the student's combined transcript.

Within two years of course completion and enrollment as an undergraduate student, a student who has a passing conventional letter grade for a noncredit course may apply to have the CEUs earned for that course converted to regular semester-hour college credit. At this point, semester-hour credits earned are posted to the student's undergraduate academic transcript. Once converted to college credit, the course can count toward the requirements for a certificate or degree.

#### Lifelong Learning Frequently Asked Questions

The majority of lifelong learning courses do not mandate prerequisites. However, some courses may be taken only by those students who meet age restrictions or pre-designated experience or licensure. Any specific eligibility criteria will be reflected on the lifelong learning schedule/website.

- Enrollment in all course topics is based upon a first-come, first-serve basis.

- All course topics require minimum enrollment for implementation.

- Continuing Education Units (CEUs), the nationally recognized means of recording and accounting for the various continuing education activities a person accumulates, are awarded for completion of courses. One (1) is awarded for every 10 contact hours of organized continuing adult education.

#### Lifelong Learning Registration

Enrollment forms for Lifelong Learning may be found in the course schedule or sent to students upon request. Registration can be conducted in person, by phone, fax or mail. Payment is required at the time of registration. Note: Lifelong Learning offers a payment plan for workforce development courses/groups of courses (\$199 + fee total). Currently, the division offers limited scholarships for courses pertaining to GED (Texas Education Agency Drop Out Recovery Grant).

Gainesville Campus  
Lifelong Learning Division  
1525 W. California Street, Gainesville, TX 76240  
(940) 668-4272 or fax (940) 668-6049

Corinth Campus  
1404 N. Corinth Street, Suite 307  
Corinth, TX, 76208  
(940) 498-6270 or fax (940) 498-6401

Bowie Campus  
810 S. Mill Street, Bowie, Texas 76230-1247  
(940) 872-4002 or fax (940) 872-3065

Flower Mound Campus  
1200 Parker Square  
Flower Mound, Texas 75028  
(972)899-8419 or fax (972) 899-8401

## NCTC CORE CURRICULUM

### NCTC Core Curriculum

To complete the 42 hour Core Curriculum, a student must earn the required number of semester credit hours according to the parameters described below.

#### 2014-2015

##### Communication - 2 courses

ENGL 1301	COMPOSITION I	3
ENGL 1302	COMPOSITION II	3
ENGL 2311	TECHNICAL & BUSINESS WRITING	3

*6 credit hours - Select two courses from the list above.*

##### Mathematics - 1 course

MATH 1314	COLLEGE ALGEBRA	3
MATH 1316	PLANE TRIGONOMETRY	3
MATH 1324	MATHEMATICS FOR BUSINESS & SOCIAL SCIENCES	3
MATH 1325	CALCULUS FOR BUSINESS & SOCIAL SCIENCES	3
MATH 1332	CONTEMPORARY MATHEMATICS I	3
MATH 1342	ELEMENTARY STATISTICAL METHODS	3
MATH 2412	PRE-CALCULUS MATH	4
MATH 2413	CALCULUS I	4

*3 - 4 credit hours - Select one course from the list above.*

##### Life and Physical Sciences - 2 courses

BIOL 1406	BIOLOGY FOR SCIENCE MAJORS I	4
BIOL 1407	BIOLOGY FOR SCIENCE MAJORS II	4
BIOL 1408	BIOLOGY FOR NON-SCIENCE MAJORS I	4
BIOL 1411	GENERAL BOTANY	4
BIOL 1413	GENERAL ZOOLOGY	4
BIOL 2401	HUMAN ANATOMY AND PHYSIOLOGY I	4
BIOL 2402	HUMAN ANATOMY AND PHYSIOLOGY II	4

BIOL 2406	ENVIRONMENTAL BIOLOGY	4
CHEM 1411	GENERAL CHEMISTRY I	4
CHEM 1412	GENERAL CHEMISTRY II	4
HORT 1401	HORTICULTURE	4
PHYS 1401	COLLEGE PHYSICS I	4
PHYS 1402	COLLEGE PHYSICS II	4
PHYS 1415	PHYSICAL SCIENCE	4
PHYS 2425	UNIVERSITY PHYSICS I	4
PHYS 2426	UNIVERSITY PHYSICS II	4

*6 credit hours - Select two courses from the list above.*

*Some courses require a prerequisite course.*

##### Language, Philosophy and Culture - 1 course

ENGL 2322	BRITISH LITERATURE I	3
ENGL 2323	BRITISH LITERATURE II	3
ENGL 2327	AMERICAN LITERATURE I	3
ENGL 2328	AMERICAN LITERATURE II	3
ENGL 2332	WORLD LITERATURE I	3
ENGL 2333	WORLD LITERATURE II	3
HIST 2321	WORLD CIVILIZATIONS I	3
HIST 2322	WORLD CIVILIZATIONS II	3
HUMA 1301	INTRODUCTION TO THE HUMANITIES I	3
PHIL 1301	INTRODUCTION TO PHILOSOPHY	3
PHIL 2306	INTRODUCTION TO ETHICS	3
SPAN 2311	INTERMEDIATE SPANISH I	3

*3 credit hours - Select one course from the list above.*

##### Creative Arts - 1 course

ARTS 1301	ART APPRECIATION	3
DANC 2303	DANCE APPRECIATION I	3
DRAM 1310	INTRODUCTION TO THEATER	3
DRAM 1330	STAGECRAFT I	3
DRAM 2366	INTRODUCTION TO CINEMA	3
MUSI 1306	MUSIC APPRECIATION	3
MUSI 1310	AMERICAN MUSIC	3

*3 credit hours - Select one course from the list above.*

**History - 2 courses**

HIST 1301	UNITED STATES HISTORY I	3
HIST 1302	U.S. HISTORY FROM 1865	3
HIST 2301	TEXAS HISTORY	3

*6 credit hours - Select two courses from the list above.*

**Government - 2 courses**

GOVT 2305	FEDERAL GOVERNMENT (Federal constitution & topics)	3
GOVT 2306	TEXAS GOVERNMENT (Texas constitution & topics)	3

*6 credit hours - Take each course listed above.*

**Social and Behavioral Sciences - 1 course**

ANTH 2346	GENERAL ANTHROPOLOGY	3
ANTH 2351	CULTURAL ANTHROPOLOGY	3
ECON 2301	PRINCIPLES OF MACROECONOMICS	3
ECON 2302	PRINCIPLES OF MICROECONOMICS	3
PSYC 2301	GENERAL PSYCHOLOGY	3
PSYC 2314	LIFESPAN GROWTH & DEVELOPMENT	3
SOCI 1301	INTRODUCTION TO SOCIOLOGY	3
SOCI 1306	SOCIAL PROBLEMS	3
SPCH 1318	INTERPERSONAL COMMUNICATION	3

*3 credit hours - Select one course from the list above.*

**Component Area Option - 2 courses**

SPCH 1315	PUBLIC SPEAKING	3
SPCH 1321	BUSINESS AND PROFESSIONAL COMMUNICATION	3
EDUC 1300	LEARNING FRAMEWORK	3
PSYC 1300	LEARNING FRAMEWORK	3

*Choose one course from the SPCH section, and one course from the EDUC or PSYC section, for a total of two courses.*

## ASSOCIATE OF ARTS IN TEACHING

The Associate of Arts in Teaching (AAT) degree offers the first two years of classes towards initial teacher certification. This degree is approved by the Texas Higher Education Coordinating Board approved collegiate degree program consisting of lower division courses intended for transfer to baccalaureate programs that lead to initial Texas teacher certification. North Central Texas College has particular transfer agreements for this degree program with the University of North Texas, Texas Woman's University, Midwestern State University and Southeastern Oklahoma State University. Early Childhood—Grade 6 degree program is also designed to help teacher aides and paraprofessionals who seek college credit hours to comply with the No Child Left Behind Act. Substitute teachers would also benefit from the education courses offered in the degree program.

The AAT degree includes the complete core degree requirements as well as field of study and additional math and science courses. All courses lead to initial teacher certification programs at the four year university. Students are strongly encouraged to seek advisement for all AAT degree programs.

*\*NOTE: The education curriculum at North Central Texas College is designed for transfer to four-year institutions. It is recommended that all students seek advisement from the university/college of their choice to determine if all courses recommended by North Central Texas College are the best choice for transfer to that institution's College of Education.*

Most university teacher education programs require a 2.50 overall GPA and a 3.0 or higher in field of study courses. Each university also specifies a required minimum THEA score for entrance to the college of education.

The AAT Early Childhood-Grade 6 degree is appropriate for students who seek teacher certification in the following areas:

- EC-6 Generalist
- EC-6 Bilingual Generalist
- EC-6 ESL Generalist
- EC-6 other content area teaching fields/academic disciplines/interdisciplinary majors

AAT Grades 4-8 degree is appropriate for students who seek teacher certification in the following areas:

- 4-8 Generalist
- 4-8 Bilingual Generalist
- 4-8 ESL Generalist
- 4-8 English Language Arts and Reading

- 4-8 English Language Arts and Reading/Social Studies
- 4-8 Mathematics
- 4-8 Mathematics/Science
- 4-8 Science
- 4-8 Social Studies
- 4-8 other content area teaching fields/academic disciplines/interdisciplinary majors

AAT Secondary (Grades 8-12) degree is appropriate for students who seek teacher certification in the following areas:

- Mathematics
- Science (Chemistry, Physics, Physical Science, or General Science)
- English Language Arts and Reading
- History
- Foreign Language

In order to successfully complete any of the AAT degree programs, students will be required to pass a criminal background check and complete a field experience lab component in each of their field of study courses.

Early Childhood to Grad 6 (EC-6), Grades 4-8, and Secondary degree plans:

### NCTC Core Curriculum and Field of Study Requirements for Early Childhood - Grade 6

#### COMMUNICATION (6 HOURS)

ENGL 1301

ENGL 1302

ENGL 2311

#### MATHEMATICS (3-4 HOURS)

MATH 1314,1316,1324,1325,1332,1342,2412,2413

**LIFE AND PHYSICAL SCIENCE - (6 HOURS)**

BIOL	1406,1407,1408,1411,1413,2401,2402,2406
CHEM	1411,1412
HORT	1401
PHYS	1401,1402,1415,2425,2426

**LANGUAGE, PHILOSOPHY. AND CULTURE (3 HOURS)**

ENGL	2322,2323,2327,2328,2332,2333
HIST	2321,2322
HUMA	1301
PHIL	1301,2306
SPAN	2311

**CREATIVE ARTS (3 HOURS)**

ARTS	1301
DANC	2303
DRAM	1310,1330
MUSI	1306,1310

**HISTORY (6 HOURS)**

HIST	1301
HIST	1302
HIST	2301

**GOVERNMENT (6 HOURS)**

GOVT	2305
GOVT	2306

**SOCIAL AND BEHAVIORAL SCIENCES (6 HOURS)**

**HOURS)**

ANTH	2346,2351
ECON	2301,2302
PSYC	2301,2314
SOCI	1301,1306
SPCH	1318

**COMPONENT AREA OPTION (6 HOURS, only one SPCH\*)**

SPCH 1315 or 1321
EDUC1300 or PSYC1300

**Associate of Arts in Teaching (Early Childhood Grade 6) requires the above Core Curriculum (42 hours) in addition to the following for a minimum of 60 hours:**

<b>ADDITIONAL LAB SCIENCE</b>	(Suggested Courses: BIOL 1406, BIOL 1408, or PHYS 1415)	4 hours
<b>FIELD OF STUDY</b>	EDUC 1301*	3 hours
	EDUC 2301*	3 hours
<b>FUNDAMENTALS OF MATH I and II</b> (prerequisite: MATH 1314 with Grade of "C")	MATH 1350	3 hours
	MATH 1351	3 hours
Additional 3-4 hour elective	(TECA courses suggested)	3-4 hours
Additional Courses Available (not	TECA 1303*, TECA 1318*, TECA 1311*	

required for AAT): ,TECA 1354

Please see an advisor in the Teacher Education Department about transferability of the TECA courses.

\*Students are required to pass a criminal background check and complete a 16 hour Field Experience Lab in a Texas public school classroom. Details are given at the beginning of the semester.

## NCTC Core Curriculum and Field of Study Requirements for 4-8 SPECIAL EDUCATION

### COMMUNICATION (6 HOURS)

ENGL 1301

ENGL 1302

ENGL 2311

### MATHEMATICS (3-4 HOURS)

MATH 1314,1316,1324,1325,1332,1342,2412,2413

### LIFE AND PHYSICAL SCIENCE - (6 HOURS)

BIOL 1406,1407,1408,1411,1413,2401,2402,2406

CHEM 1411,1412

HORT 1401

PHYS 1401,1402,1415,2425,2426

### LANGUAGE, PHILOSOPHY. AND CULTURE (3 HOURS)

ENGL 2322,2323,2327,2328,2332,2333

HIST 2321,2322

HUMA 1301

PHIL 1301,2306

SPAN 2311

### CREATIVE ARTS (3 HOURS)

ARTS 1301

DANC 2303

DRAM 1310,1330

MUSI 1306,1310

### HISTORY (6 HOURS)

HIST 1301

HIST 1302

HIST 2301

### GOVERNMENT (6 HOURS)

GOVT 2305

GOVT 2306

### SOCIAL AND BEHAVIORAL SCIENCES (6 HOURS)

ANTH 2346,2351

ECON 2301,2302

PSYC 2301,2314

SOCI 1301,1306

SPCH 1318

### COMPONENT AREA OPTION (6 HOURS,

only one SPCH\*)

SPCH 1315 or 1321

EDUC 1300 or PSYC 1300

**Associate of Arts in Teaching (4-8 Special Education) requires the above Core Curriculum (42 hours) in addition to the following for a minimum of 60 hours:**

**ADDITIONAL LAB SCIENCE** (Suggested Courses: BIOL 1406, BIOL 1408, or PHYS 1415) 4 hours

**FIELD OF STUDY** EDUC 1301\* 3 hours  
 EDUC 2301\* 3 hours

**FUNDAMENTALS OF MATH I and II**(prerequisite: MATH 1314 with Grade of "C") MATH 1350 3 hours

MATH 1351 3 hours

Additional 3-4 hour elective (TECA courses suggested) 3-4 hours

Additional Courses Available (not required for AAT): TECA1303\*, TECA1318\*, TECA1311\*, TECA 1354

**Please see an advisor in the Teacher Education Department about transferability of the TECA courses.**

\*Students are required to pass a criminal background check and complete a 16 hour Field Experience Lab in a Texas public school classroom. Details are given at the beginning of the semester.

**NCTC Core Curriculum and Field of Study Requirements for 8-12 Other than Special Education**

**COMMUNICATION (6 HOURS)**

ENGL 1301

ENGL 1302

ENGL 2311

**MATHEMATICS (3-4 HOURS)**

MATH 1314,1316,1324,1325,1332,1342,2412,2413

**LIFE AND PHYSICAL SCIENCE - (6 HOURS)**

BIOL 1406,1407,1408,1411,1413,2401,2402,2406

CHEM 1411,1412

HORT 1401

PHYS 1401,1402,1415,2425,2426

**LANGUAGE, PHILOSOPHY. AND CULTURE (3 HOURS)**

ENGL 2322,2323,2327,2328,2332,2333

HIST 2321,2322

HUMA 1301

PHIL 1301,2306

SPAN 2311

**CREATIVE ARTS (3 HOURS)**

ARTS	1301	<b>ADDITIONAL LAB SCIENCE</b>	BIOL 1406, BIOL 1408, or PHYS 1415	4 hour s
DANC	2303		<b>Required:</b>	EDUC1301
DRAM	1310,1330			
MUSI	1306,1310		EDUC2301	
<b>HISTORY (6 HOURS)</b>		<b>6 Elective Hours Suggested:</b>	TECA1303*	3 hour s
HIST	1301			
HIST	1302		TECA1311*	3 hour s
HIST	2301		TECA1318*	3 hour s
<b>GOVERNMENT (6 HOURS)</b>				
GOVT	2305		TECA1354*	3 hour s
GOVT	2306	Other Content Specific Course	(TECA courses suggested)	3-4 hour s
<b>SOCIAL AND BEHAVIORAL SCIENCES (6 HOURS)</b>				
ANTH	2346,2351			
ECON	2301,2302			
PSYC	2301,2314			
SOCI	1301,1306			
SPCH	1318			

**Please see an advisor in the Teacher Education Department about transferability of the TECA courses.**

\*Students are required to pass a criminal background check and complete a 16 hour Field Experience Lab in a Texas public school classroom. Details are given at the beginning of the semester.

**COMPONENT AREA OPTION (6 HOURS, only one SPCH\*)**

SPCH 1315 or 1321

EDUC 1300 OR PSYC 1300

**Associate of Arts in Teaching (8-12 Other than Special Education) requires the above Core Curriculum (42 hours) *in addition* to the following for a minimum of 60 hours:**

## CURRICULA - TECHNICAL

To earn either an Associate of Applied Science Degree or a Certificate, students must achieve an overall grade point average of at least 2.0 and complete the minimum number of semester hours specified for each program. Eighteen of the semester hours required for completion of the degree/certification must be taken at NCTC. Refer to each individual program section in the following pages for requirements specific to those programs. For additional information, contact the Department Chair, Program Coordinator, or the Dean of Instruction for Career and Technical Education.

### Agriculture Management (Certificate)

The following are required for certification.

#### Certificate Requirements

##### First Semester

AGRI 2317	INTRODUCTION TO AGRICULTURAL ECONOMICS	3
	OR	
AGRI 1325	MARKETING OF AGRICULTURE PRODUCTS	3
	OR	
AGMG 2301	LIVESTOCK BUSINESS MANAGEMENT	3
AGRI 1309	COMPUTERS IN AGRICULTURE	3
AGRI 1407	AGRONOMY	4
	OR	
HORT 1401	HORTICULTURE	4
AGAH 1397	AGRICULTURAL SPANISH	3
AGAH 1453	BEEF CATTLE PRODUCTION	4

*Agriculture Business: choose one from Ag. Economics, Marketing of Ag Products, or Ranch Business.*

*Plant or Crop Science: Choose one from either AGRI 1407, Agronomy or HORT 1401 Horticulture.*

##### Second Semester

AGAH 1290	ARTIFICIAL INSEMINATION	2
	OR	
AGAH 1291	SPECIAL TOPICS IN ANIMAL SCIENCES, General	2
AGRI 2321	LIVESTOCK EVALUATION I	3

AGRI 2301	AGRICULTURAL POWER UNITS	3
	OR	
AGRI 2303	AGRICULTURAL CONSTRUCTION I	3
AGCR 1441	FORAGE AND PASTURE MANAGEMENT	4
AGMG 2480	COOPERATIVE EDUCATION- AGRICULTURAL BUSINESS AND MANAGEMENT, GENERAL	4

*Agriculture Elective*

*Agriculture Mechanics: Choose one from Ag. Power Units, Ag. Construction or Farm and Ranch Shop Skills.*

*\*AGMG2480 will constitute the capstone experience.*

### Sustainable Agriculture Production Certificate

#### Certificate Requirements

*Gainesville Campus*

Graduation Requirements: A minimum of 15 semester hours is required for graduation earning the Sustainable Agriculture Production Certificate.

##### First Semester

AGCR 1371	LOCAL NEEDS-Introduction to Sustainable Agriculture	3
AGRI 2330	WILDLIFE CONSERVATION & MANAGEMENT	3
AGRI 1231	THE AGRICULTURAL INDUSTRY	2
AGMG 2301	LIVESTOCK BUSINESS MANAGEMENT	3
AGME 1415	FARM AND RANCH SHOP SKILLS I	4

Subtotal: 15

Total Credit Hours: 15

### Business Management (Degree)

This program is designed to equip students with knowledge and skills directly applicable to a career in management or supervision, as well as to update and sharpen personal management skills. It is also aimed at providing quality workforce education for positions of managerial responsibility in business and industry. In

addition to providing classroom-based course work, the College works with local and area employers to provide on-the-job training experiences to bridge the gap between theory and practice.

All students are to conduct themselves in a manner appropriate to a professionally oriented learning atmosphere. Each student is expected to respect the rights of others. Because students may be in contact with business professionals from outside the college, it is imperative that performance in and out of the classroom reflect the student's desire to become a part of the business professional community. In addition to behavior, dress in the classroom should be appropriate.

**Graduation Requirements:** A minimum of 60 semester hours is required for graduation with an Associate of Applied Science, Business Management Degree. BUSG 2380 Cooperative Education – Business General is a capstone experience and may not be substituted. It should be taken the last semester before graduation.

### Degree Requirements

#### First Year - First Semester

ACNT 1303	INTRODUCTION TO ACCOUNTING I	3
BUSG 1301	INTRODUCTION TO BUSINESS	3
BUSG 1304	INTRODUCTION TO FINANCIAL ADVISING	3
HRPO 2301	HUMAN RESOURCE MANAGEMENT	3
MRKG 1301	CUSTOMER RELATIONS	3

#### First Year - Second Semester

ACNT 1311	INTRODUCTION TO COMPUTERIZED ACCOUNTING	3
POFT 2312	BUSINESS CORRESPONDENCE AND COMMUNICATION	3
MRKG 1311	PRINCIPLES OF MARKETING	3
BMGT 1327	PRINCIPLES OF MANAGEMENT	3
BMGT 2309	LEADERSHIP	3

#### Second Year - First Semester

BCIS 1305	BUSINESS COMPUTER APPLICATIONS	3
IBUS 1305	INTRODUCTION TO INTERNATIONAL BUSINESS AND TRADE	3
HRPO 2307	ORGANIZATIONAL BEHAVIOR	3
BUSG 2305	BUSINESS LAW/CONTRACTS	3

SPCH 1315	PUBLIC SPEAKING	3
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#### Second Year - Second Semester

ENGL 1301	COMPOSITION I	3
ECON 2301	PRINCIPLES OF MACROECONOMICS	3
MATH 1342	ELEMENTARY STATISTICAL METHODS	3
ARTS 1301	ART APPRECIATION	3
BUSG 2380	COOPERATIVE EDUCATION - BUSINESS, GENERAL	3

Subtotal: 60

*\* BUSG 2380 will constitute the capstone experience.*

Total Credit Hours: 60

### Business Management (Certificate)

#### Certificate Requirements

##### First Year - Second Semester

ACNT 1311	INTRODUCTION TO COMPUTERIZED ACCOUNTING	3
POFT 2312	BUSINESS CORRESPONDENCE AND COMMUNICATION	3
MRKG 1311	PRINCIPLES OF MARKETING	3
BMGT 1327	PRINCIPLES OF MANAGEMENT	3
BMGT 2309	LEADERSHIP	3
POFT 1220	JOB SEARCH SKILLS	2

##### First Year - First Semester

ACNT 1303	INTRODUCTION TO ACCOUNTING I	3
BUSG 1304	INTRODUCTION TO FINANCIAL ADVISING	3
HRPO 2301	HUMAN RESOURCE MANAGEMENT	3
BUSG 1301	INTRODUCTION TO BUSINESS	3
MRKG 1301	CUSTOMER RELATIONS	3

*\*POFT1220 will constitute the capstone experience.*

### Computer Information - Systems and Technology

The Computer Information Systems & Technology (CITE) curriculum is designed to prepare students for careers in the Information Technology segment of the workforce.

Each area of the curriculum provides entry level skills, or prepares the student for industry certification in the chosen field of study. The CITE program curriculum has been developed with the assistance and advice of an advisory council which is composed of service area industry professionals.

The degree and certificate programs will provide the student with skills in industry standard software and hardware. The program provides skills in computer applications, performing critical thinking, and the application of ethics in their daily operations.

The CITE degree program provides study in Computer Maintenance, Computer Programming, Web Page Design and Development, Digital Graphics, Operating Systems, Database Design and Development, and Microsoft Applications. The degree program also provides the student with academic classes designed to provide the student with a well-rounded education.

The Certificate in Game Design provides study in Game Design, Game Development, Animation, Artificial Intelligence, and Game Programming using a variety of programming languages and platforms. Also provides study in Android and iOS app design.

The Certificate Programs for CITE, Networking, and CISCO provide similar classes to the degree program, however there are no academic classes in those individual curricula. A student that commences study as a certificate student and later desires to complete the degree program will find that the classes taken for a certificate will readily transfer to the degree program.

**Prerequisite:** Students in this program must be able to keyboard at a minimum rate of 40 words per minute (WPM). Those who cannot meet this requirement must take a keyboarding class to improve their skills prior to enrollment.

**Graduation Requirements:** A minimum of 60 hours is required for graduation with an Associate of Applied Science degree in CITE. A minimum of 60 hours is required for graduation with an Associate of Applied Science degree in Networking Technology.

The minimums for each of the Certificate programs are: 30 hours for Computer Information Systems & Technology; 30 hours for Computer Information Systems & Technology Game Design; 30 hours for Networking Technology Networking Operating Systems Major; 31 hours for Networking Technology CISCO Major, 16 hours for CISCO Basic

*\*A comprehensive exam will constitute the capstone for certificates. Students must pass with a score of 70 or above*

ITSC 1316	LINUX INSTALLATION AND CONFIGURATION	3
IMED 1316	WEB PAGE DESIGN I	3
ITNW 1358	NETWORK+	3
ITSE 1302	COMPUTER PROGRAMMING	3
ITSC 1325	PERSONAL COMPUTER HARDWARE	3

#### First Year - Second Semester

ARTC 1325	INTRODUCTION TO COMPUTER GRAPHICS	3
EECT 1300	TECHNICAL CUSTOMER SERVICE	3
ITSE 2302	INTERMEDIATE WEB PROGRAMMING	3
ITSW 1307	INTRODUCTION TO DATABASE	3
GAME 1343	GAME AND SIMULATION PROGRAMMING I	3

#### Second Year - First Semester

ENGL 1301	COMPOSITION I	3
ARTC 1302	DIGITAL IMAGING I (PHOTOSHOP)	3
IMED 1345	INTERACTIVE DIGITAL MEDIA	3
INEW 2334	ADVANCED WEB PROGRAMMING	3
ITSE 2317	JAVA PROGRAMMING	3

#### Second Year - Second Semester

ENGL 2311	TECHNICAL & BUSINESS WRITING	3
MATH 1332	CONTEMPORARY MATHEMATICS I	3
ARTS 1301	ART APPRECIATION	3
GOVT 2305	FEDERAL GOVERNMENT (Federal constitution & topics)	3
ITSE 2380	COOPERATIVE EDUCATION-COMPUTER PROGRAMMER	3

Subtotal: 60

*\*ITSE2380 will constitute the capstone experience.*

Total Credit Hours: 60

## Degree Requirements

### First Year - First Semester

## Computer Information Systems and Technology (Certificate)

A minimum of 30 semester hours is required for graduation with a certificate in Computer Information Systems and Technology.

### Certificate Requirements

#### First Semester

ITSC 1316	LINUX INSTALLATION AND CONFIGURATION	3
IMED 1316	WEB PAGE DESIGN I	3
ITSE 1302	COMPUTER PROGRAMMING	3
ITNW 1358	NETWORK+	3
ITSC 1325	PERSONAL COMPUTER HARDWARE	3

#### Second Semester

ARTC 1325	INTRODUCTION TO COMPUTER GRAPHICS	3
EECT 1300	TECHNICAL CUSTOMER SERVICE	3
ITSE 2302	INTERMEDIATE WEB PROGRAMMING	3
ITSW 1307	INTRODUCTION TO DATABASE	3
GAME 1343	GAME AND SIMULATION PROGRAMMING I	3

Subtotal: 30

*\*A comprehensive program exam will constitute the capstone experience for this certificate. Students must pass the exam with a score of 70 or higher.*

Total Credit Hours: 30

## Computer Information Technology — Game Design (Certificate)

A minimum of 30 semester hours is required for graduation with a certificate in Computer Information Systems and Technology — Game Design.

### Certificate Requirements

#### First Semester

ARTC 1325	INTRODUCTION TO COMPUTER GRAPHICS	3
GAME 1306	DESIGN AND CREATION OF GAMES	3
ITSE 1391	SPECIAL TOPICS IN ANDROID	3

PROGRAMMING

OR

GAME 1303	INTRO TO GAME DESIGN AND DEVELOPMENT	3
ITSW 1307	INTRODUCTION TO DATABASE	3
IMED 1345	INTERACTIVE DIGITAL MEDIA	3

#### Second Semester

GAME 1343	GAME AND SIMULATION PROGRAMMING I	3
ITSE 2317	JAVA PROGRAMMING	3
GAME 1328	VIDEO GAME DESIGN	3
	OR	
ITSE 2310	iOS APPLICATION PROGRAMMING	
	OR	
ITSE 1392	SPECIAL TOPICS IN WINDOWS PROGRAMMING	3
GAME 1309	INTRODUCTION TO ANIMATION PROGRAMMING	3
GAME 2342	GAME DEVELOPMENT USING C++	3

*\*A comprehensive program exam will constitute the capstone for this certificate. Student must pass the exam with a score of 70 or higher.*

Total Credit Hours: 30

## Cyber Security (Certificate)

A minimum of 30 semester hours is required for graduation with a certificate in Cyber Security.

### Certificate Requirements

#### First Semester

ITSY 1300	FUNDAMENTALS OF INFORMATION SECURITY	3
ITSY 1342	INFORMATION TECHNOLOGY SECURITY	3
ITSC 1316	LINUX INSTALLATION AND CONFIGURATION	3
ITNW 1358	NETWORK+	3
ITNW 1313	COMPUTER VIRTUALIZATION	3

#### Second Semester

ITSY 2300	OPERATING SYSTEM SECURITY	3
ITSY 2301	FIREWALL AND NETWORK	3

	SECURITY	
ITSY 2330	INTRUSION DETECTION	3
ITSY 2342	INCIDENT RESPONSE & HANDLING	3
EECT 1300	TECHNICAL CUSTOMER SERVICE	3

Subtotal: 30

*\*Capstone for this course will consist of passing a comprehensive departmental exam.*

Total Credit Hours: 30

## Database Management Certificate

A minimum of 30 semester hours is required for graduation with a certificate in Database Management Certificate.

### Certificate Requirements

#### First Semester

ITSW 1307	INTRODUCTION TO DATABASE	3
ITSE 1311	BEGINNING WEB PROGRAMMING	3
ITNW 1358	NETWORK+	3
ITSE 1302	COMPUTER PROGRAMMING	3
ITSE 1303	INTRODUCTION TO MySQL	3

#### Second Semester

ITSE 1345	INTRODUCTION TO ORACLE SQL	3
EECT 1300	TECHNICAL CUSTOMER SERVICE	3
ITSE 1346	DATABASE THEORY AND DESIGN	3
ITSE 2302	INTERMEDIATE WEB PROGRAMMING	3
ITSW 2337	ADVANCED DATABASE	3

Subtotal: 30

*\*Capstone for this course will consist of passing a comprehensive departmental exam.*

Total Credit Hours: 30

## Networking Technology (Degree) - Network Operating Systems Major

**Attention: This degree is being phased out. All students completing this degree must do so by August 2015. No**

**new students are currently being accepted into the program.**

**Graduation Requirements :** A minimum of 60 semester hours is required for graduation with an Associate of Applied Science Degree in Networking Technology.

**Prerequisite :** Students in this program must be able to keyboard at a minimum rate of 40 words per minute (WPM). Those who cannot meet this requirement must take a keyboarding class to improve their skills prior to enrollment.

### Degree Requirements

#### First Year - First Semester

ITSC 1316	LINUX INSTALLATION AND CONFIGURATION	3
ITSC 1325	PERSONAL COMPUTER HARDWARE	3
ITNW 1358	NETWORK+	3
POFI 1349	SPREADSHEETS	3
ITNW 1308	IMPLEMENTING AND SUPPORTING CLIENT OPERATION SYSTEMS	3

#### First Year - Second Semester

ITSY 1342	INFORMATION TECHNOLOGY SECURITY	3
ITNW 1353	SUPPORTING NETWORK SERVER INFRASTRUCTURE	3
ENGL 1301	COMPOSITION I	3
EECT 1300	TECHNICAL CUSTOMER SERVICE	3
ITNW 1354	IMPLEMENTING AND SUPPORTING SERVER ENVIRONMENT	3

#### Second Year - First Semester

SPCH 1318	INTERPERSONAL COMMUNICATION	3
GOVT 2305	AMERICAN NATIONAL GOVERNMENT	3
ITCC 1401	EXPLORATION 1: NETWORK FUNDAMENTALS	4
ITCC 1404	EXPLORATION 2: ROUTING PROTOCOLS AND CONCEPTS	4

#### Second Year - Second Semester

ITCC 2408	EXPLORATION 3: LAN SWITCHING AND WIRELESS	4
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ITCC 2410	EXPLORATION 4: ACCESSING THE WAN	4
ARTS 1301	ART APPRECIATION	3
MATH 1332	MATH FOR LIBERAL ARTS	3
ITSC 2280	COOPERATIVE EDUCATION	2
Subtotal: 60		

*\*ITSC2280 will constitute the capstone experience.*

Total Credit Hours: 60

### Networking Technology - Network Operating Systems Certificate

#### Corinth and Flower Mound Campuses Only

A minimum of 31 hours is required for graduation with a certificate in Networking Technology.

#### Certificate Requirements

##### First Semester

ITSC 1316	LINUX INSTALLATION AND CONFIGURATION	3
	OR	
ITMT 2422	WINDOWS SERVER 2008 APPLICATIONS INFRASTRUCTURE CONFIGURATION	4
ITSC 1325	PERSONAL COMPUTER HARDWARE	3
ITNW 1358	NETWORK+	3
POFI 1349	SPREADSHEETS	3
ITNW 1308	IMPLEMENTING AND SUPPORTING CLIENT SYSTEMS	3

##### Second Semester

ITSY 1300	FUNDAMENTALS OF INFORMATION SECURITY	3
	OR	
ITMT 2350	IMPLEMENTING AND MANAGING MICROSOFT EXCHANGE	4
ITSY 1342	INFORMATION TECHNOLOGY SECURITY	3
ITNW 1353	SUPPORTING NETWORK SERVER INFRASTRUCTURE	3
EECT 1300	TECHNICAL CUSTOMER SERVICE	3

ITNW 1354	IMPLEMENTING AND SUPPORTING SERVER ENVIRONMENT	3
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Subtotal: 31

*\* Capstone for this certificate will consist of passing a comprehensive departmental exam.*

Total Credit Hours: 31

### Networking Technology (Certificate) - Cisco Systems

#### Corinth and Flower Mound Campuses Only

A minimum of 31 hours is required for graduation with a certificate in Computer Information Systems and Technology.

#### Certificate Requirements

##### First Year - First Semester

ITSC 1316	LINUX INSTALLATION AND CONFIGURATION	3
ITSC 1325	PERSONAL COMPUTER HARDWARE	3
ITNW 1358	NETWORK+	3
ITCC 1401	CISCO EXPLORATION 1: NETWORK FUNDAMENTALS	4
ITCC 1404	CISCO EXPLORATION 2: ROUTING PROTOCOLS AND CONCEPTS	4

##### First Year - Second Semester

ITNW 1353	SUPPORTING NETWORK SERVER INFRASTRUCTURE	3
ITSY 1342	INFORMATION TECHNOLOGY SECURITY	3
ITCC 2408	CISCO EXPLORATION 3: LAN SWITCHING AND WIRELESS	4
ITCC 2410	CISCO EXPLORATION 4: ACCESSING THE WAN	4

Subtotal: 31

*\*Capstone for this certificate will consist of passing a comprehensive departmental exam.*

Total Credit Hours: 31

## Network Technology-Certificate-CISCO Basic

### Certificate Requirements

#### First Semester

ITCC 1401	CISCO EXPLORATION 1: NETWORK FUNDAMENTALS	4
ITCC 1404	CISCO EXPLORATION 2: ROUTING PROTOCOLS AND CONCEPTS	4

#### Second Semester

ITCC 2408	CISCO EXPLORATION 3: LAN SWITCHING AND WIRELESS	4
ITCC 2410	CISCO EXPLORATION 4: ACCESSING THE WAN	4

Subtotal: 16

Total Credit Hours: 16

## Web Design (Certificate)

A minimum of 30 semester hours is required for graduation with a certificate in Web Design.

### Certificate Requirements

#### First Semester

ARTC 1302	DIGITAL IMAGING I (PHOTOSHOP)	3
IMED 1316	WEB PAGE DESIGN I	3
ARTC 1325	INTRODUCTION TO COMPUTER GRAPHICS	3
ITSC 1316	LINUX INSTALLATION AND CONFIGURATION	3
ITSE 1302	COMPUTER PROGRAMMING	3

#### Second Semester

ITSE 2302	INTERMEDIATE WEB PROGRAMMING	3
ITSW 1307	INTRODUCTION TO DATABASE	3
IMED 1345	INTERACTIVE DIGITAL MEDIA	3
INEW 2334	ADVANCED WEB PROGRAMMING	3
ITSE 2317	JAVA PROGRAMMING	3

Subtotal: 30

*\*Capstone for this certificate will consist of passing a comprehensive departmental exam.*

Total Credit Hours: 30

## Drafting Technology (Degree)

### Gainesville and Corinth Campuses

The Drafting Department at NCTC offers training in drafting using Autodesk software, an industry standard used around the world. Students can work toward a drafting certificate consisting of thirty (30) credit hours of drafting courses like basic CAD, architecture, mechanical, and 3D solid modeling. Generally students can finish the certificate program in one year as a full time student. Working students can go part-time and take one or two classes per semester and finish over a longer period of time. An Associate of Applied Science degree is also offered in Drafting and Design. The AAS degree is sixty (60) credit hours in length. Included in the degree program are English, Math, and other core academic courses. All the courses completed in the certificate program are part of the degree option. So if after completing the certificate a student wanted to work toward a degree all the work from the certificate would count toward the degree. Also the work done at NCTC may be transferred to local universities for those students wishing to get a BAAS degree. The degree program offers the student choices in degree path with several advanced drafting electives. The electives allow the student to focus their training in areas of interest that best fit their career goals. Of course students may work beyond the 60 hour degree requirement and take extra drafting electives or core academic courses. Transferring students should check with the university they plan to transfer to as to the number of classes that can be transferred.

**Graduation Requirements :** A minimum of 60 semester hours is required for graduation with an Associate of Applied Science Degree.

### Degree Requirements

#### First Year - First Semester

DFTG 1305	TECHNICAL DRAFTING	3
DFTG 1309	BASIC COMPUTER-AIDED DRAFTING	3
DFTG 1317	ARCHITECTURAL DRAFTING/RESIDENTIAL	3
DFTG 1333	MECHANICAL DRAFTING	3
DFTG 2317	DESCRIPTIVE GEOMETRY	3

#### First Year - Second Semester

DFTG 2300	INTERMEDIATE ARCHITECTURALDRAFTING- RESIDENTIAL	3
DFTG 2302	MACHINE DRAFTING	3

DFTG 2306	MACHINE DESIGN	3
DFTG 2319	INTERMEDIATE COMPUTER-AIDED DRAFTING	3
DFTG 2340	SOLID MODELING/DESIGN	3

**Second Year - First Semester**

DFTG 2306	MACHINE DESIGN	3
DFTG XXXX	ADVANCED DRAFTING ELECTIVE	3
DFTG XXXX	ADVANCED DRAFTING ELECTIVE	3
ECON 2301	PRINCIPLES OF MACROECONOMICS	3
ARTS 1301	ART APPRECIATION	3

**Second Year - Second Semester**

DFTG 2338	FINAL PROJECT-ADVANCED DRAFTING	3
DFTG XXXX	ADVANCED DRAFTING ELECTIVE	3
MATH 1314	COLLEGE ALGEBRA	3
SPCH 1315	PUBLIC SPEAKING	3
GOVT 2305	FEDERAL GOVERNMENT (Federal constitution & topics)	3

*\*Advanced Drafting Electives:*

*DFTG1358 Electrical/Electronic Drafting, DFTG2330 Civil Drafting, DFTG2323 Pipe Drafting, DFTG2332 Advanced Computer-Aided Drafting, DFTG2358 Advanced Machine Design, DFTG2328 Architectural Drafting-Commercial, DFTG2330 Civil Drafting*

Total Credit Hours: 63

**Advanced Drafting Certificate**

**Certificate Requirements**

**First Semester**

DFTG 1305	TECHNICAL DRAFTING	3
DFTG 1309	BASIC COMPUTER-AIDED DRAFTING	3
DFTG 1317	ARCHITECTURAL DRAFTING/RESIDENTIAL	3
DFTG 1333	MECHANICAL DRAFTING	3
DFTG 2317	DESCRIPTIVE GEOMETRY	3

**Second Semester**

DFTG 2300	INTERMEDIATE	3
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	ARCHITECTURAL DRAFTING-RESIDENTIAL	
DFTG 2302	MACHINE DRAFTING	3
DFTG 2319	INTERMEDIATE COMPUTER-AIDED DRAFTING	3
DFTG 2340	SOLID MODELING/DESIGN	3

*\*A comprehensive program exam will constitute the capstone experience for the Advanced Drafting Certificate. Student must pass the exam with a score of 70 or higher.*

Subtotal: 27

Total Credit Hours: 27

**Basic Drafting**

**Certificate Requirements**

**First Semester**

DFTG 1305	TECHNICAL DRAFTING	3
DFTG 1309	BASIC COMPUTER-AIDED DRAFTING	3
DFTG 1317	ARCHITECTURAL DRAFTING/RESIDENTIAL	3
DFTG 1333	MECHANICAL DRAFTING	3
DFTG 2317	DESCRIPTIVE GEOMETRY	3

A separate comprehensive departmental examinations will constitute the "**Basic Drafting** Certificate" & "**Advanced Drafting** Certificate" capstone experience.  
Subtotal: 15

*\*A comprehensive program exam will constitute the capstone experience from the Basic Drafting Certificate. Student must pass the exam with a score of 70 or higher.*

Total Credit Hours: 15

**Equine Science (Degree)**

**Gainesville Campus**

The Equine Program is designed to give students hands-on experience, real industry application, and a well-rounded curriculum that includes science, business, riding, and training. Located in the heart of horse country, students not only work within the program but directly with many of the outstanding professionals and facilities in the area thereby gaining important work experience and contacts within the industry. The diverse student population encompasses individuals from many levels of experience,

disciplines, and background including international students that come to study in the program.

**Important Notice:** Students should also note that this is a very rigorous program that requires a large amount of time, significant class loads, and extra work experiences out side of class.

**Graduation Requirements:** A minimum of 60 semester hours is required for graduation with an Associate of Applied Science Degree.

**Degree Requirements**

**First Year - First Semester**

ENGL XXXX	COMMUNICATIONS CORE	3
	OR	
SPCH XXXX	COMMUNICATIONS CORE	3
	EQUESTRIAN I REQUIREMENT	3
AGEQ 1411	EQUINE SCIENCE I (HORSE PRODUCTION AND MANAGEMENT)	4
AGEQ 1205	EQUINE ENTERPRISE MANAGEMENT	2
AGRI 1309	COMPUTERS IN AGRICULTURE	3

1. Choose one from: ENGL1301 or SPCH1315 or SPCH1321
2. Equestrian I Requirement: AGEQ1319, or AGEQ1300 or AGE1370
3. Choose one from AGAH1397 or AGRI2317 or AGMG2301
4. Equestrian II Requirement: AGEQ2339 or AGEQ2359 or AGEQ1371 or AGEQ2370
5. Choose one course from the Core Curriculum Social & Behavioral Sciences
6. Choose one from AGRI2301 or AGRI2303
7. Choose one course from the Core Curriculum in Mathematics
8. Choose one course from the Core Curriculum in Life and Physical Sciences
9. Choose one course from the Core Curriculum for either Language, Philosophy and Culture OR Creative Arts

**First Year - Second Semester**

AGEQ 1315	HORSE EVALUATION I	3
	AGRICULTURAL COURSE	3
	EQUESTRIAN II REQUIREMENT	3

SOCIAL AND BEHAVIORAL SCIENCES 3

AGEQ 2311 EQUINE SCIENCE II (ADVANCED HORSE PRODUCTION AND MANAGEMENT) 3

**First Year - Third Semester**

	AGRICULTURE MECHANICS	3
	CORE COLLEGE MATH	3
AGEQ 1401	EQUINE BEHAVIOR AND TRAINING I	4
	LIFE AND PHYSICAL SCIENCES	4
	LANGUAGE, PHILOSOPHY AND CULTURE ELECTIVE	3
	OR	
	CREATIVE ARTS ELECTIVE	3

**First Year - Fourth Semester**

AGRI 1419	INTRODUCTORY ANIMAL SCIENCE	4
AGEQ 1350	EQUINE REPRODUCTION	3
AGEQ 2310	EQUINE BUSINESS MANAGEMENT	3
AGEQ 2386	INTERNSHIP - EQUINE SCIENCE	3

Subtotal: 60

*\*AGEQ2386 will constitute the capstone experience.*

Total Credit Hours: 60

**Equine Husbandry-Marketable Skills Award**

**Certificate Requirements (Marketable Skills)**

Graduation Requirements: A minimum of 14 semester hours is required for graduation earning the Equine Husbandry Marketable Skills Award.

**First Semester**

AGEQ 1411	EQUINE SCIENCE I (HORSE PRODUCTION AND MANAGEMENT)	4
AGEQ 1401	EQUINE BEHAVIOR AND TRAINING I	4
AGEQ 1315	HORSE EVALUATION I	3
AGEQ 2311	EQUINE SCIENCE II (ADVANCED	3

HORSE PRODUCTION AND  
MANAGEMENT)  
Subtotal: 14  
Total Credit Hours: 14

ADIVISING  
AGRICULTURE BUSINESS 3  
SOCIAL AND BEHAVIORAL  
SCIENCES 3

### Equine Business Management (Degree)

**Graduation Requirements:** A minimum of 60 semester hours is required for graduation with an Associate of Applied Science Degree.

#### Degree Requirements

##### First Semester

	EQUESTRIAN I REQUIREMENT	3
AGEQ 1411	EQUINE SCIENCE I (HORSE PRODUCTION AND MANAGEMENT)	4
AGRI 1309	COMPUTERS IN AGRICULTURE	3
AGEQ 1205	EQUINE ENTERPRISE MANAGEMENT	2
ENGL 1301	COMPOSITION I	3

##### Second Semester

AGEQ 1315	HORSE EVALUATION I	3
BMGT 1327	PRINCIPLES OF MANAGEMENT	3
ACCT 2301	PRINCIPLES OF FINANCIAL ACCOUNTING	3
	OR	
ACNT 1303	INTRODUCTION TO ACCOUNTING I	3
	EQUINE ELECTIVE	3
	LANGUAGE, PHILOSOPHY AND CULTURE ELECTIVE	3
	OR	
	CREATIVE ARTS ELECTIVE	3

##### Third Semester

	CORE COLLEGE MATH	3
SPCH XXXX	COMMUNICATIONS CORE	3
BUSG 1304	INTRODUCTION TO FINANCIAL	3

##### Fourth Semester

AGEQ 2311	EQUINE SCIENCE II (ADVANCED HORSE PRODUCTION AND MANAGEMENT)	3
AGEQ 2310	EQUINE BUSINESS MANAGEMENT	3
AGAH 1397	AGRICULTURAL SPANISH	3
BMGT 2309	LEADERSHIP	3
AGEQ 2386	INTERNSHIP - EQUINE SCIENCE	3

Subtotal: 60

1. Equestrian I Requirement: AGEQ1319 or AGEQ1300 or AGEQ1370
2. Choose one from: AGEQ1322 or AGEQ1371 or AGEQ1391
3. Choose one course from the Core Curriculum Language, Philosophy and Culture OR Creative Arts
4. Choose one course from the Core Curriculum in Mathematics
5. Choose one course from: SPCH1315 or SPCH1318 or SPCH1321
6. Choose one course from AGRI2317 or AGMG2301
7. Choose one course from the Core Curriculum Social & Behavioral Sciences

*\*AGEQ2386 will constitute the internship experience.*

Total Credit Hours: 60

### Equine Management Certificate

#### Certificate Requirements

*Gainesville Campus*

Graduation Requirements: A minimum of 26 semester hours is required for graduation earning the Equine Management Certificate.

##### First Semester

AGEQ 1411	EQUINE SCIENCE I (HORSE PRODUCTION AND	4
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	MANAGEMENT)	
AGEQ 1205	EQUINE ENTERPRISE MANAGEMENT	2
AGRI 1309	COMPUTERS IN AGRICULTURE	3
AGEQ 1319	HORSEMANSHIP I	3
	OR	
AGEQ 1300	ENGLISH EQUITATION I	3
	OR	
AGEQ 1370	LOCAL NEEDS - PRINCIPLES OF RANCH HORSE RIDING I	3
<b>Second Semester</b>		
AGEQ 1315	HORSE EVALUATION I	3
AGEQ 2311	EQUINE SCIENCE II (ADVANCED HORSE PRODUCTION AND MANAGEMENT)	3
AGCR 1441	FORAGE AND PASTURE MANAGEMENT	4
AGEQ 2310	EQUINE BUSINESS MANAGEMENT	3
Subtotal: 26		
Total Credit Hours: 26		

### Equine Science – Horse Management and Training (Certificate)

**Graduation Requirements:** A minimum of 42 semester hours is required for graduation with a Horse Training & Management Certificate.

#### Certificate Requirements

##### First Semester

AGEQ 1411	EQUINE SCIENCE I (HORSE PRODUCTION AND MANAGEMENT)	4
AGEQ 1401	EQUINE BEHAVIOR AND TRAINING I	4
AGRI 1309	COMPUTERS IN AGRICULTURE	3
	EQUESTRIAN I REQUIREMENT	3

##### Second Semester

AGEQ 2310	EQUINE BUSINESS MANAGEMENT	3
AGEQ 2311	EQUINE SCIENCE II (ADVANCED HORSE PRODUCTION AND MANAGEMENT)	3
AGEQ 2401	EQUINE BEHAVIOR AND	4

	TRAINING II	
	AGRICULTURE MECHANICS	3

##### Third Semester

AGAH 1397	AGRICULTURAL SPANISH	3
	EQUESTRIAN II REQUIREMENT	3
	EQUINE ELECTIVE	3
AGEQ 1205	EQUINE ENTERPRISE MANAGEMENT	2
AGEQ 2386	INTERNSHIP - EQUINE SCIENCE	3

Subtotal: 41

1. Equestrian I Requirement: AGEQ1319, AGEQ1300, AGEQ1370
2. Choose one from: AGRI2301 OR AGRI2303
3. Equestrian II Requirement: AGEQ2339, AGEQ2359, AGEQ1371
4. Choose one from: AGEQ1391, AGEQ2370 or AGEQ2371

*\*AGEQ2386 will constitute the capstone experience.*

Total Credit Hours: 41

### Equine Science – Breeding Farm Management (Certificate)

**Graduation Requirements:** A minimum of 35 semester hours is required for graduation with a Breeding Farm Management Certificate.

#### Certificate Requirements

##### First Semester

AGEQ 1205	EQUINE ENTERPRISE MANAGEMENT	2
AGEQ 1411	EQUINE SCIENCE I (HORSE PRODUCTION AND MANAGEMENT)	4
AGEQ 1401	EQUINE BEHAVIOR AND TRAINING I	4
AGRI 1309	COMPUTERS IN AGRICULTURE	3

##### Second Semester

AGEQ 2310	EQUINE BUSINESS MANAGEMENT	3	SPCH 1315	PUBLIC SPEAKING	3
				OR	
AGEQ 2311	EQUINE SCIENCE II (ADVANCED HORSE PRODUCTION AND MANAGEMENT)	3	SPCH 1318	INTERPERSONAL COMMUNICATION	3
				OR	
AGCR 1441	FORAGE AND PASTURE MANAGEMENT	4	SPCH 1321	BUSINESS AND PROFESSIONAL COMMUNICATION	3
AGEQ 1350	EQUINE REPRODUCTION	3	AGRI 1419	INTRODUCTORY ANIMAL SCIENCE	4
Third Semester			AGMG 2301	LIVESTOCK BUSINESS MANAGEMENT	3
AGRI 2301	AGRICULTURAL POWER UNITS OR	3	<i>Core College Math: Choose one course from the Core Curriculum in Mathematics</i>		
AGRI 2303	AGRICULTURAL CONSTRUCTION I	3	<i>Institutional Core Requirement: Choose one course from the Core Curriculum in either GOVT, HIST or Social &amp; Behavioral Sciences</i>		
AGAH 1397	AGRICULTURAL SPANISH	3			
AGEQ 2386	INTERNSHIP - EQUINE SCIENCE	3			

Subtotal: 35

Total Credit Hours: 35

## Farm and Ranch Management (Degree)

### Gainesville Campus

**Graduation Requirements:** A minimum of 60 semester hours is required for graduation with an Associate of Applied Science Degree.

### Degree Requirements

#### First Semester

AGRI 1131	THE AGRICULTURE INDUSTRY	1
ENGL 1301	COMPOSITION I	3
AGRI 1309	COMPUTERS IN AGRICULTURE	3
AGRI 1407	AGRONOMY	4
	AGRICULTURAL COURSE	3

*Agricultural Course: Choose one from Ag. Economics or Ranch Business*

#### Second Semester

	CORE COLLEGE MATH	3
	INSTITUTIONAL CORE REQUIREMENT	3
SPCH 1311	INTRODUCTION TO SPEECH COMMUNICATION	3
	OR	

#### Third Semester

	CREATIVE ARTS	3
AGAH 1397	AGRICULTURAL SPANISH	3
AGRI 2301	AGRICULTURAL POWER UNITS OR	3
AGRI 2303	AGRICULTURAL CONSTRUCTION I	3
AGAH 1453	BEEF CATTLE PRODUCTION	4
AGAH 1290	ARTIFICIAL INSEMINATION OR	2
AGRI 2321	LIVESTOCK EVALUATION I OR	3
AGRI 2330	WILDLIFE CONSERVATION & MANAGEMENT	3

*Agriculture Mechanics: Choose one from: AGR12303 or AGME2301*

*Agriculture Elective: Choose one from: AGAH1290, AGR12321 or AGR12330*

*Visual & Performing Arts: Choose one from the Core Curriculum Visual & Performing Arts*

#### Fourth Semester

AGRI 1413	PLANT PROTECTION	4
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AGCR 1441	FORAGE AND PASTURE MANAGEMENT	4
AGAH 2313	PRINCIPLES OF FEEDS AND FEEDING	3
AGMG 2480	COOPERATIVE EDUCATION- AGRICULTURAL BUSINESS AND MANAGEMENT, GENERAL	4
Subtotal: 60		

*\*AGMG2480 will constitute the capstone experience.*

Total Credit Hours: 60

## Horticultural Management (Certificate)

The NCTC Horticulture Program is one of the few programs of its kind, providing a broad, technical education in the field of horticulture, emphasizing practical knowledge while preparing students to work in multiple facets of the industry, including landscaping, floristry, horticulture crop production and greenhouse management. Students learn a variety of horticultural techniques such as plant propagation, organic gardening, soil preparation, plant identification, and pest management. Courses are taught using a range of teaching methods consisting of hands-on labs, one-on-one instruction, fieldtrips, and lectures. A dynamic and diverse field, horticulture is among the few to bridge the gap between science, art, business, and technology. Horticulture is not only a multi-billion dollar industry that offers increasing job opportunities for students seeking careers in the area, but horticulture also offers countless opportunities for hobbyists.

The following curriculum must be completed for certification. Some courses may have an additional supply fee charged at the time of registration.

### Certificate Requirements

#### First Semester

FMKT 1301	FLORAL DESIGN	3
HALT 1392	NATURALISTIC GARDENING (SPECIAL TOPICS IN HORTICULTURAL SCIENCE)	3
HALT 1331	WOODY PLANTS	3
HORT 1401	HORTICULTURE	4
	HORTICULTURE ELECTIVE	3
AGRI 2303	AGRICULTURAL CONSTRUCTION I	3
	OR	
HALT 1333	LANDSCAPE IRRIGATION	3
	OR	

HALT 2331	ADVANCED LANDSCAPE DESIGN	3
	OR	
HALT 2307	FOOD CROPS	3
<i>Horticulture Elective: HALT2307 Food Crops, HALT2331 Advanced Landscape Design, HALT1333 Landscape Irrigation, AGRI2303 Agricultural Construction I</i>		

#### Second Semester

HALT 1303	HERBACEOUS PLANTS	3
HALT 1422	LANDSCAPE DESIGN	4
HALT 2308	GREENHOUSE MANAGEMENT	3
	HORTICULTURE ELECTIVE	3
<i>Horticulture Elective: HALT2307 Food Crops, HALT2331 Advanced Landscape Design, HALT1333 Landscape Irrigation, AGRI2303 Agricultural Construction I</i>		

#### Summer Semester

HALT 2280	COOPERATIVE EDUCATION	2
Subtotal: 31		

*\*HALT2280 will constitute the capstone experience.*

### **Horticulture Management Electives**

Select from list below:

*AGRI2303 - Agricultural Construction I*

*HALT1333 - Landscape Irrigation*

*HALT2307 - Food Crops*

*HALT2331 - Advanced Landscape Design*

Total Credit Hours: 31

## Landscape Design-Marketable Skills

### Certificate Requirements (Marketable Skills)

The following curriculum must be completed for certification. Some courses may have an additional supply fee charged at the time of registration.

#### First Semester

HALT 1422	LANDSCAPE DESIGN	4
HALT 1333	LANDSCAPE IRRIGATION	3

#### Second Semester

HALT 2331	ADVANCED LANDSCAPE DESIGN	3
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Subtotal: 10

Total Credit Hours: 10

## Sustainable Horticulture Certificate

### Certificate Requirements

#### Gainesville Campus

Graduation Requirements: A minimum of 15 semester hours is required for graduation earning the Sustainable Horticulture Certificate.

#### First Semester

AGCR 1371	LOCAL NEEDS-Introduction to Sustainable Agriculture	3
HALT 2308	GREENHOUSE MANAGEMENT	3
HALT 1392	NATURALISTIC GARDENING (SPECIAL TOPICS IN HORTICULTURAL SCIENCE)	3
HALT 2307	FOOD CROPS	3
HALT 2321	SMALL FARMING	3
Subtotal: 15		

### Office Systems Technology (Degree)

The Office Systems Technology (OST) curriculum is designed to prepare students for a variety of careers related to office technology and to update and sharpen current skills. The program's flexibility allows the student to take classes over the Internet while continuing to work full-time. It is designed to equip students with the knowledge and skills directly related to their career and specifically targets existing occupational areas that are forecast by regional planning agencies to be growing ones.

The objectives of the OST program include preparing students to become employable through training in the occupational area; providing adequate information, learning opportunities, and hands-on practice to become proficient in using computer applications and office machines; and providing professional guidance and ethical foundations for the office environment.

**Prerequisite** : Use of the computer is essential for success in this program. Students enrolled in OST classes must be able to keyboard at a minimum rate of 30 words per minute (wpm), and they will be required to take a keyboarding test to verify that they meet this requirement. Those who cannot meet this requirement must take a keyboarding class to improve their skills prior to or concurrent with enrollment.

**Graduation Requirements** : A minimum of 60 semester hours is required for graduation with an Associate of Applied Science Degree in Office Systems Technology.

### Degree Requirements

#### First Year - First Semester

POFT 1329	BEGINNING KEYBOARDING	3
POFT 1309	ADMINISTRATIVE OFFICE PROCEDURES I	3
POFI 2301	WORD PROCESSING	3
POFT 1331	NUMERIC KEYPAD APPLICATIONS	3
ACNT 1303	INTRODUCTION TO ACCOUNTING I	3

#### First Year - Second Semester

ACNT 1311	INTRODUCTION TO COMPUTERIZED ACCOUNTING	3
POFI 1349	SPREADSHEETS	3
POFT 1328	BUSINESS PRESENTATIONS	3
POFI 2331	DESKTOP PUBLISHING FOR THE OFFICE	3
POFT 1319	RECORDS AND INFORMATION MANAGEMENT I	3

#### Second Year - First Semester

POFI 2350	DATABASES	3
ENGL 1301	COMPOSITION I	3
BCIS 1305	BUSINESS COMPUTER APPLICATIONS	3
POFT 1325	BUSINESS MATH AND MACHINE APPLICATIONS	3
POFT 2312	BUSINESS CORRESPONDENCE AND COMMUNICATION	3

#### Second Year - Second Semester

MATH 1332	CONTEMPORARY MATHEMATICS I	3
POFT 2380	COOPERATIVE EDUCATION - ADMINISTRATIVE ASSISTANT AND SECRETARIAL SCIENCE	3
SPCH 1321	BUSINESS AND PROFESSIONAL COMMUNICATION	3
ARTS 1301	ART APPRECIATION	3
ECON 2301	PRINCIPLES OF MACROECONOMICS	3

Subtotal: 60

*\*POFT2380 will constitute the capstone experience.*

Total Credit Hours: 60

## Office Systems Technology (Certificate)

**Graduation Requirements:** A minimum of 32 hours is required for graduation with a certificate of completion in Office Systems Technology.

### Certificate Requirements

#### First Semester

POFT 1329	BEGINNING KEYBOARDING	3
POFT 1309	ADMINISTRATIVE OFFICE PROCEDURES I	3
POFI 2301	WORD PROCESSING	3
POFT 1331	NUMERIC KEYPAD APPLICATIONS	3
ACNT 1303	INTRODUCTION TO ACCOUNTING I	3

#### Second Semester

ACNT 1311	INTRODUCTION TO COMPUTERIZED ACCOUNTING	3
POFI 1349	SPREADSHEETS	3
POFT 1328	BUSINESS PRESENTATIONS	3
POFI 2331	DESKTOP PUBLISHING FOR THE OFFICE	3
POFT 1319	RECORDS AND INFORMATION MANAGEMENT I	3
POFT 1220	JOB SEARCH SKILLS	2
Subtotal: 32		

*\*POFT1220 will constitute the capstone experience.*

Total Credit Hours: 32

## Office Systems Technology - Technology Medical (Certificate)

**Graduation Requirements:** A minimum of 32 hours is required for graduation with a certificate of completion in Office Systems Technology.

### Certificate Requirements

#### First Semester

POFT 1329	BEGINNING KEYBOARDING	3
POFT 1309	ADMINISTRATIVE OFFICE PROCEDURES I	3
ACNT 1303	INTRODUCTION TO ACCOUNTING I	3

POFT 1331	NUMERIC KEYPAD APPLICATIONS	3
POFI 2301	WORD PROCESSING	3
HITT 1205	MEDICAL TERMINOLOGY	2

#### Second Semester

ACNT 1311	INTRODUCTION TO COMPUTERIZED ACCOUNTING	3
POFI 1349	SPREADSHEETS	3
POFM 1327	MEDICAL INSURANCE	3
POFT 1319	RECORDS AND INFORMATION MANAGEMENT I	3
POFT 1220	JOB SEARCH SKILLS	2
Subtotal: 31		

*\*POFT1220 will constitute the capstone experience.*

**Attention:** This certificate is being deactivated. All students completing this certificate must do so by August 2016. No new students are currently being accepted into the program.

## Office System Technology-Marketable Skills Award

### Certificate Requirements (Marketable Skills)

#### First Semester

This award is designed to provide training for individuals interested in obtaining marketable skills as a Microsoft Office Software Professional. Emphasis will be placed on preparation for Microsoft Office certification examinations.

POFI 2301	WORD PROCESSING	3
POFI 1349	SPREADSHEETS	3
POFT 1328	BUSINESS PRESENTATIONS	3
POFI 2350	DATABASES	3
Subtotal: 12		

Total Credit Hours: 12

## Petroleum Technology (Degree)

### Bowie and Graham Campuses Only

Degrees and Certificates in the Petroleum Technology Program are designed to provide students with the knowledge and skills required to start careers in the petroleum industry. Training and coursework provides a diversity of knowledge that can be applied in many areas of the petroleum industry. The Petroleum Technology

coursework will be a combination of core academic courses, highly specialized technical classes, and petroleum industry specific training labs. The academic support courses for this program can be completed at any of our campuses. However, the technical courses will be taught at our Bowie Campus and our Graham Campus.

Safety training as designed and mandated by The Petroleum Education Council (PEC) will be a major component. Other courses will address work teams, communication and leadership, and industry specific lab training for the petroleum industry. These courses prepare students for entry-level careers as part of a production team charged with safe and efficient extraction and production of petroleum. Those currently in the field who combine education with experience will be able to seek progression into managerial jobs with higher wages. As its foundation, the program will introduce students to the industry, its rich history, and purposes/procedures in varied petroleum technologies: exploration, drilling, production, transportation, marketing, and refining. Introductory and advanced oil and gas specialty topics as recommended by industry partners are heavily entrenched in the curriculum content.

The program is driven by petroleum industry hands-on instruction, broad-based in scope to cover as many aspects of the industry as possible. This gives the students the knowledge and skills necessary to begin a successful career in a versatile and strong petroleum industry. Students will gain knowledge related to basic oil field equipment maintenance and repair and environmental and regulatory mandates. Computer literacy will be a program mainstay as the industry adapts to new technology field needs to expediently translate well data.

**Program Requirements:** In addition to the general requirements for admission to NCTC, entry into the Petroleum Technology program requires basic proficiency in English, Reading, and Math. (THEA requirement).

**Graduation Requirements:** A minimum of 60 semester hours is required for graduation with an Associate of Applied Science Degree.

**Degree Requirements**

First Year - First Semester

PTRT 1301	INTRODUCTION TO PETROLEUM INDUSTRY	3
PTRT 1313	INDUSTRIAL SAFETY	3
PTRT 1321	OIL FIELD HYDRAULICS	3
CNBT 1311	CONSTRUCTION METHODS & MATERIALS	3

PTRT 1307	RECOVERY AND PRODUCTION METHODS	3
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First Year - Second Semester

CETT 1302	ELECTRICITY PRINCIPLES	3
PTRT 1324	PETROLEUM INSTRUMENTATION	3
PTRT 2323	NATURAL GAS PRODUCTION	3
PTRT 1303	DRILLING	3
PTRT 2331	WELL COMPLETIONS	3

Second Year - First Semester

BMGT 2309	LEADERSHIP	3
PTRT 1317	NATURAL GAS PROCESSING I	3
PTRT 1391	SPECIAL TOPICS IN PETROLEUM-SCADA	3
BMGT 1327	PRINCIPLES OF MANAGEMENT	3
SPCH 1315	PUBLIC SPEAKING	3
	OR	
SPCH 1321	BUSINESS AND PROFESSIONAL COMMUNICATION	3

Second Year - Second Semester

PTRT 2380	COOPERATIVE EDUCATION - PETROLEUM TECHNOLOGY/TECHNICIAN	3
ARTS 1301	ART APPRECIATION	3
ENGL 1301	COMPOSITION I	3
MATH 1314	COLLEGE ALGEBRA	3
HIST 1301	UNITED STATES HISTORY I	3
Subtotal: 60		

*\*PTRT 2380 will constitute the capstone experience.*

*Students will complete, with an industry partner, an internship (cooperative education) to validate workplace competencies. Students successfully completing the program will be awarded the Associate of Applied Science degree in Petroleum Technology.*

Total Credit Hours: 60

**Petroleum Technology (Certificate)**

**Bowie and Graham Campuses Only**

**Program Requirements :** The Petroleum Technology certificate program is THEA exempt.

**Certification Requirements** : 30 semester hours is required for completion of the Petroleum Technology certificate.

### Certificate Requirements

#### First Semester

PTRT 1301	INTRODUCTION TO PETROLEUM INDUSTRY	3
PTRT 1313	INDUSTRIAL SAFETY	3
PTRT 1321	OIL FIELD HYDRAULICS	3
CNBT 1311	CONSTRUCTION METHODS & MATERIALS	3
PTRT 1307	RECOVERY AND PRODUCTION METHODS	3

#### Second Semester

CETT 1302	ELECTRICITY PRINCIPLES	3
PTRT 1324	PETROLEUM INSTRUMENTATION	3
PTRT 1303	DRILLING	3
PTRT 2323	NATURAL GAS PRODUCTION	3
PTRT 2331	WELL COMPLETIONS	3
Subtotal: 30		

*\*A comprehensive program exam will constitute the capstone experience for this certificate.*

**Total Credit Hours: 30**

## CURRICULA HEALTH AND HUMAN SCIENCES

North Central Texas College's Division of Health and Human Sciences includes the following courses of study:

- **Associate Degree Nursing (ADN)** - for students wishing to qualify for licensure as Registered Nurses (RNs).
- **Cosmetology**
  - **Cosmetology Stylist/Operator (OP)** - for students wishing to qualify for licensure as Cosmetology Operator.
  - **Esthetician (FA)** - for students wishing to qualify for licensure as Facialist.
  - **Instructor of Cosmetology (MA)** - for students wishing to qualify for licensure as Instructor.
- **Emergency Medical Services (EMS)** - for students wishing to qualify for certification as Paramedics and EMTs.
- **Fire Sciences** - for students wishing to qualify for Texas fire firefighter certification.
- **Law Enforcement** - for students wishing to obtain a certificate, Associate of Arts or Associate of Applied Science in Law Enforcement.
- **Radiological Technology** - for students wishing to qualify for registry as Radiological Technologists.
- **Surgical Technology** - for students wishing to qualify for certification as Surgical Technologists.
- **Vocational Nursing (LVN)** - for students wishing to qualify for licensure as Licensed Vocational Nurses (LVNs).

To earn either an Associate degree or Certificate, students must achieve an overall grade point average of at least 2.0 and complete the minimum number of semester hours specified for each program. Eighteen of the semester hours required for completion of the degree/certificate must be taken at NCTC.

*NOTE: Admission to Health and Human Sciences/Nursing Programs*

Admission to a Health and Human Sciences or Nursing program is contingent upon admission to North Central Texas College; however, granting of admission to the College does not guarantee admission to a Health and Human Sciences or Nursing program. A more detailed description of the general admissions process for Health and Human Sciences/Nursing programs is on page 23. Refer also to specific programs on the following pages for any additional admission requirements.

### Associate Degree Nursing (ADN) Program (Gainesville Campus)

North Central Texas College's ADN program is approved by the Texas Board of Nursing and has full accreditation from the Accreditation Commission for Education in Nursing Inc. (ACEN: 3343 Peachtree Rd., NE Ste. 850, Atlanta, GA 30326, Telephone: (404) 975-5000).

#### Essential Competencies of Graduates of Texas

##### I. Member of the Profession:

- A. Function within the nurse's legal scope of practice and in accordance with the policies and procedures of the employing health care institution or practice setting.
- B. Assume responsibility and accountability for the quality of nursing care provided to patients and their families.
- C. Participate in activities that promote the development and practice of professional nursing.
- D. Demonstrate responsibility for continued competence in nursing practice, and develop insight through reflection, self-analysis, self-care and lifelong learning.

##### II. Provider of Patient-Centered Care:

- A. Use clinical reasoning and knowledge based on the diploma or associate degree nursing program of study and evidence-based practice outcomes as a basis for decision making in nursing practice.
- B. Determine the physical and mental health status, needs, and preferences of culturally, ethnically, and socially diverse patients and their families based upon interpretation of comprehensive health assessment findings compared with evidence-based health data derived from the diploma or associate degree nursing program of study.
- C. Analyze assessment data to identify problems, formulate goals/outcomes, and develop plans of care for patients and their families using information from evidence-based practice in collaboration with patients, their families, and the interdisciplinary health care team.
- D. Provide safe, compassionate, comprehensive nursing care to patients and their families through a broad array of health care services.
- E. Implement the plan of care for patients and their families within legal, ethical, and regulatory parameters and in consideration of disease prevention, wellness, and promotion of healthy lifestyles.
- F. Evaluate and report patient outcomes and responses to therapeutic interventions in comparison to benchmarks

from evidence-based practice, and plan follow-up nursing care.

G. Develop, implement, and evaluate teaching plans for patients and their families to address health promotion, maintenance and restoration.

H. Coordinate human, information, and material resources in providing care for patients and their families.

### **III. Patient Safety Advocate**

A. Demonstrate knowledge of the Texas Nursing Practice Act and the Texas Board of Nursing Rules that emphasize safety, as well as all federal, state, and local government and accreditation organization safety requirements and standards.

B. Implement measures to promote quality and a safe environment for patients, self, and others.

C. Formulate goals and outcomes using evidence-based data to reduce patient risks.

D. Obtain instruction, supervision, or training as needed when implementing nursing procedures or practices.

E. Comply with mandatory reporting requirements of the Texas Nursing Practice Act.

F. Accept and make assignments and delegate tasks that take into consideration patient safety and organizational policy.

### **IV. Member of the Health Care Team:**

A. Coordinate, collaborate, and communicate with patients, their families, and the interdisciplinary health care team to plan, deliver, and evaluate patient-centered care.

B. Serve as a health care advocate in monitoring and promoting quality and access to health care for patients and their families.

C. Refer patients and their families to resources that facilitate continuity of care; health promotion, maintenance, and restoration; and ensure confidentiality.

D. Communicate and collaborate in a timely manner with members of the interdisciplinary health care team to promote and maintain optimal health status of patients and their families.

E. Communicate and manage information using technology to support decision making to improve patient care.

F. Assign and/or delegate nursing care to other members of the health care team based upon an analysis of patient or unit need.

G. Supervise nursing care provided by others for whom the nurse is responsible by using evidence-based nursing practice.

### **Gaining Admission**

Being admitted\* to North Central Texas College does NOT mean you are automatically admitted to the ADN program. (Refer to the note on the previous page and to more detailed information about admission on page 23.) To be officially admitted to the ADN program at NCTC, students must meet additional qualification requirements and carefully follow the step-by-step process described in Phase One and Phase Two to follow.

*\*North Central Texas College does not discriminate against or exclude from participation in any of its programs or activities, either in the student body or the staff, any person on the grounds of sex, race, color, religion, age, handicap, national origin or veteran status. Special emphasis will continue to be placed on correcting conditions which may inadvertently discriminate against any individual with a disability.*

### **PHASE ONE**

The following steps must be completed by ALL applicants before they will be considered for admission to the ADN program:

**Step One:** Apply for Admission to NCTC through *Apply Texas* or print the NCTC Admissions Application *Application for Admission* (p. 23) or print in PDF format. Please submit your application as far in advance of registration as possible. Complete the college admission process as outlined on the NCTC website. Fill out and submit a *Degree Audit/Transcript Evaluation* form to the NCTC Admissions Office. This should be done a minimum of two months prior to applying to the nursing program.

**Step Two:** Attend a *pre-nursing advisement/information session*. Times and locations of information sessions are updated and posted as changes occur on the Information Session link of the nursing website. Applying for the Next Class has more detailed information regarding testing and a checklist of things to be gathered before entering the program. Attendance is encouraged, but not mandatory.

**Step Three:** Once all admission requirements are met, you will be notified by the Registrar's Office of your acceptance to the College and will be ready to begin the process of registering for the prerequisite and support courses. See the associate Degree Nursing curriculum for a list of required courses.

### **PHASE TWO**

The following procedure is to be followed by applicants who have met all the requirements of Phase One and are asking for clearance to enroll in the ADN program.

**Step One:** Once you have completed all items under PHASE ONE, you are ready to seek official admission to the ADN Program. First, you must complete and submit an Associate Degree Nursing Application to the ADN Program Office (in person) at the Gainesville campus. Copies of transcripts from all colleges other than NCTC

and a copy of the degree audit must be provided at the time the ADN Application is completed. (The nursing office can print a copy of the NCTC transcript so it is not necessary to provide a copy). The application must be completed between:

- **May 1 – June 1 for Fall Semester admission to the ADN Program OR**
- **Sept. 15 – Oct. 1 for Spring Semester admission.**

These nursing applications do NOT “carry over.” If for any reason you are not admitted to the ADN Program after submitting your first nursing application, you must submit a new form in order to be considered again for admission.

**Step Two :** After you have completed Step One above, your transcript will then be evaluated to determine “priority points.” (refer to the Priority Point Chart below). Applicants will be ranked according to the priority points.

**Step Three :** All applicants who have submitted nursing applications will be notified of their enrollment status BY MAIL. Only a limited number of applicants with the highest Priority Point scores will receive letters stating that they are candidates to take the pre-admission exam (Kaplan).

Candidates with the highest pre-admission exam scores will be considered for admission to the Associate Degree Nursing Program. Candidates with the next highest pre-admission exam scores will be listed as alternates. If any of those who have been admitted are not able to begin the program for that particular semester, the next highest scoring alternate will be admitted. Minimum passing score is 70%. Any applicant (including alternates who did not get in) wishing to re-apply the following semester must go through this admission procedure again in order to be considered for the upcoming semester. (The pre-admission exam may only be taken one time in any given semester). Potential students may not take the exam more than twice. Those students accepted for admission to the ADN Program will be registered in the first semester nursing courses.

**Step Four :** Those students selected for admission will need to have the following items:

- Physical Examination form signed by a physician certifying that the applicant has been examined thoroughly.
- Proof of current CPR certification (American Heart Association Health Care Provider) and the following required Immunizations: Measles, Mumps & Rubella (2 MMR's or serological confirmation), Tdap, record of last 2 TB tests (at least 1 within past 7 months or Chest X-Ray within 2 years), Hepatitis B (series of 3 doses administered over a 6 months period--the first dose must be obtained no later than February 15 for Fall admission or July 6 for Spring admission in order to have the series complete prior to beginning the

program), Varicella (chicken pox) (positive IgG titer or 2 doses as an adult), Flue vaccine.

- Proof of major medical insurance coverage or accident insurance coverage.
- Students must also purchase malpractice insurance (costing approximately \$18). This is added to the tuition/fees bill at registration. Malpractice insurance must be renewed each fall semester. A student must have a valid social security number in order to enter the ADN program as clinical affiliations require valid Social Security numbers for Criminal Background checks.
- A Drug Test and a Criminal Background Check will be required of all students.

*NOTE: Any student who has a history of mental illness or substance abuse must file paperwork with the Board of Nursing (BON) BEFORE applying to the ADN program. Any student who has ever been arrested for or charged with anything other than a minor traffic violation will need to submit a Petition for a Declaratory Order to the Board of Nursing and receive resolution from the BON prior to applying to the nursing program. See the Criminal Background Check link on the nursing web site contact the ADN Program Director for additional information.*

*Criminal background checks will be completed on all applicants to the program. The following histories will disqualify an individual from consideration for clinical rotations: 1) felony convictions, 2) misdemeanor convictions or felony deferred adjudications involving crimes against persons (personal or sexual), 3) felony deferred adjudications for the sale, possession, distribution, or transfer of narcotics or controlled substances, and 4) registered sex offenders. Applicants with these histories will not be accepted into the program. Applicants with these histories will not be accepted into the program. If a clinical agency does not allow a student to attend clinicals at their site, the student may be dropped from the program since they may not be able to meet the objectives of the program.*

### **Priority Points**

Non-Nursing Curriculum Coursework

#### **Grade Point Average**

4.0	3 priority points
3.5	2 priority points
3.0	1 priority point

**Non-Nursing Coursework Completed With a “C” or Better:**

24 hours	3 priority points
16 hours	2 priority points
8 hours	1 priority point

**BIOL2401 Anatomy & Physiology I Grade:**

A	3 priority points
B	2 priority points
C	1 priority point

**BIOL2402 Anatomy & Physiology II Grade:**

A	3 priority points
B	2 priority points
C	1 priority point

*NOTE: Non-Nursing Coursework includes: 3 hours Math Statistics, 4 hours Anatomy & Physiology I, 4 hours Anatomy & Physiology II, 4 hours Microbiology, 3 hours Developmental Psychology, 3 hours Composition I, 3 hours Humanities or Fine Arts*

**About Transfer Credit**

Admission by Transfer is considered on a space available basis. Applicants must meet all requirements of the nursing program in addition to those of North Central Texas College. All college credits from other institutions will be evaluated on an individual basis to determine their possible application to the nursing curriculum requirements. A letter of "C" (75) or better is required for transfer for all previous nursing courses and academic support courses. Students who have not been academically successful in other nursing programs will not be considered for transfer. Previous nursing courses must be from a regionally accredited program of nursing. A transfer will not be considered if the student has missed a full semester of enrollment in a nursing program. The student must submit

- A letter stating the reason for transfer
- Course descriptions and/or course syllabi for previous nursing courses
- Resume of previous clinical experience to include documentation of skills provided by the faculty of the transferring school.
- Letter of recommendation from the Department Head of the school from which the applicant is transferring.
- Students will be evaluated on an individual basis by the Program Director to determine their level of entry.

**To Earn Your Associate Degree**

To successfully complete the ADN program, earn an Associate of Applied Science Degree and apply to take the state licensing exam for Registered Nurses, students at

NCTC must complete a total of 60 semester credit hours — 36 in Nursing courses and 24 in prerequisites and required support courses. Transition students complete fewer hours due to credit given for LVN license. Remember that nursing courses are grouped in progressive levels of complexity, and students must successfully complete all course work in one level before progressing to the next. If students remain on the prescribed track, completing all coursework and clinicals required to graduate normally takes two years from the time they enroll in the first clinical course. Failure to successfully complete the Clinical Math exams will result in clinical failure and dismissal from the nursing program.

**Succeeding in the ADN Program**

**Progression Criteria:** To remain in good standing and progress within the ADN curriculum, students must:

- Make a grade of "C" or higher in all required courses and maintain an overall grade point average of 2.0;
- Have already taken the support courses required in the degree plan for that level or be enrolled concurrently;
- Maintain current CPR certification and immunization status.

Any student not satisfying these criteria will not be allowed to continue enrolling in ADN courses. However, when deficiencies are corrected, the student may be readmitted to the appropriate courses but ONLY on a space-available basis.

**Grading Policy**

Grades in classroom (non-clinical) work are based on numerical average with corresponding letter grades. A grade of "C" or higher is required in ALL courses in the ADN curriculum.

$$90-100 = A \bullet 81-89 = B \bullet 75-80 = C$$

$$66-74 = D \bullet 65 \text{ or lower} = F$$

Students must also complete a state mandated jurisprudence exam with a score of 75 in order to apply to take the NCLEX - RN. Graduates may apply to write the National Council Licensure Examination administered by the Texas Board of Nursing. After passing this exam, they are ready to begin their careers as Registered Nurses.

**About Clinicals**

Applicants to the ADN Program should understand that clinical courses require students to travel to sites off the College campus. Clinical sites include, but are not limited to, hospitals and other health care facilities in Gainesville,

Denton, Flower Mound, Muenster, and Corinth. Students must be prepared to drive to ANY of these locations for clinicals; sites close to your home are not always available.

### Readmission

Students who have an interruption in the normal progression of their nursing studies—whether by withdrawal from a nursing course or earning a grade lower than a “C” in a nursing course - will no longer be enrolled in the Associate Degree Nursing Program. The ADN Admission, Progression, Advisement Committee (APA) considers appeals for readmission on an individual basis. Refer to the NCTC Associate Degree Nursing Student Handbook for more detailed information about this procedure.

Grades for clinical courses are based on performance in the clinical area. Failure to successfully complete the Clinical Math Exams will result in clinical failure and dismissal from the nursing program.

### Cost Considerations for ADN Students

**Summary of Costs :** The total per-semester cost of enrolling in the ADN Program at North Central Texas College is the sum of: (1) tuition; (2) “combined” student fees; (3) laboratory fees; (4) textbooks; (5) supplies & incidentals; and (6) nursing kits. Except for items 5 and 6, charges are figured just as they are for all other students. However, ADN students should be aware that, due to the special nature of the program, expenses in categories 3-6 will probably be considerably higher than those paid by students in most other majors. Estimated cost for the entire Associate Degree Nursing program is approximately \$10,000. Most of these expenses occur at the beginning of the program so expect the first semester to cost around \$3500.

**Laboratory Fees:** These are extra fees charged for all courses requiring a lab (in addition to the classroom lecture). For ADN students, a lab fee of \$24 will also be charged for each clinical course. Lab fees for other non-nursing science courses are normally \$24.

**Textbooks:** Nursing textbooks are highly specialized medical books and can be expensive — You will spend as much as \$1100.00 for books for the program. You will buy all of your nursing books during the first semester. For students not yet officially admitted to the ADN Program and who will be taking general education courses, textbook costs will vary depending upon courses taken.

**Supplies & Incidentals:** Once admitted to clinicals, ADN students will need to buy uniforms, patches, a lab coat, shoes, stethoscope, and skills kit. A good wristwatch with second hand is essential. Also, the student will need normal school supplies, and other costs will include such items as major medical insurance, physical examination

(including immunizations), Hepatitis B vaccine, CPR training, assessment test fees, graduation fees, state board fees and school pin. Additional fees for Malpractice Insurance and Drug Screening will be added to the tuition/fees bill. Additional costs may include Criminal Background Testing and a State Board Review Course. A computer with internet access, printer, ink and computer paper are a necessity during the nursing program.

*NOTE: All tuition rates, fees and other elements of expense for attending North Central Texas College are subject to change by the NCTC Board of Regents.*

**Graduation :** ADN students completing requirements for their Associate of Applied Science Degree are highly encouraged, as are all graduates, to participate in the College’s formal commencement ceremonies.

Graduates may apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN), which is administered by the Texas Board of Nursing. Graduates must pass the state-mandated jurisprudence exam with a minimum grade of 75 before applying for the NCLEX-RN. Graduates become Registered Nurses after passing the exam. NCTC ADN graduates are encouraged to continue nursing education toward a bachelor's degree or higher.

### Bachelor of Science in Nursing (BSN) Pathway

Texas supports the Institute of medicine (IOM) goal established in 2011 to increase the number of RNs holding a bachelor's degree in nursing to 80% by the year 2020. Students who are enrolled in a BSN program after obtaining RN licensure will have an advantage when searching for jobs. With this in mind, NCTC has partnered with major universities to offer students the opportunity for a smoother transition from ADN to BSN. Difficulties in the past have included problems such as limited slots available in the universities, differences in courses required from college to college, students needing many additional courses when they transfer to the university, etc. With the BSN Pathway, the curriculum has been standardized and students who complete all of the courses listed in the pathway, graduate with an Associate Degree in Nursing from NCTC, and pass the state board licensing exam, will be able to complete the BSN program with an additional 30 hours of on-line courses at one of our partner universities. In addition to the courses required for the Associate Degree Nursing Program, the following core courses would be needed for the BSN Pathway:  
*CHEM1413 Chemistry for Health Science or CHEM1411 General Chemistry, ENGL1302 Composition II, BIOL1322 Basic Nutrition, PSYC2301 Intro to General Psychology, HIST1301 US History to 1865, HIST1302 US History from 1865, GOVT2305 American National Government, GOVT2306 American State & Local Government, a two-hour elective and an additional Humanities or Creative Arts course (BSN requires one course from Humanities and one course from Creative Arts).*

## Associate Degree Nursing

### Degree Requirements

#### Course of Study - Prerequisite Courses

BIOL 2401	HUMAN ANATOMY AND PHYSIOLOGY I	4
BIOL 2402	HUMAN ANATOMY AND PHYSIOLOGY II	4
MATH 1342	ELEMENTARY STATISTICAL METHODS	3

#### First Year - First Semester

BIOL 2420	MICROBIOLOGY FOR NON-SCIENCE MAJORS	4
RNSG 1219	INTEGRATED NURSING SKILLS I	2
RNSG 1423	INTRODUCTION TO PROFESSIONAL NURSING FOR INTEGRATED PROGRAMS	4
RNSG 1300	HEALTH ASSESSMENT ACROSS THE LIFESPAN	3
RNSG 1261	CLINICAL NURSING I	2

#### First Year - Second Semester

PSYC 2314	LIFESPAN GROWTH & DEVELOPMENT	3
ENGL 1301	COMPOSITION I	3
RNSG 2404	INTEGRATED CARE OF THE PATIENT WITH COMMON HEALTH CARE NEEDS	4
RNSG 1462	CLINICAL NURSING II	4

#### Minimester

RNSG 1163	CLINICAL - PSYCHIATRIC NURSING	1
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#### Second Year - First Semester

ARTS 1301	ART APPRECIATION	3
	OR	
MUSI 1306	MUSIC APPRECIATION	3
RNSG 2414	INTEGRATED CARE OF THE PATIENT WITH COMPLEX HEALTH CARE NEEDS	4

RNSG 2461	CLINICAL NURSING III	4
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#### Second Year - Second Semester

RNSG 2435	INTEGRATED PATIENT CARE MANAGEMENT	4
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RNSG 2462	CLINICAL NURSING IV	4
Subtotal: 60		

*BIOL2420, PSYC2314, ENGL1301, and Humanities or Fine Arts Elective: These courses may be taken prior to the semester indicated but no later than the semester in which they are listed. All coursework must be completed with a "C" or better.*

- The Chemistry course for the BSN Pathway must be either Chemistry for Health Sciences or General Chemistry.
- Degree Audit Note: Since some courses may not transfer, have all transcripts sent to the Registrar's Office and request a Degree Audit.
- Credit Hour Note: You can tell easily how many hours of credit a particular course is worth by looking at the course identification number. The second digit in the four-digit number gives the semester-credit-hour value of the course. For example, the English course ENGL1301 is worth three (3) hours credit, and the Microbiology course BIOL2420 is worth four (4) hours of credit. One lecture hour is equivalent to one credit. A 2:1 ratio is used in determining lab hours to credit hours and a 4:1 ratio is used in determining clinical hours. Each credit hour of lecture equals 50 contact minutes per week. A four (4) credit hour clinical course of 256 fifty-minute contact hours (240 sixty-minute clock hours) generally results in a clinical course that meets for 16 hours each week for 15 weeks during both the fall and spring semesters. See catalog course descriptions for the number of hours, lecture, laboratory, and clinical hours required for each course.

Total Credit Hours: 60

## Transition From Vocational To Professional Nursing

### Degree Requirements

#### Prerequisite Courses

BIOL 2401	HUMAN ANATOMY AND PHYSIOLOGY I	4
BIOL 2402	HUMAN ANATOMY AND PHYSIOLOGY II	4
MATH 1342	ELEMENTARY STATISTICAL METHODS	3

## First Long Semester

BIOL 2420	MICROBIOLOGY FOR NON-SCIENCE MAJORS	4
RNSG 1227	TRANSITION TO PROFESSIONAL NURSING	2
RNSG 1300	HEALTH ASSESSMENT ACROSS THE LIFESPAN	3

## Second Long Semester

PSYC 2314	LIFESPAN GROWTH & DEVELOPMENT	3
ENGL 1301	COMPOSITION I	3
RNSG 2404	INTEGRATED CARE OF THE PATIENT WITH COMMON HEALTH CARE NEEDS	4
RNSG 1262	CLINICAL NURSING FOR TRANSITION STUDENTS	2

## Minimester

RNSG 1163	CLINICAL - PSYCHIATRIC NURSING	1
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## Second Year - First Semester

RNSG 2414	INTEGRATED CARE OF THE PATIENT WITH COMPLEX HEALTH CARE NEEDS	4
RNSG 2461	CLINICAL NURSING III	4
	CREATIVE ARTS ELECTIVE	3

## Second Year - Second Semester

RNSG 2435	INTEGRATED PATIENT CARE MANAGEMENT	4
RNSG 2462	CLINICAL NURSING IV	4

Subtotal: 41

*Microbiology, Developmental Psychology, Composition I: 2 of these 3 must be completed prior to entering the program. The Humanities or Fine Arts elective may be taken prior to the semester indicated but no later than the semester in which it is listed. All coursework must be completed with a "C" or better. Failure to successfully complete the Clinical Math Exams will result in a clinical failure and dismissal from the nursing program. Students must also complete a state mandated jurisprudence exam with a score of 75 in order to take the NCLEX-RN.*

**Graduation & NCLEX for Licensure**

*CREDIT HOUR NOTE: You can tell easily how many hours of credit a particular course is worth by looking at the course identification number. The second digit in this*

*four-digit number gives the semester-credit-hour value of the course. For example, the English course ENGL1301 is worth three (3) hours credit, and the Microbiology course BIOL2420 is worth four (4) hours of credit. One lecture hour is equivalent to one credit hour. A 2:1 ratio is used in determining lab hours to credit hours and a 3:1 ratio is used in determining clinical hours. Each credit hour of lecture equals 50 contact minutes per week. A four (4) credit hour clinical course of 256 fifty-minute contact hours (240 sixty-minute clock hours) generally results in a clinical course that meets for two consecutive eight-hour days each week for 15 weeks during both the fall and spring semesters. See catalog course descriptions for the number of hours of lecture, laboratory, and clinical hours required for each course.*

Students with prior vocational nursing experience and training may apply for admission to RNSG1227: Transition to Professional Nursing. Students will also take RNSG1300 Health Assessment Across the Lifespan during their first semester. All Students seeking admission to the transition course are expected to be competent in basic nursing skills.

Students should also understand that they must complete all academic courses required of other ADN students. Completing the majority of all non-nursing courses prior to entrance will be to the student's advantage for acceptance into the program.

After successful completion of this first semester, transition students would then take the Minimester Psychiatric clinical and the Second Year courses as listed on the previous page. Traditional transition students should be able to complete the program in two years. An online/hybrid transition track option begins each Fall. Application deadline is May 1 - June 1. See the nursing website for details.

**Admission Process** : Transition students must follow the same admission process as beginning students. Documentation of current licensure as a vocational/practical nurse is required.

*NOTE: See the Transition link on the nursing web site for additional options.*

**About Transfer Credit**

Admission by Transfer is considered on a space available basis. Applicants must meet all requirements of the nursing program in addition to those of North Central Texas College. All college credits from other institutions will be evaluated on an individual basis to determine their possible application to the nursing curriculum requirements. A letter grade of "C" (75) or better is required for transfer for all previous nursing courses and academic support courses. Students who have not been academically successful in other nursing programs will not be considered for transfer. Previous nursing courses must be from an accredited program of nursing. A transfer will not be considered if the

student has missed a full semester of enrollment in a nursing program. The student must submit:

1. A letter stating the reason for transfer.
2. Course descriptions and/or course syllabi for previous nursing courses.
3. Resume of previous clinical experience to include documentation of skills provided by the faculty of the transferring school.
4. Letter of recommendation from the Department Head of the school from which the applicant is transferring.

Students will be evaluated on an individual basis by the Program Coordinator to determine their level of entry.

Total Credit Hours: 41

## Cosmetology (Certificate)

### Gainesville Campus

*Prior to enrolling in Cosmetology, Esthetics, and/or Nail Technology programs, the requirements are as followed:*

- *Apply to NCTC, complete the online orientation, and provide transcripts of previous college hours;*
- *Apply to the Cosmetology Department in person and interview the Program Coordinator by appointment;*
- *Complete a visual perception test (free of charge) in the Cosmetology Department;*
- *Complete the Reading portion of the COMPASS test in the NCTC Counseling and Testing Center (\$15 fee) or provide proof of passing a previous college entrance exam;*
- *Complete an applicat*
- *ion to the Texas Department of Licensing and Regulations, including a \$25 permit fee;*
- *Applicants must be at least 17 years of age;*
- *Applicants must have a high school diploma or GED;*
- *Transfer students must meet the enrollment requirements stated above and provide the Cosmetology Department with practical, academic and completed clock hour information from previously attended schools, and a written referral letter from a previous instructor.*

The NCTC Cosmetology program’s curriculum is mandated by the Texas Department of Licensing and Regulations. Students are prepared for licensure as a stylist/operator, esthetician/facialist, nail technician or manicurist. Through continued study, students can become an instructor of these courses.

Fifteen of the semester hours required for completion of the degree/certification must be taken at North Central Texas College.

The following are required for Cosmetology certification:

### Certificate Requirements

#### First Semester

CSME 1401	ORIENTATION TO COSMETOLOGY	4
CSME 1405	FUNDAMENTALS OF COSMETOLOGY	4
CSME 1410	INTRODUCTION TO HAIRCUTTING AND RELATED THEORY	4
CSME 1453	CHEMICAL REFORMATION AND RELATEDTHEORY	4

#### Second Semester

CSME 2401	THE PRINCIPLES OF HAIR COLORING ANDRELATED THEORY	4
CSME 2310	ADVANCED HAIRCUTTING AND RELATED THEORY	3
CSME 1443	MANICURING AND RELATED THEORY	4
CSME 1447	PRINCIPLES OF SKIN CARE/FACIALS AND RELATED THEORY	4

#### Third Semester

CSME 2237	ADVANCED COSMETOLOGY TECHNIQUES	2
CSME 2343	Salon Development	3
CSME 2441	PREPARATION FOR TEXAS DEPARTMENT OF LICENSING AND REGULATIONS	4

Subtotal: 40

*\*CSME2441 will constitute the capstone experience.*

Total Credit Hours: 40

### Cosmetology Instructor (Certificate)

The following are required for certification:

**Certificate Requirements**

**First Semester**

CSME 1534	COSMETOLOGY INSTRUCTOR I	5
CSME 1535	ORIENTATION TO THE INSTRUCTION OF COSMETOLOGY	5

**Second Semester**

CSME 2514	COSMETOLOGY INSTRUCTOR II	5
Subtotal: 15		

*\*CSME2514 will constitute the capstone experience.*

Total Credit Hours: 15

**Aesthetician (Certificate)**

**Gainesville Campus**

*Prior to enrolling in Cosmetology, Esthetics, and/or Nail Technology programs, the requirements are as followed:*

- *Apply to NCTC, complete the online orientation, and provide transcripts of previous college hours;*
- *Apply to the Cosmetology Department in person and interview the Program Coordinator by appointment;*
- *Complete a visual perception test (free of charge) in the Cosmetology Department;*
- *Complete the Reading portion of the COMPASS test in the NCTC Counseling and Testing Center (\$15 fee) or provide proof of passing a previous college entrance exam;*
- *Complete an applicat*
- *ion to the Texas Department of Licensing and Regulations, including a \$25 permit fee;*
- *Applicants must be at least 17 years of age;*
- *Applicants must have a high school diploma or GED;*
- *Transfer students must meet the enrollment requirements stated above and provide the Cosmetology Department with practical, academic and completed clock hour information from previously attended schools, and a written referral letter from a previous instructor.*

The following are required for Esthetician certification:

**Certificate Requirements**

**First Semester**

CSME 1248	Principles of Skin Care	2
CSME 1420	Orientation to Facial Specialist	4
CSME 1447	PRINCIPLES OF SKIN	4

**CARE/FACIALS AND RELATED THEORY**

**Second Semester**

CSME 1421	Principles of Facial and Skin Care Technology I	4
CSME 1445	Principles of Facial and Skin Care Technology II	4
CSME 2431	Principles of Facials and Skin Care Technology III	4

Subtotal: 22

Total Credit Hours: 22

**Fire Science Program**

Beginning the spring of 2015, a minimum of Emergency Medical Technician – Basic (EMT-B) will be a prerequisite for admission to the fire academy

**Fire Science Degree**

The AAS degree in Fire Science Technology is designed to build upon completion of the Fire Academy. Upon successful completion of the Fire Academy, students obtain 24 credit hours towards the degree. Subsequent semesters in the degree plan include advanced courses that prepare students for first-level supervision in a fire service organization, i.e. Fire Officer. In addition, these courses assist firefighters in obtaining advanced certifications with the Texas Commission on Fire Protection (TCFP), which will enhance employment and promotional opportunities in a fire service career.

**Degree Requirements**

**First Year-First Semester**

FIRS 1103	FIRE FIGHTER AGILITY AND FITNESS PREPARATION	1
EMSP 1160	CLINICAL - EMERGENCY MEDICAL TECHNICIAN/TECHNOLOGY	1
EMSP 1501	EMERGENCY MEDICAL TECHNICIAN	5
VNSG 1420	ANATOMY AND PHYSIOLOGY FOR ALLIED HEALTH	4
	CREATIVE ARTS ELECTIVE	3

**First Year- Second Semester**

FIRS 1301	FIREFIGHTER CERTIFICATION I	3
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FIRS 1407	FIREFIGHTER CERTIFICATION II	4
FIRS 1313	FIREFIGHTER CERTIFICATION III	3
ENGL 1301	COMPOSITION I	3
FIRT 1301	FUNDAMENTALS OF FIRE PROTECTION	3

**Second Year- First Semester**

FIRS 1319	FIREFIGHTER CERTIFICATION IV	3
FIRS 1323	FIREFIGHTER CERTIFICATION V	3
FIRS 1329	FIREFIGHTER CERTIFICATION VI	3
PSYC 2301	GENERAL PSYCHOLOGY	3
MATH 1314	COLLEGE ALGEBRA	3
	OR	
MATH 1342	ELEMENTARY STATISTICAL METHODS	3

**Second Year- Second Semester**

ENGL 2311	TECHNICAL & BUSINESS WRITING	3
FIRT 1315	HAZARDOUS MATERIAL I	3
FIRT 1327	BUILDING CONSTRUCTION IN THE FIRE SERVICE	3
FIRT 1338	FIRE PROTECTION SYSTEMS	3
FIRS 1333	FIREFIGHTER CERTIFICATION VII	3

Subtotal: 60

**Fire Science Certificate**

**Certificate Requirements**

**First Semester**

EMSP 1160	CLINICAL - EMERGENCY MEDICAL TECHNICIAN/TECHNOLOGY	1
EMSP 1501	EMERGENCY MEDICAL TECHNICIAN	5
VNSG 1420	ANATOMY AND PHYSIOLOGY FOR ALLIED HEALTH	4
FIRS 1301	FIREFIGHTER CERTIFICATION I	3
FIRS 1407	FIREFIGHTER CERTIFICATION II	4

**Second Semester**

FIRS 1313	FIREFIGHTER CERTIFICATION III	3
FIRS 1319	FIREFIGHTER CERTIFICATION IV	3
FIRS 1323	FIREFIGHTER CERTIFICATION V	3

FIRS 1329	FIREFIGHTER CERTIFICATION VI	3
FIRS 1333	FIREFIGHTER CERTIFICATION VII	3

Subtotal: 24

Subtotal: 24

Total Credit Hours: 24

**Fire Science Degree**

The AAS degree in Fire Science Technology is designed to build upon completion of the Fire Academy. Upon successful completion of the Fire Academy, students obtain 24 credit hours towards the degree. Subsequent semesters in the degree plan include advanced courses that prepare students for first-level supervision in a fire service organization, i.e. Fire Officer. In addition, these courses assist firefighters in obtaining advanced certifications with the Texas Commission on Fire Protection (TCFP), which will enhance employment and promotional opportunities in a fire service career.

**Degree Requirements**

**First Year-First Semester**

FIRS 1103	FIRE FIGHTER AGILITY AND FITNESS PREPARATION	1
EMSP 1160	CLINICAL - EMERGENCY MEDICAL TECHNICIAN/TECHNOLOGY	1
EMSP 1501	EMERGENCY MEDICAL TECHNICIAN	5
VNSG 1420	ANATOMY AND PHYSIOLOGY FOR ALLIED HEALTH	4
	CREATIVE ARTS ELECTIVE	3

**First Year- Second Semester**

FIRS 1301	FIREFIGHTER CERTIFICATION I	3
FIRS 1407	FIREFIGHTER CERTIFICATION II	4
FIRS 1313	FIREFIGHTER CERTIFICATION III	3
ENGL 1301	COMPOSITION I	3
FIRT 1301	FUNDAMENTALS OF FIRE PROTECTION	3

**Second Year- First Semester**

FIRS 1319	FIREFIGHTER CERTIFICATION IV	3
FIRS 1323	FIREFIGHTER CERTIFICATION V	3

FIRS 1329	FIREFIGHTER CERTIFICATION VI	3
PSYC 2301	GENERAL PSYCHOLOGY	3
MATH 1314	COLLEGE ALGEBRA	3
	OR	
MATH 1342	ELEMENTARY STATISTICAL METHODS	3
Second Year- Second Semester		
ENGL 2311	TECHNICAL & BUSINESS WRITING	3
FIRT 1315	HAZARDOUS MATERIAL I	3
FIRT 1327	BUILDING CONSTRUCTION IN THE FIRE SERVICE	3
FIRT 1338	FIRE PROTECTION SYSTEMS	3
FIRS 1333	FIREFIGHTER CERTIFICATION VII	3
Subtotal: 60		

## Fire Science Certificate

### Certificate Requirements

#### First Semester

EMSP 1160	CLINICAL - EMERGENCY MEDICAL TECHNICIAN/TECHNOLOGY	1
EMSP 1501	EMERGENCY MEDICAL TECHNICIAN	5
VNSG 1420	ANATOMY AND PHYSIOLOGY FOR ALLIED HEALTH	4
FIRS 1301	FIREFIGHTER CERTIFICATION I	3
FIRS 1407	FIREFIGHTER CERTIFICATION II	4

#### Second Semester

FIRS 1313	FIREFIGHTER CERTIFICATION III	3
FIRS 1319	FIREFIGHTER CERTIFICATION IV	3
FIRS 1323	FIREFIGHTER CERTIFICATION V	3
FIRS 1329	FIREFIGHTER CERTIFICATION VI	3
FIRS 1333	FIREFIGHTER CERTIFICATION VII	3

Subtotal: 24

Total Credit Hours: 24

## Emergency Medical Services Program

### Corinth Campus

The Emergency Medical Services Program is designed to give the student a well-rounded education for a professional career in emergency medicine. The Department of State Health Services has approved the program. There is one certificate and one-degree track offered to meet the student's desire for certification or licensure. Levels of EMS certification are:

1. Emergency Medical Technician
2. Emergency Medical Technician Paramedic
3. RN to Emergency Medical Technician Paramedic

Courses are taught through lecture, case study skills, written assignments, skills demonstrations, and hands-on training. Clinical experiences and Internships are completed through area hospitals and EMS/fire departments.

Following successful completion of the program, the graduate will be able to:

1. Describe the scope of paramedic practice within local, state and national parameters.
2. Demonstrate the desirable qualities of an EMS provider that contribute to high professional and ethical standards.
3. Recognize, assess and manage medical and traumatic emergencies while establishing priorities under the appropriate medical control. Procedures will include physical assessment, extrication, basic life support, airway control and ventilation, fluid resuscitation, drug therapy, emergency delivery, cardiac monitoring and electrical intervention, psychological support and other forms of basic and advanced life support.
4. Coordinate scene management, patient care, and transportation with other agencies.
5. Establish rapport with first responders, agencies, patient's family members, and staff of receiving hospitals.
6. Concisely document through written and oral communications, events relative to the provision of emergency care.
7. In the event of contingencies, exercise personal judgment that is sound and appropriate for the situation.

### Admission Process

**Qualifications** : To be eligible to enroll in the EMS Program, the applicant must show proof of the following at the time of registration:

1. Be at least 18 years of age to sit for certification.
2. Be a high school graduate or have passed the GED test;

3. Be physically able to handle patients and equipment normally used in EMS;

**To Apply :** Prospective students should obtain a program information packet from the EMS Program and follow the instructions in the packet for securing admission to the EMS Program or on the NCTC EMS website. The following will be submitted to the EMS Program:

1. Application for Admission to NCTC
2. Application to the EMS Program
3. High school transcripts
4. College transcripts
5. Current state or national EMS certifications and current medically related certificates of completion
6. Complete physical which includes a drug screen and immunizations
7. Carry a current Health Care Provider CPR card or equivalent.
8. Must have current medical insurance

#### **Program Acceptance**

At the EMT level, students are accepted on a first come, first serve basis. Due to the large volume of students for limited positions within the EMS Program, a priority acceptance ranking is based upon (1) current enrollment in the EMT program and (2) all other applicants.

#### **Progression**

To progress through the EMS Program, the student must maintain a "C" average or above. Any student who has an interruption in the normal progression of his/her EMS training may reapply for readmission to the EMS Program through the department program coordinator. Time limitations are determined by department policy and are available by request. Readmission application does not guarantee applicant will receive acceptance into the program.

#### **Advanced Standing Courses and Transfer Credit**

Nationally registered EMTs must petition the Department of State Health Services, EMS Division to transfer their certification to the State of Texas.

#### **Paramedics Seeking an Associate Degree**

Texas or nationally certified paramedics trained at a school other than North Central Texas College may apply for the Associate of Applied Science degree. Application procedures, entrance requirements, credit for certifications, and other requirements are available upon request.

#### **RN to Emergency Medical Technician Paramedic (EMSP 2553 and EMSP 2563)**

**Qualifications :** To be eligible to enroll in the RN to Paramedic program, the applicant **must show proof of the following at the time of registration.**

1. Candidate must have a least 36 months of experience in ICU, CCU, or ER.
2. Must have a current ACLS card.
3. Hold a License to practice in the state of Texas (RRT, RN, PA).
4. Completed an Associates or Bachelors Degree.
5. Have a complete physical which includes: drug screen and immunizations.
6. Must have current medical insurance

Students must successfully complete the following by the end of the course to be eligible to test with National Registry on the Paramedic level.

1. Complete an Internship
2. Successfully complete the National Registry EMT exam

During the course, the student will test with the National Registry at the EMT level. This exam must be completed by midterm. At the completion of the course, the student is eligible to test with National Registry at the Paramedic level, provided the student has completed and passed their EMT testing. It is highly recommended for the student to complete an EMT-Basic course before taking the RN Bridge course.

#### **Grading Policy**

Grades in the EMS Program are determined by theory, writing assignments, skills performance, Internet assignments, written exams and clinical practice. At the completion of each EMSP course, the student must have a department average and Final Exam Grade of 75% or above to complete course work. Letter grades are assigned based on the following scale:

**A = 91-100% • B = 82-90% • C = 75-81%**

**D = 66-74% • F = 0-65%**

#### **Cost Considerations for EMS Students**

**Summary of Costs :** The total per-semester cost of enrolling in the EMS Program at North Central Texas College is the sum of: (1) tuition; (2) "combined student fees"; (3) laboratory fees; (4) textbooks; and (5) supplies and incidentals. Except for item 5, charges are figured just as they are for all other students. However, EMS students should be aware that due to the special nature of the program, expenses in categories 3-5 will probably be considerably higher than those paid by students in most other majors.

**Laboratory Fees** : These are extra fees charged for all courses requiring a lab (in addition to the classroom lecture). For EMS students, a lab fee of \$24 will be charged for each clinical course and courses with a skills component. Lab fees for other non-EMS science courses are normally \$24.

**Textbooks** : EMS textbooks are highly specialized and can be expensive, as much as \$300 or more in the first semester of Paramedicine. Keep in mind that the EMS program is an integrated course of study, meaning you will buy most of your EMS books the first semester. Therefore, book costs will be considerably less in the later semesters.

**Supplies and Incidentals** : Once admitted to the EMS Program, students will need to buy classroom uniforms, clinical uniforms, patches, stethoscope, pen light and trauma shears. A good wristwatch with a second hand is essential. Also, the student will need normal school supplies, and other costs that will include such items as major medical insurance, physical examination (including immunizations), Hepatitis B vaccine, CPR training, Drug Testing, Graduation fees and National Registry Examination fee as well as, the Department of State Health Services State Examination fee. An additional fee for malpractice insurance and National Registry Site fee will be added to the tuition/fees bill. Additional costs may include meals while attending clinicals and Internship. Some of these expenses will not be incurred until the latter part of the program.

*NOTE: All tuition rates, fees and other elements of expense for attending North Central Texas College are subject to change by the NCTC Board of Regents.*

### Graduation

Students are granted an Associate of Applied Science degree or Certificate in Paramedicine after successful completion of the prescribed curriculum within the EMS Program.

Eligible students completing certification or degree coursework will receive a Certificate of Course Completion necessary to take the Texas Department of State Health Services State Examination and the National Registry Examination. EMTs and EMT-Ps will be required to take both examinations to become a certified EMT or a certified / licensed Paramedic in the state of Texas.

### Certificate of Completion/Associate of Applied Science Degree

All course work to be applied toward certification or the Associate of Applied Science degree must be completed with a grade of "C" or above. Students should consult a department representative to file a certificate or degree plan.

*Students must be a current certified EMT to begin the EMT-P Certificate Program.*

## Degree Requirements

### Requirements List

VNSG 1420	ANATOMY AND PHYSIOLOGY FOR ALLIED HEALTH	4
EMSP 1160	CLINICAL - EMERGENCY MEDICAL TECHNICIAN/TECHNOLOGY	1
EMSP 1501	EMERGENCY MEDICAL TECHNICIAN	5

## Paramedicine (Certificate)

### Certificate Requirements

#### First Semester

EMSP 2261	CLINICAL I - EMERGENCY MEDICAL TECHNICIAN/PARAMEDIC	2
EMSP 1338	INTRODUCTION TO ADVANCED PRACTICE	3
EMSP 2544	CARDIOLOGY	5
EMSP 2248	EMERGENCY PHARMACOLOGY	2

#### Second Semester

EMSP 1355	TRAUMA MANAGEMENT	3
EMSP 1356	PATIENT ASSESSMENT AND AIRWAY MANAGEMENT	3
EMSP 2262	CLINICAL II - EMERGENCY MEDICAL TECHNICIAN/PARAMEDIC	2
EMSP 2434	MEDICAL EMERGENCIES	4

#### Third Semester

EMSP 2352	EMERGENCY MEDICAL SERVICES RESEARCH	3
EMSP 2338	EMERGENCY MEDICAL OPERATIONS	3
EMSP 2563	*CLINICAL - EMT-P INTERNSHIP	5

*EMSP2563: Capstone Experience*

Subtotal: 35

Total Credit Hours: 35

## Paramedicine (Degree)

### Degree Requirements

#### First Semester

GOVT 2305	FEDERAL GOVERNMENT (Federal constitution & topics)	3
ENGL 1301	COMPOSITION I	3
EMSP 1160	CLINICAL - EMERGENCY MEDICAL TECHNICIAN/TECHNOLOGY	1
EMSP 1501	EMERGENCY MEDICAL TECHNICIAN	5
VNSG 1420	ANATOMY AND PHYSIOLOGY FOR ALLIED HEALTH	4
<b>Second Semester</b>		
ENGL 1302	COMPOSITION II	3
EMSP 2261	CLINICAL I - EMERGENCY MEDICAL TECHNICIAN/PARAMEDIC	2
EMSP 1338	INTRODUCTION TO ADVANCED PRACTICE	3
EMSP 2248	EMERGENCY PHARMACOLOGY	2
EMSP 2544	CARDIOLOGY	5
<b>Third Semester</b>		
	LANGUAGE, PHILOSOPHY AND CULTURE ELECTIVE	3
	OR	
ARTS 1301	ART APPRECIATION	3
	OR	
MUSI 1306	MUSIC APPRECIATION	3
EMSP 2262	CLINICAL II - EMERGENCY MEDICAL TECHNICIAN/PARAMEDIC	2
EMSP 2434	MEDICAL EMERGENCIES	4
EMSP 1355	TRAUMA MANAGEMENT	3
EMSP 1356	PATIENT ASSESSMENT AND AIRWAY MANAGEMENT	3
PHED	PHYSICAL EDUCATION	1
<b>Fourth Semester</b>		
EMSP 2563	*CLINICAL - EMT-P INTERNSHIP	5
EMSP 2352	EMERGENCY MEDICAL SERVICES RESEARCH	3
EMSP 2338	EMERGENCY MEDICAL OPERATIONS	3
MATH 1314	COLLEGE ALGEBRA	3
	OR	

MATH 1342	ELEMENTARY STATISTICAL METHODS	3
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*EMSP2563: Capstone Experience*

Subtotal: 61

*\*Capstone experience*

Total Credit Hours: 61

### Paramedicine (Fast Track)

*The EMS Department at North Central Texas College offers a Fast-Track EMT-P course. These classes meet Monday through Friday from 8 am – 5 pm. The course is approximately 6 months in length. This class is offered in the Spring semester only. Students must be a certified EMT by the state of Texas or National Registry to register for this course. Priority is given to local Fire Department employees.*

### Degree Requirements

#### Regular Entry Classes - First Semester

EMSP 1338	INTRODUCTION TO ADVANCED PRACTICE	3
EMSP 2544	CARDIOLOGY	5
EMSP 2261	CLINICAL I - EMERGENCY MEDICAL TECHNICIAN/PARAMEDIC	2

#### Late Entry Classes - First Semester

EMSP 1356	PATIENT ASSESSMENT AND AIRWAY MANAGEMENT	3
EMSP 1355	TRAUMA MANAGEMENT	3
EMSP 2434	MEDICAL EMERGENCIES	4
EMSP 2262	CLINICAL II - EMERGENCY MEDICAL TECHNICIAN/PARAMEDIC	2
EMSP 2352	EMERGENCY MEDICAL SERVICES RESEARCH	3

#### Minimester

EMSP 2563	*CLINICAL - EMT-P INTERNSHIP	5
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*EMSP2563: Capstone Experience*

Subtotal: 30

*\*Capstone experience*

Total Credit Hours: 30

### Associate of Arts Degree - Criminal Justice

**Graduation Requirements** : A minimum of 60 semester hours are required for graduation with an Associates of

Arts Degree in Criminal Justice. This program is attached to the Associates of Applied Sciences Degree in Criminal Justice and serves as a transfer Field of Study degree in Criminal Justice. It is designed for students who would like exposure to the basic elements of the criminal justice system but who also have the intent of transferring to a Baccalaureate degree-granting institution.

## Degree Requirements

### First Year - First Semester

CRIJ 1301	INTRODUCTION TO CRIMINAL JUSTICE	3
ENGL 1301	COMPOSITION I	3
HIST 1301	UNITED STATES HISTORY I	3
MATH 1314	COLLEGE ALGEBRA	3
HUMA 1301	INTRODUCTION TO THE HUMANITIES I	3

### First Year - Second Semester

CRIJ 1306	COURT SYSTEMS & PRACTICES	3
ENGL 1302	COMPOSITION II	3
HIST 1302	U.S. HISTORY FROM 1865	3
SPCH 1315	PUBLIC SPEAKING	3
ARTS 1301	ART APPRECIATION	3
	OR	
DANC 2303	DANCE APPRECIATION I	3
	OR	
MUSI 1306	MUSIC APPRECIATION	3
PHED	PHYSICAL EDUCATION	1

### Second Year - Third Semester

CRIJ 1310	FUNDAMENTALS OF CRIMINAL LAW	3
GOVT 2305	FEDERAL GOVERNMENT (Federal constitution & topics)	3
BIOL 1408	BIOLOGY FOR NON-SCIENCE MAJORS I	4
SOCI 1301	INTRODUCTION TO SOCIOLOGY	3

### Second Year - Fourth Semester

CRIJ 2313	CORRECTIONAL SYSTEMS & PRACTICES	3
CRIJ 2328	POLICE SYSTEMS & PRACTICES	3
GOVT 2306	TEXAS GOVERNMENT (Texas constitution & topics)	3
	ELECTIVE	3

BIOL 2406	ENVIRONMENTAL BIOLOGY	4
	OR	

CHEM 1411	GENERAL CHEMISTRY I	4
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Subtotal: 60

Total Credit Hours: 60

## Law Enforcement (Certificate)

This certificate is attached to the Associate of Applied Sciences Degree in Criminal Justice and provides the student the skills and academic requirements necessary to qualify for a law enforcement agency with a minimum of 30 semester hour requirement. Students seeking a certificate cannot enroll in CJSA2388.

## Certificate Requirements

### First Semester

CRIJ 1301	INTRODUCTION TO CRIMINAL JUSTICE	3
CJSA 1348	ETHICS IN CRIMINAL JUSTICE	3
CJSA 1317	JUVENILE JUSTICE SYSTEM	3
CRIJ 2313	CORRECTIONAL SYSTEMS & PRACTICES	3
CRIJ 2328	POLICE SYSTEMS & PRACTICES	3

### Second Semester

CJSA 1342	CRIMINAL INVESTIGATION	3
CRIJ 1310	FUNDAMENTALS OF CRIMINAL LAW	3
CRIJ 1306	COURT SYSTEMS & PRACTICES	3
	ANY TWO CRIMINAL JUSTICE ELECTIVES	6

Subtotal: 30

Total Credit Hours: 30

## Law Enforcement (Degree)

**Graduation Requirements** : A minimum of 60 semester hours is required for graduation with an Associate of Applied Science Degree.

Law Enforcement is an enjoyable and rewarding career with a variety of job opportunities. Students seeking a degree in this area will receive exceptional preparation for employment in th fields of **law enforcement, corrections, probation/parole, forensics and investigation.**

**Degree Requirements**

<b>First Year - First Semester</b>		
ENGL 1301	COMPOSITION I	3
CRIJ 1301	INTRODUCTION TO CRIMINAL JUSTICE	3
CJSA 1348	ETHICS IN CRIMINAL JUSTICE	3
CJSA 1317	JUVENILE JUSTICE SYSTEM	3
ARTS 1301	ART APPRECIATION	3
	OR	
DANC 2303	DANCE APPRECIATION I	3
	OR	
MUSI 1306	MUSIC APPRECIATION	3
<b>First Year - Second Semester</b>		
MATH 1314	COLLEGE ALGEBRA	3
	OR	
MATH 1342	ELEMENTARY STATISTICAL METHODS	3
	OR	
MATH 1332	CONTEMPORARY MATHEMATICS I	3
CJSA 1325	CRIMINOLOGY	3
CRIJ 1306	COURT SYSTEMS & PRACTICES	3
CJSA 1342	CRIMINAL INVESTIGATION	3
	ANY CRIMINAL JUSTICE ELECTIVE	3
<b>Second Year - First Semester</b>		
SOCI 1301	INTRODUCTION TO SOCIOLOGY	3
SPCH 1315	PUBLIC SPEAKING	3
	OR	
SPCH 1321	BUSINESS AND PROFESSIONAL COMMUNICATION	3
CRIJ 2328	POLICE SYSTEMS & PRACTICES	3
CRIJ 2313	CORRECTIONAL SYSTEMS & PRACTICES	3
ENGL 2311	TECHNICAL & BUSINESS WRITING	3
<b>Second Year - Second Semester</b>		
GOVT 2305	FEDERAL GOVERNMENT (Federal constitution & topics)	3
CRIJ 1310	FUNDAMENTALS OF CRIMINAL	3

**LAW**

CJSA 2334	CONTEMPORARY ISSUES IN CRIMINAL JUSTICE	3
PSYC 2301	GENERAL PSYCHOLOGY	3
	ANY CRIMINAL JUSTICE ELECTIVE	3
Subtotal: 60		
<i>*A comprehensive exam will constitute the capstone experience for this course.</i>		

Total Credit Hours: 60

**Law Enforcement Electives**

The Law Enforcement internship is designed to give students practical experience in the field prior to graduation. Students interested in completing an internship will learn current skills, knowledge, and/or attitudes and behavior pertinent to professional development. This course is designed to prepare students to enter the workforce. Students must complete 120 contact hours at their internship placement to receive 3 credit hours. Prior to beginning the internship, students will be required to complete a resume, internship enrollment form, liability release, personal statement, and a plan for completion of internship. For more information, contact Dr. Cherly Furdge, Program Chair at cfurdge@nctc.edu or (940) 498-6238.

**Select from list below:**

CJCR1304	Probation and Parole
CJSA1393	Introduction to Forensics
CJSA1393	Wrongful Conviction
CJSA1393	Drug Crime in Society
CJSA2388	Internship
CJSA2382	Cooperative Education

**Radiological Technology Program**

**Gainesville Campus**

The Radiological Technology Program is a two-year, 65 credit hour curriculum leading to the Associate of Applied Science Degree that prepares students to assume the role of a radiological technologist, sometimes called rad techs or x-ray techs. Radiological technologists use x-ray equipment to create images of the internal body to diagnose injury and disease. Their services are performed at the request and under the supervision of a physician.

North Central Texas College is accredited by the Southern Association of Colleges and Schools (SACS), 1866 Southern Lane, Decatur, GA 30033, (404)679-4500. Graduates of the Radiological Technologist Program

qualify for registry exams through NCTC accreditation of SACS. Upon completion of the program, a graduate will be eligible to take the national registry examination administered by the American Registry of Radiologic Technologists (ARRT). If successful on the registry exam, the graduate is eligible to be licensed by the Texas Department of State Health Services as a Medical Radiologic Technologist.

The Radiological Technology Program will accept students every fall semester. The clinical training begins during the second half of the first semester and the hours will be set by the clinical institution in which the student is working. This may include days, evenings, nights and/or weekend shifts. The student will attend clinical 16 hours a week for five weeks at the end of the first semester. The clinical experience remains 16 hours a week during the entire spring semester and increases to 24 hours a week during the summer and during the last year (fall and spring) of the curriculum.

Students are encouraged to take all the academic support courses prior to entering the program. The program is rigorous, and completing the support courses enables the student to complete the program successfully while maintaining personal responsibilities such as work and family commitments.

The Radiological Technology student will employ cognitive, psychomotor, and affective skills in acquisition of their degree. They will be expected to perform as radiographic technologists who must lift and move patients as well as push, pull, lift, and carry heavy equipment. Additionally, students will be required to stoop, bend, and stand for long periods of time and will be required to move quickly in emergency situations. Interpersonal skills are an integral part of the profession and require that the student be able to function appropriately in highly stressful situations.

A physical examination and proof of immunization must be submitted prior to beginning the program. Students must be certified in cardiopulmonary resuscitation (CPR) at the Health Care Provider level as designated by the American Heart Association. A copy of a current CPR card must be submitted to the student's instructor prior to attending clinical.

Students are required to undergo a criminal background check prior to enrolling in the program and to a drug screen prior to beginning clinical experiences. The criminal background check is conducted once the student has been deemed eligible to enter the program but prior to admission. Therefore, if a student does not pass the criminal background check, the student will not be admitted to the program and will not have incurred the expenses associated with enrollment. The drug screen will be conducted after the student has been accepted to the program. Results of this screen will be reviewed and verification to determine that a student is eligible to attend

clinical rotations. The student is responsible for all charges incurred for these screenings and will pay this fee upon registration for the program. Students are responsible for their own transportation arrangements to campus and to their assigned health care facilities for clinical experiences.

Acceptance into the Radiological Technology Program is accomplished by way of a competitive selection process based on a points system composed of:

- grade point average of academic support courses in the curriculum
- number of academic support courses
- completed
- grade in Anatomy and Physiology I

Students with highest priority points will then take a pre-admission exam which will determine their admission to the program.

Students will be admitted to the program during the fall semester of each year.

### **Admission Requirements to the Radiological Technology Program**

#### **Steps:**

1. Apply and gain admission to North Central Texas College. Applicant must have earned either a high school diploma or a General Education Development (GED) certificate in addition to complying with the Texas Success Initiative requirements.
2. Attend a Radiological Technology advisory session. Please contact the Radiology Department for a schedule of these information sessions.
3. Complete the four prerequisite courses. These courses include:
  - a. BIOL2401 Anatomy and Physiology I
  - b. MATH1314 College Algebra or
  - c. ENGL1301 Composition I

It is strongly advised that students complete as many co-requisite courses as possible before applying for admission into the Radiological Technology program.

These courses include:

#### **Admission Points will be awarded as follows:**

<b>Points</b>	<b>For GPA in academic support courses in the curriculum:</b>
3	4.0
2	3.5
1	3.0

1. Early completion of all academic support courses enhances progression in the radiology program. The

academic support courses can be taken at any time prior to admission into the program but must be completed in the semester in which they are listed in the curriculum. Course work completed with a “C” or better prior to admission will result in:

**Admission Points as follows:**

Points	For completion of:
3	23 hours
2	17 hours
1	8 hours

It is strongly advised that students complete as many non-radiology courses as possible before beginning the Radiological Technology Program.

Points	For a grade of:
4	A
3	B
2	C

1. **Admission Points** are awarded for performance in the two biology prerequisite courses.
  - a. For BIOL2401 Anatomy and Physiology I, admission points are awarded as follows:
2. Complete and submit to the Radiological Technology Program Office at the Gainesville Campus a Declaration of Intent to Enroll form — a formal statement of your intention to enroll in the upcoming fall class scheduled to begin at NCTC. A degree audit and copies of transcripts of all courses must be provided at the time the Declaration of Intent is completed.

**It must be completed and submitted between: June 1 — July 1**

These declaration forms do NOT “carry over”. If for any reason you are not admitted to the Radiological Technology Program after submitting your first declaration form, you must submit a new form in order to be considered again for admission.

**Selection Process**

Applicants are selected for acceptance according to the following ranking process: Total admission points are used to rank applicants from highest to lowest.

- When two or more applicants have the same GPA in academic support courses, the highest total of credit hours in academic support courses is used to break the tie.
- When two or more applicants have the same GPA in academic support courses and the same total credit

hours of academic support courses, an entrance exam will be administered to break a tie.

All applications who have submitted a Declaration of Intent form will be notified of their enrollment status BY MAIL — no later than July 21 preceding each fall semester. Only a limited number of applicants with the highest Priority Point scores will receive letters stating that they are candidates to take a pre-admission exam. Candidates with the highest pre-admission exam scores will be considered for admission to the Radiological Technology Program. Candidates with the next highest pre-admission exam scores will be listed as alternates. If any of those who have been admitted are not able to begin the program for that particular semester, the next highest scoring alternate will be admitted. (Including alternates who did not get in) anyone wishing to re-apply the following year must go through this admission procedure again in order to be considered for the upcoming semester. (The pre-admission exam may only be taken twice). Those students accepted for admission to the Radiological Technology Program will be registered in the first semester courses.

**Radiological Technology (Degree)**

**Gainesville Campus**

**Degree Requirements**

**Prerequisites**

BIOL 2401	HUMAN ANATOMY AND PHYSIOLOGY I	4
ENGL 1301	COMPOSITION I	3
MATH 1314	COLLEGE ALGEBRA	3
	OR	
MATH 1342	ELEMENTARY STATISTICAL METHODS	3

**First Year - First Semester**

RADR 1201	INTRODUCTION TO RADIOGRAPHY	2
RADR 1411	BASIC RADIOGRAPHIC PROCEDURES	4
RADR 1303	PATIENT CARE	3
RADR 1160	CLINICAL I	1

**First Year - Second Semester**

RADR 1313	PRINCIPLES OF RADIOGRAPHIC IMAGING I	3
RADR 2401	INTERMEDIATE RADIOGRAPHY PROCEDURES	4
RADR 2309	RADIOGRAPHIC IMAGING	3

	EQUIPMENT	
RADR 1361	CLINICAL II	3
First Year-Third Semester-Summer		
RADR 2313	RADIATION BIOLOGY AND PROTECTION	3
RADR 1462	CLINICAL III	4
Second Year - First Semester		
PSYC 2301	GENERAL PSYCHOLOGY	3
RADR 2217	RADIOGRAPHIC PATHOLOGY	2
RADR 2305	PRINCIPLES OF RADIOGRAPHY II	3
RADR 2461	CLINICAL IV	4
Second Year - Second Semester		
ARTS 1301	ART APPRECIATION	3
	OR	
MUSI 1306	MUSIC APPRECIATION	3
RADR 2333	ADVANCED MEDICAL IMAGING	3
RADR 2335	RADIOGRAPHIC TECH SEMINAR	3
RADR 2462	CLINICAL V	4
Subtotal: 65		
Total Credit Hours: 65		

## Surgical Technology Program

### Corinth Campus

The Surgical Technology program is a one-year certificate program that prepares the student to assume the responsibilities of a Surgical Technologist. Surgical Technologists participate in all aspects of preparing and monitoring instruments and procedures in the sterile operating room environment. The courses are taught in the classroom, the Surgical Technology lab, and at clinical sites throughout the NCTC service area.

The program is nationally accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, Florida, 33756, Phone: (727) 210-2350, Fax (727)210-2354 oversight of which is by the Accreditation Review Counsel on Education in Surgical Technology and Surgical Assisting (ARC/STSA), 6 W. Dry Creek Circle, Suite #110, Littleton, CO 80120, Phone: (303) 694-9262.

Surgical Technologists may obtain professional certification from the National Board of Surgical Technology and Surgical Assisting (NBSTSA) by graduating from a CAAHEP-accredited program and passing a national certification examination. They may

then use the designation Certified Surgical Technologist, or CST.

The NCTC Surgical Technology program runs August to August and can only take 24 students a year. There are no prerequisites. As a certificate type program, passing the college entrance exam (TSI) is not required.

There are only 2 Surgical Technology that may be taken in advance. Medical Terminology (HITT1205) is offered year-round and only online. The other course that may be taken in advance is Anatomy and Physiology. There are two types and the Surgical Technology Program will accept either one. Anatomy and Physiology (A & P) for Allied Health (VNSG 1420) is a one semester course and is not transferable for college credit as a science. It only counts toward some certificate programs and regular college entrance tests are not required to take it. The other A & P (BIOL 2401 and 2402) requires that one take the TSI Assessment, or be exempt from placement testing, as it is an academic course. Both semesters must be taken and in order. It does count as college science credit for those who pursue a college degree. Whichever A & P course one chooses, it must be completed by the end of the first semester of Surgical Technology classes with a passing grade of at least a "C" or the student will not be allowed to continue in the program.

Criminal background checks and drug screens will be conducted on all students and may disqualify individuals from the program. Titer evidence of immunity to Hepatitis B and communicable diseases according to CDC guidelines is required. Healthcare Provider CPR certification is required. A physical exam by private physician is required. Documentation of personal health insurance is required. Attendance at class and clinicals is required. NCTC Allied Health programs have a non-tobacco policy.

### Program Costs

Cost of the Surgical Technology program is figured the same as degree seeking students. However, the Surgical Technology student can expect to pay additional costs for being in a Health Science Program, such as uniform costs, laboratory fees, physical, immunizations, health insurance, background checks, drug screening and CPR training. Textbooks for the course are purchased in the first semester of study for the entire program, and they are estimated at \$600.00. Estimated costs for the program is \$4000.00.

### Admission Process

1. Register for and attend a Surgical Technology Program advisement session. These are held in the spring at a variety of times on the NCTC Corinth Campus. The schedule is on the NCTC website: <http://www.nctc.edu/NCTCPrograms/SurgicalTechnology.aspx> and registration can be done via e-mail or phone.

2. At the advisement session, apply to the Surgical Technology program and receive permission to take the admission test. Pay for the test at the NCTC Business Office and take the receipt to the test site on the test date.
3. Complete the admission process into North Central Texas College. The applicant must have earned either a high school diploma or a GED (General Equivalency Diploma). If one has attended college before, official transcripts from each college attended are required. If one has not attended college before, high school transcripts or GED scores are required. Other requirements may apply to international students.
4. Contact the Financial Aid Department and fill out a FAFSA form if needed.
5. Sit for the admission test on the designated date.
6. Admission is offered in rank order of the admission exam composite scores. The program attempts to start with 24 students, but no alternates are admitted after the course begins.

**NOTICE:** The Surgical Technology Program reserves the right to change the curriculum and program requirements as deemed necessary for maintenance of high quality education.

## Surgical Technology Degree

**Graduation Requirements:** A minimum of 60 semester hours is required for graduation with an Associate of Applied Science Degree.

Students who have completed the NCTC Certificate in Surgical Technology may, with completion of the additional 26 required academic hours, apply to NCTC to be awarded an AAS in Surgical Technology. Academic courses may be taken before, during or after the certificate portion of the program. Degree seeking students must pass all sections of the Texas Success Initiative (TSI).

### Degree Requirements

#### First Year - First Semester

BIOL 2401	HUMAN ANATOMY AND PHYSIOLOGY I	4
ENGL 1301	COMPOSITION I	3
BIOL 1322	NUTRITION & DIET THERAPY I	3
ARTS 1301	ART APPRECIATION	3
	OR	
MUSI 1306	MUSIC APPRECIATION	3
<b>First Year - Second Semester</b>		
BIOL 2402	HUMAN ANATOMY AND PHYSIOLOGY II	4

ENGL 1302	COMPOSITION II	3
MATH 1342	ELEMENTARY STATISTICAL METHODS	3
PSYC 2314	LIFESPAN GROWTH & DEVELOPMENT	3
<b>Second Year - First Semester</b>		
HITT 1205	MEDICAL TERMINOLOGY	2
SRGT 1261	CLINICAL - SURGICAL/OPERATING ROOM TECHNICIAN (INTRODUCTORY)	2
SRGT 1505	INTRODUCTION TO SURGICAL TECHNOLOGY	5
SRGT 1509	FUNDAMENTALS OF PERIOPERATIVE CONCEPTS AND TECHNIQUES	5
<b>Second Year - Second Semester</b>		
SRGT 1441	SURGICAL PROCEDURES I	4
SRGT 1442	SURGICAL PROCEDURES II	4
SRGT 1661	CLINICAL - SURGICAL/OPERATING ROOM TECHNICIAN (INTERMEDIATE)	6
SRGT 1662	CLINICAL - SURGICAL/OPERATING ROOM TECHNICIAN (ADVANCED)	6
Subtotal: 60		
Total Credit Hours: 60		

## Surgical Technology (Certificate)

### Certificate Requirements

#### First Semester

VNSG 1420	ANATOMY AND PHYSIOLOGY FOR ALLIED HEALTH	4
SRGT 1505	INTRODUCTION TO SURGICAL TECHNOLOGY	5
SRGT 1509	FUNDAMENTALS OF PERIOPERATIVE CONCEPTS AND TECHNIQUES	5
SRGT 1261	CLINICAL - SURGICAL/OPERATING ROOM TECHNICIAN (INTRODUCTORY)	2
HITT 1205	MEDICAL TERMINOLOGY	2

#### Second Semester

SRGT 1441	SURGICAL PROCEDURES I	4
SRGT 1442	SURGICAL PROCEDURES II	4
SRGT 1661	CLINICAL - SURGICAL/OPERATING ROOM TECHNICIAN (INTERMEDIATE)	6
Third Semester		
SRGT 1662	CLINICAL - SURGICAL/OPERATING ROOM TECHNICIAN (ADVANCED)	6

Subtotal: 38

*\*SRGT1662 Will constitute the capstone experience.*

Total Credit Hours: 38

## Vocational (LVN) Nursing Program

The Vocational Nursing program is fully approved by the Texas Board of Nursing (BON) and is a certificate program. This program is designed to prepare entry-level practitioners to provide direct care to patients of all age groups under the supervision of a registered nurse or licensed physician. Emphasis is placed upon the ability to make sound judgements based on the knowledge of scientific principles and the ability to utilize technical skills in a variety of settings.

Classes are admitted in the fall semester on the Gainesville, Corinth, Bowie and Graham campuses and in the spring semester on Gainesville Campus. The program is 12 months in length. Upon successful completion of the program, the student will be awarded a certificate of completion and is eligible to make application to write the National Council Licensing Examination - Practical Nurse (NCLEX-PN).

Students admitted to the online e-campus are enrolled in the spring semester. The online curriculum is identical to the one taken by students in the traditional classroom; however, e-campus students will have clinical experiences assigned on weekends. The students accepted to the e-campus will complete the curriculum in 12 months, will be awarded a certificate of completion, and will be eligible to make application to write the NCLEX-PN.

Classroom and online instruction is correlated with clinical practice where students apply the theory and skills of nursing in giving direct care to patients. Clinical experiences are offered in a variety of settings such as day care centers, hospitals, physician's office and nursing homes. Graduates successfully completing the program demonstrate the following program learning outcomes:

- **Provider of Patient-Centered Care**

- Assist in determining health status/needs

- Assist in formulating goals/outcomes
- Implement plan of care within legal and ethical parameters
- Implement teaching plan for the client and family with common health problems
- Assist in evaluation of client's responses and outcomes
- Provide safe, compassionate basic nursing care to assigned multiple clients
- Use problem-solving approach for decision making in practice

- **Member of a Healthcare Team**

- Participate as an advocate in activities to promote and improve healthcare to patients and families
- Communicate patient data using appropriate, available technology
- Communicate and collaborate in a timely manner with clients and health care team members in all aspects of patient care delivery
- Participate in identification of client needs for community resources that facilitate continuity of care and maintain confidentiality
- Participate in support of structured health care setting
- Supervise nursing care provided by others for whom the nurse is responsible

- **Member of a Profession**

- Demonstrate accountability for own nursing practice
- Participate as advocate for improving the health care team
- Demonstrate behaviors that promote vocational nursing
- Function within the nurse's legal scope of practice and in accordance with policies and procedures of the employing healthcare institution

- **Patient Safety Advocate**

- Demonstrate knowledge of Texas Nursing Practice Act and the Texas Board of Nursing Rules that emphasize safety, as well as state, federal, and local regulations for accreditation of employment agency
- Implement measures to promote quality and a safe environment for all

- Assist in formulating goals and outcomes to reduce patient risks
- Obtain instruction and supervision as needed when implementing direct patient care
- Comply with mandatory reporting requirements of the Texas Nursing Practice Act
- Accept and make assignments that take into consideration patient safety and organization policies

### **Licensure of Persons with Mental Illness, Substance Abuse, or Criminal Background Histories**

Any student who has a history of mental illness or substance abuse or who has been convicted of a felony must file paperwork with the Board of Nursing (BON) **BEFORE** entering the Vocational Nursing Program. BNE regulations stipulate that a person convicted of a felony may not be permitted to take the state licensing exam. *Don't spend your time and money in school and then discover you cannot take the exam.* Check it out *beforehand*. Any student who has ever been arrested for anything other than a minor traffic violation will need to submit a Petition for Declaratory Order of Eligibility (DOE) to the BON and pay the required \$189 fee. The DOE process takes a minimum of three to six months to complete. Contact the program coordinator for more information.

Criminal background checks will be completed on all applicants accepted to the program. The following histories will **disqualify** an individual from consideration for clinical rotations:

- Felony convictions
- Misdemeanor convictions or felony deferred adjudications involving crimes against persons (physical or sexual abuse, etc.)
- Misdemeanor convictions related to moral turpitude (prostitution, public lewdness/exposure, etc.)
- Felony deferred adjudications for the sale, possession, distribution, or transfer of narcotics or controlled substances
- Registered sex offenders

### **Admission**

Students seeking admission to the Vocational Nursing program must first apply for and be accepted for admission to North Central Texas College. Faculty will advise students of special admission requirements for the Vocational Nursing program. The admissions process (see page 23 for additional information) requires that a student attend an advisement session, complete an application for admission to NCTC and an application to the Vocational Nursing program. In addition, the student must submit an

official high school transcript, notarized home school academic record or documented proof of GED certification. The completed Admissions Packet is submitted to the Admissions Office for processing and then forwarded to the Vocational Nursing Program Coordinator.

*Being granted admission to the College does not guarantee admission to the Vocational Nursing program.* Before admission to the program will be considered—on a space-available basis—applicants must attend an advisement session, take an entrance exam and achieve satisfactory scores. The testing and advisement sessions are conducted on selected dates during the school year. To receive an Admissions Packet containing these dates and additional information on how to gain admission to the College and enroll in the program, contact the Vocational Nursing office at (940)668-4291 or you may access the information on the NCTC web site. Look under “Programs Offered” to begin and follow the prompts from there. You will find us under “Technical Programs”.

Admission criteria have been established, and enrollment is limited. Acceptance is based upon the applicant's performance on pre-admission testing. All students completing the admissions process will be notified of their status by the Director of Admissions and the Vocational Nursing Program Coordinator. Students accepted into the program will be sent physical exam, immunization and recommendation forms. All students accepted to the Vocational Nursing Program will complete a drug screening and criminal background check.

### **Advanced Placement**

Students who have been enrolled in other nursing programs may be eligible for advanced placement into the second semester of the NCTC Vocational Nursing Program. Students seeking advanced placement must make a formal application to the Vocational Nursing Program, including copies of all transcripts from prior nursing programs, and make an appointment for an interview with the program director.

### **Progression Criteria**

Students must make a “C” or better in all classroom clinical courses to progress within the Vocational Nursing program. Students not meeting this standard will be unable to continue in the program; however, they may be readmitted one time, if qualified, on a space-available basis.

**Readmission** : Any student who has an interruption in the normal progression of his/her nursing studies, whether by failure or withdrawal, may apply for readmission to the Vocational Nursing Department Director. In order for an application for readmission to be considered, it must be reviewed by the Vocational Nursing program faculty; therefore, it should be submitted 2-3 months prior to the desired starting date.

A completed application for readmission must include: (1) a new application, (2) a current transcript and (3) a written request identifying the reason(s) the program was interrupted and actions taken to ensure success if readmission is granted. Readmission may include stipulations such as requiring that the student repeat and pass (C or higher) courses and clinicals they had previously taken and passed with a C or higher. When a course is repeated, the most recent grade will determine progression in the Program. Faculty might also require that applicants for readmission follow and complete the admission process in effect for first time applicants.

### Grading Policy

Grades in classroom work are based on numerical averages, with corresponding letter grades assigned, providing all required assignments have been satisfactorily completed. Students must make at least a “C” in each theory course, including Anatomy and Physiology courses, and in each clinical practicum in order to progress within the program. The point system used within the Vocational Nursing Program is:

**A = 90–100% • B = 80–89% • C = 75–79%**

**D = 66–74% • F = 0–65%**

### Program Cost

Basic tuition and fees for nursing students are figured just as they are for all other students; however, due to the special nature of the program, students will have some additional costs that they should be aware of:

Laboratory fees will be charged for all courses requiring a lab (in addition to the classroom lecture). For VN students, a lab fee of \$24 will be charged for each course designed as a “clinical” and for the “skills” course.

Fees in addition to lab fees will be due at the time of course registration for such things as supplies, standardized tests, malpractice insurance, urine drug screening and criminal background check. These fees may vary from year to year but specific information can be obtained from the Vocational Nursing Office.

Nursing textbooks are highly specialized medical books and can be expensive-as much as \$1000 for the program. You’ll buy most of your nursing books during the first two semesters; therefore, book costs will be considerably less in later semesters. (Also, most of your nursing books you’ll keep for reference from now on).

For students not yet officially admitted to the VN program and who may be taking general education courses, textbook costs will vary according to which particular courses are taken, but, on average, plan to spend about \$30 per semester hour for books. The approximate cost of the Vocational Nursing Program is \$6,000.

### Supplies and Incidentals

Once admitted to the Program, VN students will need to buy school clinical uniforms (plus patches and name pin), a lab coat, shoes, and a stethoscope. A good wristwatch with a second hand is also needed. Also, the student will need normal school supplies, and other costs will include such items as state board fees and school pin. Some of these expenses will not be incurred until the latter part of the program.

### Health Insurance

Students will need to show proof of Major Medical Insurance or Accidental Injury Medical Insurance before going to clinical agencies.

## Vocational Nursing (Certificate)

### Certificate Requirements

#### SPRING ADMISSION - Fall Semester 16 weeks - Level III

VNSG 1230	MATERNAL-NEONATAL NURSING	2
VNSG 1510	NURSING IN HEALTH AND ILLNESS III	5
VNSG 1219	PROFESSIONAL DEVELOPMENT	2
VNSG 2460	CLINICAL III - SPRING ADMISSION	4

*\*VNSG2460 will constitute the capstone experience.*

#### SPRING ADMISSION - Summer Semester 10 weeks - Level II

VNSG 1509	NURSING IN HEALTH AND ILLNESS II	5
VNSG 1331	PHARMACOLOGY	3
VNSG 1363	CLINICAL II - SPRING ADMISSION	3

#### SPRING ADMISSION - Spring Semester 16 weeks - Level I

VNSG 1420	ANATOMY AND PHYSIOLOGY FOR ALLIED HEALTH	4
VNSG 1323	BASIC NURSING SKILLS	3
VNSG 1400	NURSING IN HEALTH AND ILLNESS I	4
VNSG 1227	ESSENTIALS OF MEDICATION ADMINISTRATION	2
VNSG 1360	CLINICAL I	3

*VNSG1420: may be taken before admission to the program, but no later than the first semester after admission. BIOL2401 and BIOL2402 (Anatomy and Physiology I and II) may be substituted for VNSG1420.*

*Both semesters of Anatomy and Physiology must be taken for credit to be given.*

**FALL ADMISSION - Summer Semester 10 weeks - Level III**

VNSG 1510	NURSING IN HEALTH AND ILLNESS III	5
VNSG 1219	PROFESSIONAL DEVELOPMENT	2
VNSG 2360	CLINICAL III - FALL ADMISSION	3

*\*VNSG2360 will constitute the capstone experience.*

**FALL ADMISSION - Fall Semester 16 weeks - Level I**

VNSG 1420	ANATOMY AND PHYSIOLOGY FOR ALLIED HEALTH	4
VNSG 1323	BASIC NURSING SKILLS	3
VNSG 1400	NURSING IN HEALTH AND ILLNESS I	4
VNSG 1227	ESSENTIALS OF MEDICATION ADMINISTRATION	2
VNSG 1360	CLINICAL I	3

*VNSG1420: may be taken before admission to the program, but no later than the first semester after admission. BIOL2401 and BIOL2402 (Anatomy and Physiology I and II) may be substituted for VNSG1420. Both semesters of Anatomy and Physiology must be taken for credit to be given.*

**FALL ADMISSION - Spring Semester 16 weeks - Level II**

VNSG 1509	NURSING IN HEALTH AND ILLNESS II	5
VNSG 1331	PHARMACOLOGY	3
VNSG 1230	MATERNAL-NEONATAL NURSING	2
VNSG 1234	PEDIATRICS	2
VNSG 1463	CLINICAL II - FALL ADMISSION	4

## COURSES

### ACCT - Accounting

#### ACCT 2301 - PRINCIPLES OF FINANCIAL ACCOUNTING (3 credit hours)

This course is an introduction to the fundamental concepts of financial accounting as prescribed by U.S. generally accepted accounting principles (GAAP) and applied to transactions and events that affect business organizations. Students will examine the procedures and systems to accumulate, analyze, measure, and record financial transactions. Students will use recorded financial information to prepare a balance sheet, income statement, statement of cash flows, and statement of shareholders' equity to communicate the business entity's results of operations and financial position to users of financial information who are external to the company. Students will study the nature of assets, liabilities, and owners' equity while learning to use reported financial information for purposes of making decisions about the company. Students will be exposed to International Financial Reporting Standards (IFRS). 48 lecture hours

Prerequisite: Meet TSI college-readiness standard for Mathematics; or equivalent  
Recommended co-requisite: MATH1324 - Mathematics for Business & Social Sciences

#### ACCT 2302 - PRINCIPLES OF MANAGERIAL ACCOUNTING (3 credit hours)

This course is an introduction to the fundamental concepts of managerial accounting appropriate for all organizations. Students will study information from the entity's accounting system relevant to decisions made by internal managers, as distinguished from information relevant to users who are external to the company. The emphasis is on the identification and assignment of product costs, operational budgeting and planning, cost control, and management decision making. Topics include product costing methodologies, cost behavior, operational and capital budgeting, and performance evaluation. 48 lecture hours

Prerequisite: ACCT2301 - Principles of Financial Accounting

Prerequisite: ACCT 2301.

### ACNT - Accounting

#### ACNT 1303 - INTRODUCTION TO ACCOUNTING I (3 credit hours)

A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle

and preparing financial statements, bank reconciliations and payroll. 48 lecture hours.

#### ACNT 1311 - INTRODUCTION TO COMPUTERIZED ACCOUNTING (3 credit hours)

Introduction to utilizing the computer in maintaining accounting records with primary emphasis on a general ledger package. 48 lecture hours.

### AGAH - Farm and Ranch

#### AGAH 1191 - SPECIAL TOPICS IN ANIMAL SCIENCES, General (1 credit hour)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. 16 lecture hours.

#### AGAH 1290 - ARTIFICIAL INSEMINATION (2 credit hours)

A course to train a person to artificially inseminate cattle. In addition to spending many hours learning the inseminating technique itself, various management practices to ensure a successful overall program will be presented. These subjects include handling of frozen semen and equipment, reproductive problems and diseases, heat detection, cycle control, nutrition and methods of bull evaluation for maximum genetics and conformation progress. 16 lecture hours + 32 laboratory hours.

#### AGAH 1291 - SPECIAL TOPICS IN ANIMAL SCIENCES, General (2 credit hours)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. 16 lecture hours + 32 laboratory hours.

#### AGAH 1397 - AGRICULTURAL SPANISH (3 credit hours)

This is an industry specific Spanish course designed for agricultural students. The scope of this course will include the English to Spanish translation for terminology and phrases associated with production agriculture. The primary goal of this course is to provide students some basic communication skills so that they will be able to interact with Spanish speaking employees in different work environments and under different situations within their specific agricultural fields. NOTE: This is not a University Transfer course. This course does not fulfill any core curriculum requirements at NCTC.

48 lecture hours + 16 laboratory hours.

**AGAH 1402 - PRINC. OF FITTING AND GROOMING LIVESTOCK (4 credit hours)**

Students will develop skill development necessary to fit and groom Livestock in preparation for competition or as a tool in marketing. Includes proper aspects of feeding, working, and grooming with hands-on activities assigned. This class meets five days a week, in addition to weekends. 32 lecture hours + 112 laboratory hours.

Prerequisite: AGEQ 1401.

**AGAH 1443 - ANIMAL HEALTH (4 credit hours)**

An overview of anatomy and physiology as it relates to animal health. Topics include disease symptoms, basic immunology, diagnosis, prevention, and control of infectious and non-infectious diseases of animals. 48 lecture hours + 32 laboratory hours.

**AGAH 1453 - BEEF CATTLE PRODUCTION (4 credit hours)**

An overview of the beef cattle industry. Topics include the organization and operation of beef cattle enterprises, selection breeding, reproduction, health, nutrition, management, and marketing. 48 lecture hours + 32 laboratory hours.

**AGAH 2271 - PALPATION (2 credit hours)**

A course to train a person to pregnancy test cattle. The pregnancy examination involves a rectal palpation of the reproductive tract for signs of pregnancy, or to determine open or non-pregnant females. 16 lecture hours + 32 laboratory hours.

**AGAH 2313 - PRINCIPLES OF FEEDS AND FEEDING (3 credit hours)**

Study of the role and application of feed nutrients and additives. Topics include comparative aspects of digestion, absorption, and metabolism of nutrients. Emphasis on identification of nutrient requirements and formulation of dietary feeding regimen. 48 lecture hours.

**AGCR - Farm and Ranch Management****AGCR 1371 - LOCAL NEEDS-Introduction to Sustainable Agriculture (3 credit hours)**

Introduction to history, principles, and practices of sustainable agriculture as applied to local and global agriculture. A comparison and evaluation of sustainability of conventional agricultural practices will be made from the environmental, economic, and social perspectives ("planet,profit,people"). Case studies and other tools will be used to relate principles of sustainable agriculture to basic farming practices.

32 lecture, 32 lab hours.

**AGCR 1441 - FORAGE AND PASTURE MANAGEMENT (4 credit hours)**

Study of the production and management of forage crops and pastures including establishment, fertilization, weed control, grazing systems, hay, seed production, and harvesting. 48 lecture hours + 32 laboratory hours.

**AGEQ - Equine Science****AGEQ 1205 - EQUINE ENTERPRISE MANAGEMENT (2 credit hours)**

Course is designed as a business survey of the equine industry as a whole. Topics will include all areas involved directly and indirectly with the equine industry and the applied management techniques that are involved with these areas. Lecture will be supplemented with guest speakers and field trips to area farms and businesses. 16 lecture hours and 32 lab hours.

**AGEQ 1271 - LOCAL NEEDS (2 credit hours)**

Local Needs course developed to respond to unique local or regional conditions. Courses will include topics in the Equine Field related to science, business, riding, or training. 16 lecture hours + 32 laboratory hours.

**AGEQ 1291 - SPECIAL TOPICS II (2 credit hours)**

This course will address recently identified current events, skills, knowledge, and behaviors pertinent to the equine industry and relevant to the professional development of the student. 16 lecture hours + 32 laboratory hours.

**AGEQ 1300 - ENGLISH EQUITATION I (3 credit hours)**

Course in basic equitation skills, including handling, saddling, bridling, mounting, riding, grooming, safety, and basic health care. Topics will include correct riding position, leg strengthening exercises, and balance exercises. 16 lecture + 32 laboratory hours.

**AGEQ 1315 - HORSE EVALUATION I (3 credit hours)**

Instruction in evaluation and selection of horses based on breed and performance criteria. Topics include basic anatomy and its relation to function, breed type, and characteristics. Emphasis will be given to breed standards and rules of judging performance horses. 32 lecture hours + 32 laboratory hours.

**AGEQ 1319 - HORSEMANSHIP I (3 credit hours)**

Instruction in basic horsemanship skills including handling, saddling, safety, proper riding techniques, and basic health care will be discussed. Emphasis will be given to use of aids and cues; and proper leg, seat, and hand position. 16 lecture + 32 laboratory hours.

Prerequisite: AGEQ 1315 or AGEQ 1300.

**AGEQ 1322 - FUNDAMENTALS OF RIDING INSTRUCTION (3 credit hours)**

Students will develop basic skills needed to become an effective riding instructor. Through classroom and arena

exercises students will gain skills in organization, development of lesson plans, and a variety of teaching techniques. Students will be working with first year students. Course requires approval of instructor. 48 lecture hours.

#### AGEQ 1350 - EQUINE REPRODUCTION (3 credit hours)

Reproductive anatomy, physiological functions, and common management practices related to equine reproductive facilities. Lecture portion of this course is conducted in the first 6 weeks of the semester with emphasis on anatomy and physiology of the mare and stallion as it relates to management for maximum reproductive efficiency. Basic principles of artificial insemination, embryonic development, parturition, and care of the pregnant mare and newborn will be discussed. Semen collection, evaluation, and shipping will also be discussed. The lab portion is the remainder of the semester, and consists of students working on well respected breeding farms in the area. 32 lecture hours + 64 laboratory hours.

Prerequisite: AGAH 1443, AGEQ 2311.

#### AGEQ 1370 - LOCAL NEEDS - PRINCIPLES OF RANCH HORSE RIDING I (3 credit hours)

Introduction in the basic principles of Ranch Horse riding. To include, but not limited to handling, saddling, bridling, mounting, riding, grooming, safety, basic health care, basic rope handling, basic cow handling and tactics for competing in Ranch Horse events. 32 lecture hours + 48 laboratory hours.

#### AGEQ 1371 - LOCAL NEEDS - PRINCIPLES OF RANCH HORSE RIDING II (3 credit hours)

Introduction to the advanced principles of Ranch Horse riding. To include, but not limited to handling, saddling, bridling, mounting, riding, grooming, safety, health care, advanced rope handling, advanced cow handling and tactics for competing in Ranch Horse events. 32 lecture hours + 48 laboratory hours.

#### AGEQ 1390 - SPECIAL TOPICS-BASICS OF DRESSAGE (3 credit hours)

The fundamental principles of dressage will be addressed. Basic riding exercises and dressage movements will be introduced emphasizing horse and rider fitness, and the development of the equine athlete through the classical and sequential training scale of rhythm, relaxation, connection, impulsion, straightness, and finally collection. Western Dressage principles will also be discussed and use of a western, hunt seat, or traditional dressage saddle will be acceptable.

Prerequisite: AGEQ 1319 or AGEQ 1300 AND AGEQ2339 or AGEQ2359.

#### AGEQ 1391 - SPECIAL TOPICS III (3 credit hours)

This course will address recently identified current events, skills, knowledge, and behaviors pertinent to the equine industry and relevant to the professional development of the student. 16 lecture hours + 32 laboratory hours.

#### AGEQ 1401 - EQUINE BEHAVIOR AND TRAINING I (4 credit hours)

Instruction in basic equine behavior and training methods will be discussed. Topics will include safety, behavior, health care and management, and training methods. Students will use a systematic approach to training a weanling horse while learning proper safety and training techniques used in the industry. 16 lecture hours + 144 laboratory hours.

#### AGEQ 1411 - EQUINE SCIENCE I (HORSE PRODUCTION AND MANAGEMENT) (4 credit hours)

Provides the student with an introduction to the horse industry. Topics will include history, breeds, selection, identification, anatomy (health,) and basic management techniques and theories related to horses and horse facilities. Laboratory exercises will supplement lecture presentations. 48 lecture hours + 32 laboratory hours.

#### AGEQ 1471 - LOCAL NEEDS - PRINCIPLES OF RANCH HORSERIDING II (4 credit hours)

Introduction to the advanced principles of Ranch Horse riding. To include, but not limited to handling, saddling, bridling, mounting, riding, grooming, safety, health care, advanced rope handling, advanced cow handling and tactics for competing in Ranch Horse events. 48 lecture hours + 64 laboratory hours.

#### AGEQ 2259 - ENGLISH EQUITATION II (2 credit hours)

Advanced equitation skills in English equitation. Topics will include suppling exercises for the horse and rider, ground pole exercises to gain Strength and stability, in addition to exercises in stride length and rhythm. 16 lecture hours + 32 Laboratory hours, 2 credit hours.

Prerequisite: Prerequisite: AGEQ 1300.

#### AGEQ 2310 - EQUINE BUSINESS MANAGEMENT (3 credit hours)

Instruction in the management of the equine business will be discussed. Topics will include record keeping, insurance and liability, promotion and sales, as well as employer relationships. Lectures will be supplemented with industry speakers and students will complete an in-depth business plan of their choice. 48 lecture hours.

Prerequisite: AGEQ 1305 or approval by instructor.

#### AGEQ 2311 - EQUINE SCIENCE II (ADVANCED HORSE PRODUCTION AND MANAGEMENT) (3 credit hours)

Course will present advanced concepts in horse production and management. Topics include advanced anatomy, physiology and nutrition of the horse as it relates to exercise and fitness. Discussion will focus on techniques

and theories related to management of the horse for athletic events. 32 lecture hours + 32 laboratory hours.

Prerequisite: AGEQ 1411 or approval by instructor.

#### AGEQ 2315 - HORSE EVALUATION II (3 credit hours)

A study of the advanced concepts in evaluation and selection of horses. Students in this course will be part of the horse judging team and participate in judging contests on a state and national level. Students will also learn how to organize a judging contest, perfect oral reason presentation and learn to judge other's oral reasons. Students must be enrolled in this course to travel with the judging team. 16 lecture hours + 32 laboratory hours.

Prerequisite: AGEQ 1315.

#### AGEQ 2339 - HORSEMANSHIP II (3 credit hours)

Instruction in advanced horsemanship skills including cues, lead changes, head set, side-pass, and pivots will be given. Emphasis will be given to proper use of cues, legs, and seat during maneuvers; as well as proper training concepts and methods of working horses for specific performance areas. 32 lecture hours + 32 laboratory hours.

Prerequisite: AGEQ 1319.

#### AGEQ 2359 - ENGLISH EQUITATION II (3 credit hours)

Advanced equitation skills in English equitation. Topics will include suppling exercises for the horse and rider, ground pole exercises to gain Strength and stability, in addition to exercises in stride length and rhythm. 32 lecture hours + 32 Laboratory hours.

Prerequisite: AGEQ 1300.

#### AGEQ 2370 - LOCAL NEEDS - REINING (3 credit hours )

Fundamentals of selecting, training, working and showing reining horses will be taught. Topics include history, development, rules, judging, conditioning, training and showing reining horses. Showing in at least on competition is required. Student must provide their own horse for training and or competition 32 lecture hours + 32 laboratory hours.

#### AGEQ 2371 - LOCAL NEEDS - ADVANCED RANCH HORSE RIDING (3 credit hours)

Instruction in advanced Ranch Horse skills focusing on the use of the horse to assist in the management of cattle as commonly utilized for cow/horse competitions. Skills taught will include reading cattle, roping, sorting, control of an individual cow and the training methods used on the horse to achieve these skills. 32 lecture hours + 32 laboratory hours.

#### AGEQ 2386 - INTERNSHIP - EQUINE SCIENCE (3 credit hours)

Meets 8 weeks during the summer. Departmental approval required for registration in this course. Each student will be placed in the horse industry under the supervision of a prominent person who specializes in the student's main areas of interest. The student's industry training will be supervised by the instructor as well as their immediate supervisor on the job. This course serves as the external or capstone experience. 16 lecture hours + 272 practicum hours.

#### AGEQ 2390 - Special Topics- Equine Veterinary Technology and Rehabilitation (3 credit hours)

Basic concepts of equine veterinary care and rehabilitation will be taught. The course will be a survey of equine veterinary medicine from the physical exam to preventive medicine and pharmacology. Students will also develop skills

in the application of physical therapy equipment for equine rehabilitation and basic principles of alternative and holistic

therapies. *Prerequisites:* AGEQ 1411 AND AGEQ 2311 (Equine Science 1 and Equine Science 2)

#### AGEQ 2401 - EQUINE BEHAVIOR AND TRAINING II (4 credit hours)

A study of advanced concepts in equine behavioral patterns that is relevant to specific performance training strategies. Emphasis will be given to safety, and different training methods involved with working a young horse. Students will use a systematic approach to training a two-year old horse from the ground to working specified maneuvers and patterns. 16 lecture hours + 144 laboratory hours.

Prerequisite: AGEQ 1401; AGEQ 1319.

### AGME - Farm and Ranch Management

#### AGME 1415 - FARM AND RANCH SHOP SKILLS I (4 credit hours)

Study and application of shop skills used in agricultural processes including arc welding, oxyacetylene cutting and welding, drawing and planning projects, tool maintenance, metal working, woodworking, plumbing, and concrete. 48 lecture hours + 32 laboratory hours.

#### AGME 1449 - FARM AND RANCH EQUIPMENT (4 credit hours)

Planning and application of farm and ranch maintenance equipment. Includes basic repair and adjustment to tractors and other agricultural equipment and design and use of maintenance records. 48 lecture hours + 32 laboratory hours.

### AGMG - Farm and Ranch Management

#### AGMG 2301 - LIVESTOCK BUSINESS MANAGEMENT (3 credit hours)

Instruction in contracts, leases, laws and regulations, estate planning, and applications of personnel and management principles. 48 lecture hours.

**AGMG 2480 - COOPERATIVE EDUCATION- AGRICULTURAL BUSINESS AND MANAGEMENT, GENERAL (4 credit hours)**

LEARNING EXPERIENCE OR CAPSTONE EXPERIENCE. 16 lecture hours + 336 practicum hours.

## AGRI - Agriculture

**AGRI 1131 - THE AGRICULTURE INDUSTRY (1 credit hour)**

Overview of world agriculture, nature of the industry, resource conservation, and the American agricultural system, including production, distribution, and marketing. 16 lecture hours.

**AGRI 1231 - THE AGRICULTURAL INDUSTRY (2 credit hours)**

Overview of world agriculture, nature of the industry, resource conservation, and the American agricultural system, including production, distribution, and marketing. 32 lecture hours.

**AGRI 1309 - COMPUTERS IN AGRICULTURE (3 credit hours)**

Use of computers in agricultural applications. Introduction to programming languages, word processing, electronic spreadsheets, and agricultural software. 32 lecture hours + 32 laboratory hours.

**AGRI 1325 - MARKETING OF AGRICULTURE PRODUCTS (3 credit hours)**

Operations in the movement of agricultural commodities from producer to consumer, including the essential marketing functions of buying, selling, transporting, storing, financing, standardizing, pricing, and risk bearing. 48 lecture hours.

**AGRI 1407 - AGRONOMY (4 credit hours)**

Principles and practices in the development, production, and management of field crops including plant breeding, plant diseases, soils, insect control, and weed control. 48 lecture hours + 32 laboratory hours 4 credit hours.

**AGRI 1413 - PLANT PROTECTION (4 credit hours)**

Principles and practices of controlling and preventing economic loss caused by plant pests. Includes instruction in entomology, plant pathology, weed science, crop science, environment toxicology, and related environmental protection measures. 48 lecture hours + 32 laboratory hours.

**AGRI 1419 - INTRODUCTORY ANIMAL SCIENCE (4 credit hours)**

Scientific animal agriculture. Importance of livestock and meat industries. Selection, reproduction, nutrition, management, and marketing of beef cattle, swine, sheep, goats, and horses. 48 lecture hours + 32 laboratory hours.

**AGRI 2221 - LIVESTOCK EVALUATION (2 credit hours)**

Selection, evaluation, and classification of livestock and livestock products. Comparative evaluation of breeding and market animals with emphasis on selection of superior animals. Oral reasons and written justification on placing classes will be emphasized. May be repeated for credit with prior approval of department chair. 16 lecture hours + 64 laboratory hours.

**AGRI 2301 - AGRICULTURAL POWER UNITS (3 credit hours)**

Fundamentals of internal combustion engines: gasoline, diesel, and liquefied petroleum. Maintenance and adjustments of the electrical, ignition, fuel, lubricating, and cooling systems of agricultural power machinery. 32 lecture hours + 48 laboratory hours.

**AGRI 2303 - AGRICULTURAL CONSTRUCTION I (3 credit hours)**

Selection, use, and maintenance of hand and power tools; arc and oxy-acetylene welding; and construction materials and principles. 32 lecture hours + 64 laboratory hours.

**AGRI 2317 - INTRODUCTION TO AGRICULTURAL ECONOMICS (3 credit hours)**

Fundamental economic principles and their applications to the problems of the industry of agriculture. 48 lecture hours.

**AGRI 2321 - LIVESTOCK EVALUATION I (3 credit hours)**

Fundamental economic principles and their applications to the problems of the industry of agriculture. 32 lecture hours + 48 laboratory hours.

**AGRI 2330 - WILDLIFE CONSERVATION & MANAGEMENT (3 credit hours )**

Principles and practices used in the production and improvement of wildlife resources. Aesthetic, ecological, and recreational uses of public and private lands. 32 lecture hours + 48 laboratory hours.

## ANTH - Anthropology

**ANTH 2346 - GENERAL ANTHROPOLOGY (3 credit hours)**

The study of human beings, their antecedents and related primates, and their cultural behaviors and institution. Introduces the major sub-fields: physical and cultural anthropology, archaeology, linguistics, their applications, and ethics in the discipline.

*Meets NCTC Core Curriculum Requirements*

**ANTH 2351 - CULTURAL ANTHROPOLOGY (3 credit hours)**

The study of human cultures. Topics may include social organization, institutions, diversity, interactions between human groups, and ethics in the discipline.

*Meets NCTC Core Curriculum Requirement*

**ARTC - Computer Information Systems & Technology****ARTC 1302 - DIGITAL IMAGING I (PHOTOSHOP) (3 credit hours)**

Digital Imaging using raster image editing and/or image creation software: scanning, resolution, file formats, output devices, color systems, and image-acquisitions. 32 lecture hours + 32 lab hours.

**ARTC 1325 - INTRODUCTION TO COMPUTER GRAPHICS (3 credit hours)**

A survey of computer design concepts, terminology, processes, and procedures. Topics include computer graphics hardware, electronic images, electronic publishing, vector based graphics, and interactive multimedia.

**ARTS - Art****ARTS 1301 - ART APPRECIATION (3 credit hours)**

A course open to all students directed toward understanding the elements and principles of art as applied to the visual arts: painting, sculpture and architecture as well as printmaking, ceramics, metal work and weaving. 48 lecture hours.

*Meets NCTC Core Curriculum Requirement*

**ARTS 1303 - ART HISTORY I (Prehistoric to the 14th century) (3 credit hours)**

A chronological analysis of the historical and cultural contexts of the visual arts from prehistoric times to the 14th century. 48 lecture hours.

**ARTS 1304 - ART HISTORY II (century to the present) (3 credit hours)**

A chronological analysis of the historical and cultural contexts of the visual arts from the 14th century to the present day. 48 lecture hours.

**ARTS 1311 - DESIGN I (2dimensional) (3 credit hours)**

An introduction to the fundamental terminology, concepts, theory, and application of two-dimensional design. 32 lecture hours + 64 laboratory hours.

**ARTS 1312 - DESIGN II (3-dimensional) (3 credit hours)**

An introduction to the fundamental terminology, concepts, theory, and application of three-dimensional design. 32 lecture hours + 64 laboratory hours.

**ARTS 1316 - DRAWING I (3 credit hours)**

A foundation studio course exploring drawing with emphasis on descriptive, expressive, and conceptual approaches. Students will learn to see and interpret a variety of subjects while using diverse materials and techniques. Course work will facilitate a dialogue in which students will engage in critical analysis and begin to develop their understanding of drawing as a discipline. 32 lecture hours + 64 laboratory hours.

**ARTS 1317 - DRAWING II (3 credit hours)**

A studio course exploring drawing with continued emphasis on descriptive, expressive and conceptual approaches. Students will further develop the ability to see and interpret a variety of subjects while using diverse materials and techniques. Course work will facilitate a dialogue in which students will employ critical analysis to broaden their understanding of drawing as a discipline. 32 lecture hours + 64 laboratory hours.

**ARTS 2316 - PAINTING I (3 credit hours)**

An introduction to the techniques of various mediums in painting. Exploring and dealing with the problems encountered in color and pictorial composition. 32 lecture hours + 64 laboratory hours.

**ARTS 2317 - PAINTING II (3 credit hours)**

A continuation of ARTS2316. 32 lecture hours + 64 laboratory hours.

**ARTS 2326 - SCULPTURE I (3 credit hours)**

Exploration of ideas using sculpture media and techniques. 32 lecture hours + 64 laboratory hours.

**ARTS 2327 - SCULPTURE II (3 credit hours)**

Exploration of ideas using sculpture media and techniques. A continuation of Sculpture I. 32 lecture hours + 64 laboratory hours.

**ARTS 2341 - JEWELRY AND METALWORKING I (3 credit hours)**

Design, construction and forming of metals and various materials using basic techniques. 32 lecture hours + 64 laboratory hours.

**ARTS 2342 - JEWELRY AND METALWORKING II (3 credit hours)**

Design in metal, using basic and advanced process. 32 lecture hours + 64 laboratory hours.

**ARTS 2346 - CERAMICS I (POTTERY) (3 credit hours)**

Exploration of ideas using basic ceramic processes. 32 lecture hours + 64 laboratory hours.

**ARTS 2347 - CERAMICS II (POTTERY) (3 credit hours)**

Exploration of ideas using basic ceramic processes. A continuation of ARTS2346. 32 lecture hours + 64 laboratory hours.

**ARTS 2366 - WATERCOLOR PAINTING I (3 credit hours)**

Exploration of ideas using water-based painting media and techniques. 32 lecture hours + 64 laboratory hours.

**ARTS 2367 - WATERCOLOR PAINTING II (3 credit hours)**

Exploration of ideas using water based painting media and techniques. Continuation of Arts 2366. 32 lecture hours + 64 laboratory hours.

**BCIS - Computer Science****BCIS 1305 - BUSINESS COMPUTER APPLICATIONS (3 credit hours)**

Students will study computer terminology, hardware, and software related to the business environment. The focus of this course is on business productivity software applications and professional behavior in computing, including word processing (as needed), spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet. 32 lecture hours + 32 laboratory hours.

Prerequisite: High School Algebra, Geometry, or Business Mathematics.

**BIOL - Biology****BIOL 1322 - NUTRITION & DIET THERAPY I (3 credit hours)**

A study of the chemical, physical, and sensory properties of food; nutritional quality; and good use and diet applications. 48 lecture hours.

**BIOL 1406 - BIOLOGY FOR SCIENCE MAJORS I (4 credit hours)**

Fundamental principles of living organisms will be studied, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of cytology, reproduction, genetics, and scientific reasoning are included. Lab required. 4 credit hours.

*Meets NCTC Core Curriculum Requirement*

Prerequisite: MATH1314 (College Algebra) or equivalent academic preparation-found on page 130.

**BIOL 1407 - BIOLOGY FOR SCIENCE MAJORS II (4 credit hours)**

The diversity and classification of life will be studied, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology,

ecology, and evolution of plants and animals. Lab required. Prerequisite BIOL1406. 4 credit hours.

*Meets NCTC Core Curriculum Requirement*

Prerequisite: BIOL 1406.

**BIOL 1408 - BIOLOGY FOR NON-SCIENCE MAJORS I (4 credit hours)**

Provides a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function, and reproduction. 48 lecture hours + 48 laboratory hours.

*Meets NCTC Core Curriculum Requirement*

**BIOL 1411 - GENERAL BOTANY (4 credit hours)**

Fundamental biological concepts relevant to plant physiology, life cycle, growth and development, structure and function, and cellular and molecular metabolism. The role of plants in the environment, evolution, and phylogeny of major plant groups, algae, and fungi. (This course is intended for science majors.) 48 lecture hours + 48 laboratory hours.

*Meets NCTC Core Curriculum Requirement*

**BIOL 1413 - GENERAL ZOOLOGY (4 credit hours)**

Fundamental biological concepts relevant to animals, including systemics, evolution, structure, and function, cellular and molecular metabolism, reproduction, development, diversity, phylogeny, and ecology (This course is intended for science majors.). 48 lecture hours + 48 laboratory hours.

*Meets NCTC Core Curriculum Requirement*

**BIOL 2401 - HUMAN ANATOMY AND PHYSIOLOGY I (4 credit hours)**

A study of the structure and function of human anatomy, including the neuroendocrin, integumentary, and musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. Content may be either integrated or specialized. 48 lecture hours + 32 laboratory hours.

*Meets NCTC Core Curriculum Requirement*

**BIOL 2402 - HUMAN ANATOMY AND PHYSIOLOGY II (4 credit hours)**

A study of the structure and function of human anatomy, including the neuroendocrin, integumentary, and musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. Content may be either integrated or specialized. A continuation of BIOL2401. 48 lecture hours + 32 laboratory hours.

*Meets NCTC Core Curriculum Requirement*

**BIOL 2406 - ENVIRONMENTAL BIOLOGY (4 credit hours)**

Principles of environmental systems and ecology, including biogeochemical cycles, energy transformations, abiotic interactions, symbiotic relationships, natural resources and their management, lifestyle analysis, evolutionary trends, hazards and risks, and approaches to ecological research. 48 lecture hours + 32 laboratory hours.

*Meets NCTC Core Curriculum Requirement*

Prerequisite: Recommended prerequisite: MATH11314  
Successful completion of College Algebra or concurrent enrollment in higher-level mathematics is recommended.

**BIOL 2420 - MICROBIOLOGY FOR NON-SCIENCE MAJORS (4 credit hours)**

A study of the morphology, physiology and taxonomy of representative groups of pathogenic and nonpathogenic microorganisms. Pure cultures of microorganisms grown on selected media are used in learning laboratory techniques. Includes a brief preview of food, microbes, public health, and immunology. 48 lecture hours + 32 laboratory hours.

Prerequisite: BIOL 1408 OR BIOL 2401.

## **BMGT - Business & Business Management**

**BMGT 1327 - PRINCIPLES OF MANAGEMENT (3 credit hours)**

Concepts, terminology, principles, theories, and issues in the field of management. 48 lecture hours.

**BMGT 2309 - LEADERSHIP (3 credit hours)**

Concepts of leadership and its relationship to management. Prepares the student with leadership and communication skills needed to motivate and identify leadership styles. 48 lecture hours.

## **BUSG - Business & Business Management**

**BUSG 1301 - INTRODUCTION TO BUSINESS (3 credit hours)**

Fundamental business principles including structure, functions, resources, and operational processes. 48 lecture hours.

**BUSG 1304 - INTRODUCTION TO FINANCIAL ADVISING (3 credit hours)**

A study of the financial problems encountered by financial advisers when managing family financial affairs. Includes methods to advise clients on topics such as estate planning, retirement, home ownership, savings, and investment planning. 48 lecture hours.

**BUSG 2305 - BUSINESS LAW/CONTRACTS (3 credit hours)**

Principles of law which form the legal framework for business activity including applicable statutes, contracts, and agency. 48 lecture hours.

**BUSG 2380 - COOPERATIVE EDUCATION - BUSINESS, GENERAL (3 credit hours)**

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be related if topics and learning outcomes vary. 16 lecture hours + 224 laboratory hours.

## **CETT - Petroleum Technology**

**CETT 1302 - ELECTRICITY PRINCIPLES (3 credit hours)**

Principles of electricity including proper use of test equipment, A/C and D/C circuits, and component theory and operation. 32 lecture hours + 32 lab hours.

## **CHEM - Chemistry**

**CHEM 1411 - GENERAL CHEMISTRY I (4 credit hours)**

Fundamental principles of chemistry for majors in the sciences, health sciences, and engineering; topics include measurements, fundamental properties of matter, states of matter, chemical reactions, chemical stoichiometry, periodicity of elemental properties, atomic structure, chemical bonding, molecular structure, solutions, properties of gases, and an introduction to thermodynamics and descriptive chemistry. 48 lecture hours + 48 laboratory hours.

*Meets NCTC Core Curriculum Requirement*

Prerequisite: MATH 1314 (College Algebra) or equivalent academic preparation. High school chemistry is also strongly recommended.

**CHEM 1412 - GENERAL CHEMISTRY II (4 credit hours)**

Chemical equilibrium; phase diagrams and spectrometry; acid-base concepts; thermodynamics; kinetics; electrochemistry; nuclear chemistry; an introduction to organic chemistry and descriptive inorganic chemistry. A continuation of CHEM1411. 48 lecture hours + 48 laboratory hours.

*Meets NCTC Core Curriculum Requirement*

Prerequisite: Prerequisite CHEM1411.

**CHEM 1413 - CHEMISTRY FOR THE HEALTH SCIENCES (4 credit hours)**

General principles, problems, fundamental laws, and theories. Course content provides a foundation for work in advanced chemistry and related sciences. 48 lecture hours + 48 laboratory hours.

#### CHEM 2423 - ORGANIC CHEMISTRY I (4 credit hours)

Fundamental principles of organic chemistry will be studied, including the structure, bonding, properties, and reactivity of organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. THIS COURSE IS INTENDED FOR STUDENTS IN SCIENCE OR PRE-PROFESSIONAL PROGRAMS. 48 lecture hours + 48 laboratory hours.

Prerequisite: CHEM 1412 General Chemistry II or consent of instructor.

#### CHEM 2425 - ORGANIC CHEMISTRY II (4 credit hours)

Advanced principles of organic chemistry will be studied, including the structure, properties, and reactivity of aliphatic and aromatic organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. THIS COURSE IS INTENDED FOR STUDENTS IN SCIENCE OR PRE-PROFESSIONAL PROGRAMS. 48 lecture hours + 48 laboratory hours.

Prerequisite: CHEM 2423.

### CJCR - Law Enforcement

#### CJCR 1304 - PROBATION AND PAROLE (3 credit hours )

A survey of the structure, organization, and operation of probation and parole services. Emphasis on applicable state statutes and administrative guidelines. 48 lecture hours.

### CJSA - Law Enforcement

#### CJSA 1317 - JUVENILE JUSTICE SYSTEM (3 credit hours )

A study of the juvenile justice process to include specialized juvenile law, role of the juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies, and theories concerning delinquency. 48 lecture hours.

#### CJSA 1325 - CRIMINOLOGY (3 credit hours )

Current theories and empirical research pertaining to crime and criminal behavior and its causes, methods of

prevention, systems of punishment, and rehabilitation. 48 lecture hours.

#### CJSA 1342 - CRIMINAL INVESTIGATION (3 credit hours )

Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation. 48 lecture hours.

#### CJSA 1348 - ETHICS IN CRIMINAL JUSTICE (3 credit hours )

Ethical philosophies and issues pertaining to the various professions in the criminal justice system. Includes ethical issues emanating from constitutional conflict with public protection and individual rights, civil liberties, and correctional policies. 48 lecture hours.

#### CJSA 1393 - SPECIAL TOPICS-DRUG CRIME AND SOCIETY

This course examines the relationship between drugs, crime and human behavior. It will also explore the relationship between drug abuse and crime and the policy proposals developed to control drug trafficking, drug abuse, and drug-related crime, as well as the multi-faceted aspects and effects of chemical abuse and dependency. 48 lecture hours.

#### CJSA 1393 - SPECIAL TOPICS-WRONGFUL CONVICTION (3 credit hours )

This course will involve the study of wrongful convictions, including an analysis of: 1) the factors that contribute to wrongful convictions; 2) the existing criminal procedures and constitutional protections that, in part, attempt to prevent wrongful convictions; 3) the current procedural mechanisms available to convicted individuals who seek to vacate wrongful convictions with new evidence; and 4) the reforms that have been proposed to address the causes of wrongful convictions. 48 lecture hours

#### CJSA 1393 - SPECIAL TOPICS- INTRODUCTION TO FORENSICS (3 credit hours)

An introductory course in the collection, preservation and analysis of forensics evidence and the study of developments in crime scene techniques. Through lecture and practical experience, students will gain a basic knowledge of processing a crime scene, types of significance of physical evidence and analysis of evidence such as hair, fiber, trace, tool, firearms and explosives. 48 lecture hours.

#### CJSA 2334 - CONTEMPORARY ISSUES IN CRIMINAL JUSTICE (3 credit hours )

A series of lectures and class participation exercises presenting selected topics currently confronting criminal justice personnel and the public they serve. 48 lecture hours.

**2382 - Cooperative Education**

Career related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

**2388 - INTERNSHIP**

The Law Enforcement internship is designed to give students practical experience in the field prior to graduation.

**CNBT - Petroleum Technology****CNBT 1311 - CONSTRUCTION METHODS & MATERIALS (3 credit hours)**

Introduction to construction materials and methods and their applications. 32 lecture hours + 32 lab hours.

**COSC - Computer Science****COSC 1436 - PROGRAMMING FUNDAMENTALS I (4 credit hours)**

This course introduces the fundamental concepts of structured programming, and provides a comprehensive introduction to programming for computer science and technology majors. Topics include software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging.. This course assumes computer literacy. (This course is included in the Field of Study Curriculum for Computer Science.) 48 lecture hours + 32 laboratory hours.

Prerequisite: BCIS1305 or departmental exam

**COSC 2425 - COMPUTER ORGANIZATION (4 credit hours)**

The organization of computer systems is introduced using assembly language. Topics include basic concepts of computer architecture and organization, memory hierarchy, data types, computer arithmetic, control structures, interrupt handling, instruction sets, performance metrics, and the mechanics of testing and debugging computer systems. Embedded systems and device interfacing are introduced. (This course is included in the Field of Study Curriculum for Computer Science.) 48 lecture hours + 32 laboratory hours.

Prerequisite: COSC1436.

**COSC 2436 - PROGRAMMING FUNDAMENTALS III (4 credit hours)**

Further applications of programming techniques, introducing the fundamental concepts of data structures and algorithms. Topics include recursion, fundamental data

structures (including stacks, queues, linked lists, hash tables, trees, and graphs) and algorithmic analysis. 48 lecture hours + 32 laboratory hours.

Prerequisite: COSC1437.

**CRIJ - Law Enforcement****CRIJ 1301 - INTRODUCTION TO CRIMINAL JUSTICE (3 credit hours )**

This course provides a historical and philosophical overview of the American criminal justice system, including the nature, extent, and impact of crime; criminal law; and justice agencies and processes. 48 lecture hours.

**CRIJ 1306 - COURT SYSTEMS & PRACTICES (3 credit hours )**

This course is a study of the court system as it applies to the structures, procedures, practices and sources of law in American courts, using federal and Texas statutes and case law. 48 lecture hours.

**CRIJ 1310 - FUNDAMENTALS OF CRIMINAL LAW (3 credit hours )**

This course is the study of criminal law including application of definitions, statutory elements, defenses, and penalties using Texas statutes, the Model Penal Code, and case law. The course also analyzes the philosophical and historical development of criminal law and criminal culpability. 48 lecture hours.

**CRIJ 2313 - CORRECTIONAL SYSTEMS & PRACTICES (3 credit hours )**

This course is a survey of institutional and non-institutional corrections. Emphasis will be placed on the organization and operation of correctional systems; treatment and rehabilitation; populations served; Constitutional issues; and current and future issues. 48 lecture hours.

**CRIJ 2328 - POLICE SYSTEMS & PRACTICES (3 credit hours )**

This course examines the establishment, role and function of police in a democratic society. It will focus on types of police agencies and their organizational structure, police-community interaction, police ethics, and use of authority. 48 lecture hours.

**CSME - Cosmetology****CSME 1248 - Principles of Skin Care (2 credit hours)**

An introduction of the theory and practice of skin care.

**CSME 1401 - ORIENTATION TO COSMETOLOGY (4 credit hours)**

An overview of the skills and knowledge necessary for the field of cosmetology. 32 lecture hours + 128 laboratory hours.

**CSME 1405 - FUNDAMENTALS OF COSMETOLOGY (4 credit hours)**

A course in the basic fundamentals of cosmetology. Topics include service preparation, manicure, facial, chemical services, shampoo, haircut, wet styling, and comb out. 32 lecture hours + 128 laboratory hours.

**CSME 1410 - INTRODUCTION TO HAIRCUTTING AND RELATED THEORY (4 credit hours)**

Introduction to the theory and practice of hair cutting. Topics include terminology, implements, sectioning and finishing techniques. 32 lecture hours + 128 laboratory hours.

**CSME 1420 - Orientation to Facial Specialist (4 credit hours)**

An overview of the skills and knowledge necessary for the field of facials and skin care.

**CSME 1421 - Principles of Facial and Skin Care Technology I (4 credit hours)**

An introduction to the principles of facial and skin care technology. Topics include anatomy, physiology, theory and related skills of facial and skin care technology.

**CSME 1430 - ORIENTATION TO NAIL TECHNOLOGY (4 credit hours)**

An overview of the fundamental skills and knowledge necessary for the field of nail technology. 32 lecture hours + 80 laboratory hours.

**CSME 1431 - PRINCIPLES OF NAIL TECHNOLOGY I (4 credit hours)**

A course in the principles of nail technology. Topics include anatomy, physiology, theory, and skills related to nail technology. 32 lecture hours + 80 laboratory hours.

**CSME 1441 - PRINCIPLES OF NAIL TECHNOLOGY II (4 credit hours)**

An advanced course in the principles of nail technology. Topics include terminology, applications, and advanced workplace competencies related to nail technology. 32 lecture hours + 112 laboratory hours.

**CSME 1443 - MANICURING AND RELATED THEORY (4 credit hours)**

Presentation of the theory and practice of nail technology. Topics include terminology, application, and workplace competencies related to nail technology. 32 lecture hours + 80 laboratory hours.

**CSME 1445 - Principles of Facial and Skin Care Technology II (4 credit hours)**

A continuation of the concepts and principles in skin care and other related technologies. Topics include advanced instruction in anatomy, physiology, theory, and related skills of facial and skin care technology.

**CSME 1447 - PRINCIPLES OF SKIN CARE/FACIALS AND RELATED THEORY (4 credit hours)**

In-depth coverage of the theory and practice of skin care, facials, and cosmetics. 32 lecture hours + 144 laboratory hours.

**CSME 1453 - CHEMICAL REFORMATION AND RELATED THEORY (4 credit hours)**

Presentation of the theory and practice of chemical reformation including terminology, application, and workplace competencies related to hair waving, perming, straightening and hair color. 32 lecture hours + 128 laboratory hours.

4 credit hours

**CSME 1534 - COSMETOLOGY INSTRUCTOR I (5 credit hours)**

The fundamentals of instruction of cosmetology students. 32 lecture hours + 144 laboratory hours.

**CSME 1535 - ORIENTATION TO THE INSTRUCTION OF COSMETOLOGY (5 credit hours)**

An overview of the skills and knowledge necessary for the instruction of cosmetology students. 32 lecture hours + 144 laboratory hours.

**CSME 2237 - ADVANCED COSMETOLOGY TECHNIQUES (2 credit hours)**

Mastery of advanced cosmetology techniques including hair designs, professional cosmetology services, and workplace competencies. 16 lecture hours + 64 laboratory hours.

**CSME 2310 - ADVANCED HAIRCUTTING AND RELATED THEORY (3 credit hours)**

Advanced concepts and practice of haircutting. Topics include haircuts utilizing scissors, razor, and/or clippers. 16 lecture hours + 144 laboratory hours.

**CSME 2343 - Salon Development (3 credit hours)**

Procedures necessary for salon development. Topics include professional ethics, goal setting, salon operation, and record keeping.

**CSME 2401 - THE PRINCIPLES OF HAIR COLORING AND RELATED THEORY (4 credit hours)**

Presentation of the theory and practice of hair color and chemistry. Topics include terminology, application, and workplace competencies related to hair color and chemistry. 16 lecture hours + 144 laboratory hours.

**CSME 2430 - NAIL ENHANCEMENT (4 credit hours)**

A course in the general principles of the theory and application of artificial nails and related technology. 12 lecture hours + 96 Lab hours.

**CSME 2431 - Principles of Facials and Skin Care Technology III (4 credit hours)**

Advanced concepts and principles of skin care and other related technologies.

**CSME 2441 - PREPARATION FOR TEXAS DEPARTMENT OF LICENSING AND REGULATIONS (4 credit hours)**

Preparation for the state licensing examination. 16 lecture hours + 128 laboratory hours.

**CSME 2443 - SALON DEVELOPMENT (4 credit hours)**

Applications of procedures necessary for salon development. Topics include professional ethics and goals, salon operation, and record keeping. 48 lecture hours + 48 laboratory hours.

**CSME 2514 - COSMETOLOGY INSTRUCTOR II (5 credit hours)**

A continuation of the fundamentals of instruction of cosmetology students. 32 lecture hours + 144 laboratory hours.

## **DANC - Dance**

**DANC 2303 - DANCE APPRECIATION I (3 credit hours)**

Survey of primitive, classical, and contemporary dance and its interrelationship with cultural developments and other art forms.

*Meets NCTC Core Curriculum Requirement*

## **DFTG - Drafting Technology**

**DFTG 1305 - TECHNICAL DRAFTING (3 credit hours )**

Introduction to the principles of drafting to include terminology and fundamentals, including size and shape descriptions, projection methods, geometric construction, sections, auxiliary views, and reproduction processes. 32 lecture hours + 32 laboratory hours.

**DFTG 1309 - BASIC COMPUTER-AIDED DRAFTING (3 credit hours )**

An introduction to computer-aided drafting. Emphasis is placed on setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinate systems, and plot/print to scale. 32 lecture hours + 32 laboratory hours.

**DFTG 1317 - ARCHITECTURAL DRAFTING/RESIDENTIAL (3 credit hours )**

Architectural drafting procedures, practices, and symbols, including preparation of detailed working drawings for residential structure with emphasis on light frame construction methods. 32 lecture hours + 32 laboratory hours.

**DFTG 1333 - MECHANICAL DRAFTING (3 credit hours)**

Detail drawings with proper dimensioning and tolerances, use of sectioning techniques, pictorial drawings, including bill of materials. 32 lecture hours + 32 laboratory hours.

**DFTG 1358 - ELECTRICAL/ELECTRONIC DRAFTING (3 credit hours )**

Electrical and electronic drawings stressing modern representation used for block diagrams, schematic diagrams, logic diagrams, wiring/assembly drawings, printed circuit board layouts, motor control diagrams, power distribution diagrams, and electrical one-line diagrams. 32 lecture hours + 32 laboratory hours.

**DFTG 1391 - INTELLIBUILD SOFTWARE APPLICATION IN ARCHITECTURE (3 credit hours)**

IntelliBuild software will be examined and used as a tool in the creation of structural design in architectural drafting. Construction Master Pro calculator with pitch, rise, run, and diagonal features will be covered. Group (team) design work will be explored. A final design project will be created. Plot/print tools will be utilized. 32 lecture hours + 32 laboratory hours.

**DFTG 2300 - INTERMEDIATE ARCHITECTURAL DRAFTING-RESIDENTIAL (3 credit hours)**

A continuation of principles and practices used in residential construction. 32 lecture hours + 32 laboratory hours.

Prerequisite: DFTG 1317.

**DFTG 2302 - MACHINE DRAFTING (3 credit hours )**

Production of detail and assembly drawings of machines, threads, cams, tolerances and limit dimensioning, surface finishes, and precision drawings. 32 lecture hours + 32 laboratory hours.

**DFTG 2306 - MACHINE DESIGN (3 credit hours )**

Theory and practice of design. Projects in problem-solving, including press fit, bolted and welded joints, and transmission components. 32 lecture hours + 32 laboratory hours.

**DFTG 2317 - DESCRIPTIVE GEOMETRY (3 credit hours )**

Graphical solutions to problems involving points, lines, and planes in space. 32 lecture hours + 32 laboratory hours.

**DFTG 2319 - INTERMEDIATE COMPUTER-AIDED DRAFTING (3 credit hours )**

A continuation of practices and techniques used in basic computer-aided drafting emphasizing advanced dimensioning techniques, the development and use of prototype drawings, construction of pictorial drawings, extracting data and basics of 3D. 32 lecture hours + 32 laboratory hours.

Prerequisite: DFTG 1305, DFTG 1309.

#### DFTG 2323 - PIPE DRAFTING (3 credit hours)

A study of pipe fittings, symbols, specifications and their applications to a piping process system. Creation of symbols and their usage in flow diagrams, plans, elevations, and isometrics. 32 lecture hours + 32 laboratory hours.

#### DFTG 2328 - ARCHITECTURAL DRAFTING - COMMERCIAL (3 credit hours)

Architectural drafting procedures, practices, governing codes, terms and symbols including the preparation of detailed working drawings for a commercial building, with emphasis on commercial construction methods. 32 lecture hours + 32 laboratory hours.

#### DFTG 2330 - CIVIL DRAFTING (3 credit hours)

An in-depth study of drafting methods and principles used in civil engineering. 32 lecture hours + 32 laboratory hours.

#### DFTG 2332 - ADVANCED COMPUTER-AIDED DRAFTING (3 credit hours)

Application of advanced CAD techniques. 32 lecture hours + 32 laboratory hours.

Prerequisites: DFTG1305, DFTG1309, DFTG2319.

#### DFTG 2338 - FINAL PROJECT-ADVANCED DRAFTING (3 credit hours)

A drafting course in which students participate in a comprehensive project from conception to conclusion. 32 lecture hours + 32 laboratory hours.

#### DFTG 2340 - SOLID MODELING/DESIGN (3 credit hours)

A computer-aided modeling course. Development of three-dimensional drawings and models from engineering sketches and orthographic drawings and utilization of three-dimensional models in design work. 32 lecture hours + 32 laboratory hours.

#### DFTG 2358 - ADVANCED MACHINE DESIGN (3 credit hours)

Use of design process skills for the production of complete design package, which includes jig and fixture design, extrusion dies, and injection mold design. 32 lecture hours + 32 laboratory hours.

Prerequisite: DFTG1305, DFTG1309, DFTG2306.

## DRAM - Drama

#### DRAM 1120 - THEATER PRACTICUM I (1 credit hour)

The course provides the student an opportunity to apply classroom theory in a practical situation and environment through mounting a theatrical production. The student will gain familiarity with one or more of the following areas: acting, directing, costuming, scenery construction, properties, lighting, sound and stage management. Open to all students. 48 lecture hours.

#### DRAM 1121 - THEATER PRACTICUM II (1 credit hour)

Continuation of DRAM1120. 48 lecture hours.

#### DRAM 1161 - MUSICAL THEATER (1 credit hour)

Study and performance of works in the musical theatre repertoire. The student will get practical experience in the performance of musicals; study of the integration of music, acting and staging. 48 lecture hours.

#### DRAM 1162 - MUSICAL THEATER II (1 credit hour)

A continuation of DRAM 1161. 48 lecture hours.

#### DRAM 1310 - INTRODUCTION TO THEATER (3 credit hours)

Survey of theater including its history, dramatic works, stage techniques, production procedures, and relation to other art forms. Participation in productions may be required. 48 lecture hours.

*Meets NCTC Core Curriculum Requirement*

#### DRAM 1323 - BASIC THEATER PRACTICE (3 credit hours)

Practicum in theater with emphasis on technique and procedures with experience gained in play productions. Each semester will have a different topic such as Shakespeare, Comedy, Tragedy, etc. 48 lecture hours.

#### DRAM 1330 - STAGECRAFT I (3 credit hours)

Study and application of the methods and components of theatrical production which may include one or more of the following; theater facilities, scenery construction and painting, properties, lighting, costume, makeup, sound, and theatrical management. 48 lecture hours.

*Meets NCTC Core Curriculum Requirement*

#### DRAM 1351 - ACTING I (3 credit hours)

An introduction to the fundamental principles and tools of acting as used in auditions, rehearsals, and performances. This may include ensemble performing, character and script analysis, and basic theater terminology. This exploration will emphasize the development of the actor's instrument: voice, body and imagination. 48 lecture hours.

#### DRAM 1352 - ACTING II (3 credit hours)

Exploration and further training within the basic principles and tools of acting, including an emphasis on critical analysis of oneself and others. The tools include ensemble performing, character and analysis, and basic theater terminology. This will continue the exploration of the development of the actor's instrument: voice, body and imagination. 48 lecture hours.

**DRAM 2120 - THEATER PRACTICUM III (1 credit hour)**

Continuation of DRAM1120 and DRAM1121. 48 lecture hours.

**DRAM 2121 - THEATER PRACTICUM IV (1 credit hour)**

Continuation of DRAM1120, DRAM1121 and DRAM2120. 48 lecture hours.

**DRAM 2331 - STAGECRAFT II (3 credit hours)**

Course is a continuation of DRAM1330, but it allows the individual student the opportunity to specialize in a particular area of technical theater. 48 lecture hours.

**DRAM 2336 - VOICE FOR THEATER (3 credit hours)**

Application of the performer's use of the voice as a creative instrument of effective communication. Encourages an awareness of the need for vocal proficiency and employs techniques designed to improve the performer's speaking abilities. 48 lecture hours.

**DRAM 2366 - INTRODUCTION TO CINEMA (3 credit hours)**

Survey and analyze cinema including history, film techniques, production procedures, selected motion pictures, and cinema's impact on and reflection of society. . 48 lecture hours.

*Meets NCTC Core Curriculum Requirement*

## ECON - Economics

**ECON 2301 - PRINCIPLES OF MACROECONOMICS (3 credit hours)**

An analysis of the economy as a whole including measurement and determination of Aggregate Demand and Aggregate Supply, national income, inflation, and unemployment. Other topics include international trade, economic growth, business cycles, and fiscal policy and monetary policy. 48 lecture hours.

*Meets NCTC Core Curriculum Requirement*

**ECON 2302 - PRINCIPLES OF MICROECONOMICS (3 credit hours)**

Analysis of the behavior of individual economic agents, including consumer behavior and demand, producer behavior and supply, price and output decisions by firms under various market structures, factor markets, market failures, and international trade. 48 lecture hours.

*Meets NCTC Core Curriculum Requirement*

## EDUC - Education

**EDUC 1300 - LEARNING FRAMEWORK (3 credit hours)**

A study of: research and theory in the psychology of learning, cognition, and motivation; factors that impact learning, and application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of the college-level student academic strategies. Students use assessment instruments (e.g. learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. This course is cross-listed as PSYC1300. The student may register for either EDUC1300 or PSYC1300 but may receive credit for only one of the two. 48 lecture hours.

*Meets NCTC Core Curriculum Requirement*

**EDUC 1301 - INTRODUCTION TO THE TEACHING PROFESSION (3 credit hours)**

An enriched, integrated pre-service course and content experience that:

- 1) provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields;
  - 2) provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse students populations;
  - 3) provides students with support from college and school faculty for the purpose of introduction to and analysis of the culture of schooling and classrooms;
  - 4) course content is aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; and
  - 5) course must include a minimum of 16 contact hours of field experience in P-12 classrooms.
- 48 lecture hours + 16 hour lab.

**EDUC 2301 - INTRODUCTION SPECIAL POPULATIONS (3 credit hours)**

An enriched, integrated pre-service course and content experience that

- 1) provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic and academic diversity, and equity with an emphasis on factors that facilitate learning;

2) provides students with opportunities to participate in early field observations of P-12 special populations;

3) should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards;

4) must include a minimum of 16 contact hours of field experience in P-12 classrooms with special populations; and

5) Pre-requisite for this course is EDUC 1301.

48 lecture hours + 16 hour lab.

Prerequisite: EDUC 1301.

## EECT - Computer Information Systems & Technology

EECT 1300 - TECHNICAL CUSTOMER SERVICE (3 credit hours)

General principles of customer service within a technical environment. Topics include internal/external customer relationships, time-management, best practices, and verbal and non-verbal communications skills. 48 lecture hours.

## EMSP - Emergency Medical Services

EMSP 1160 - CLINICAL - EMERGENCY MEDICAL TECHNICIAN/TECHNOLOGY (1 credit hour)

A method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. 48 clinical hours.

Corequisite: EMSP 1501.

EMSP 1338 - INTRODUCTION TO ADVANCED PRACTICE (3 credit hours)

At the completion of this module, the student will understand the roles and responsibilities of a paramedic within the EMS system; apply the basic concepts of development, pathophysiology and pharmacology to assessment and management of emergency patients; be able to properly administer medications; communicate effectively with patients; and understand the medical/legal and ethical issues relating to EMS practice as well as the issues impacting the well being of the paramedic. 32 lecture + 32 laboratory hours.

EMSP 1355 - TRAUMA MANAGEMENT (3 credit hours)

A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of

patients with traumatic injuries. 32 lecture + 32 laboratory hours.

EMSP 1356 - PATIENT ASSESSMENT AND AIRWAY MANAGEMENT (3 credit hours)

A detailed study of the knowledge and skills required to reach competence in performing patient assessment and airway management. 32 lecture + 32 laboratory hours.

EMSP 1501 - EMERGENCY MEDICAL TECHNICIAN (5 credit hours)

Introduction to the level of Emergency Medical Technician (EMT) - Basic. Includes all the skills necessary to provide emergency medical care at a basic life support level with an ambulance service or other specialized services. 32 lecture + 96 laboratory hours.

Prerequisite: Current AHA Health Care Provider CPR or equivalent. Corequisite: EMSP 1160.

EMSP 2248 - EMERGENCY PHARMACOLOGY (2 credit hours)

Utilization of medications in treating emergency situations.

2 Credit hours

EMSP 2261 - CLINICAL I - EMERGENCY MEDICAL TECHNICIAN/PARAMEDIC (2 credit hours)

A method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. 96 clinical hours.

EMSP 2262 - CLINICAL II - EMERGENCY MEDICAL TECHNICIAN/ PARAMEDIC (2 credit hours)

A method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. 96 clinical hours.

EMSP 2338 - EMERGENCY MEDICAL OPERATIONS (3 credit hours)

A detailed study of the knowledge and skills necessary to reach competence to safely manage the scene of an emergency. 16 lecture hours + 32 laboratory hours.

EMSP 2352 - EMERGENCY MEDICAL SERVICES RESEARCH (3 credit hours)

Primary and/or secondary research in current and emerging issues in EMS. Basic research principles, scientific inquiry, and interpretation of professional literature are emphasized. Students will demonstrate computer competencies during this course. Students will be required to present research data utilizing the internet. Data presentation shall include, but not be limited to PowerPoint, Excel or other Windows platforms. 48 lecture.

#### EMSP 2434 - MEDICAL EMERGENCIES (4 credit hours)

A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with medical emergencies. 64 lecture + 32 laboratory hours.

#### EMSP 2544 - CARDIOLOGY (5 credit hours)

A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with cardiac emergencies. 64 lecture hours + 32 laboratory hours.

Corequisite: EMSP 2135.

#### EMSP 2553 - EMERGENCY MEDICAL SERVICES CERTIFICATION FOR THE REGISTERED NURSE/PHYSICIAN'S ASSISTANT/REGISTERED RESPIRATORY THERAPIST/LICENSED NURSE PRACTITIONER (5 credit hours)

Preparation of the R.N., R.R.T., L.P.N., or P.A. (Licensed to Practice in Texas) for Emergency Medical Services (EMS) certification. In addition to completing this course, students must also successfully complete an EMS internship. Students that meet all the listed requirements are eligible to apply for certification as an Emergency Medical Technician-Paramedic. 64 lecture hours + 32 skills hours.

Prerequisite: Currently licensed RN/PA/RRT/LNP with 36 months work experience and a college degree. Corequisite: EMSP 2563.

#### EMSP 2563 - \*CLINICAL - EMT-P INTERNSHIP (5 credit hours)

A method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. 256 clinical hours.

## ENGL - English- College Preparatory Studies

#### ENGL 0300 - FUNDAMENTALS OF ENGLISH I (3 credit hours)

In this course, students will learn to write clear, well-developed paragraphs. Students will also learn to identify and correct major sentence errors, including fragments, comma splices, and run-ons. Other topics include subject-verb agreement, pronoun usage, and basic punctuation. This course does not count toward graduation at NCTC. 48 lecture hours.

Corequisite: EDUC 1300 or PSYC 1300.

#### ENGL 0305 - FUNDAMENTALS OF ENGLISH II (3 credit hours)

In this course, students will learn to compose unified, well-developed essays with an introduction, a body, and a conclusion. The thesis statement and topic sentences will be emphasized. Students will also review and practice the basic grammar skills taught in ENGL 0300 and then move to more advanced topics, including modifiers and parallelism. This course does not count toward graduation at NCTC. 48 Lecture hours.

Prerequisite: Satisfactory placement score OR passed ENGL 0300 with a C or better.

## ENGL - English

#### ENGL 1301 - COMPOSITION I (3 credit hours)

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis. 48 lecture hours.

*Meets NCTC Core Curriculum Requirement*

Prerequisite: Satisfactory placement test score or passing grade in ENGL 0305.

#### ENGL 1302 - COMPOSITION II (3 credit hours)

Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions. 48 lecture hours.

*Meets NCTC Core Curriculum Requirement*

Prerequisite: ENGL 1301.

#### ENGL 2307 - CREATIVE WRITING (3 credit hours)

Practical experience in the techniques of imaginative writing. May include fiction, nonfiction, poetry, screenwriting, or drama. 48 lecture hours.

**ENGL 2308 - CREATIVE WRITING II (3 credit hours)**

Practical experience in the techniques of imaginative writing. May include fiction, nonfiction, poetry, screenwriting, or drama. 48 lecture hours.

Prerequisite: ENGL 2307.

**ENGL 2311 - TECHNICAL & BUSINESS WRITING (3 credit hours)**

Intensive study of and practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, e-mail messages, letters, and descriptions of products and services. Practice individual and collaborative processes involved in the creation of ethical and efficient documents. 48 lecture hours.

*Meets NCTC Core Curriculum Requirement*

**ENGL 2322 - BRITISH LITERATURE I (3 credit hours)**

A survey of the development of British literature from the Anglo-Saxon period to the Eighteenth Century. Students will study works of prose, poetry, drama, and fiction in relation to their historical, linguistic, and cultural contexts. Texts will be selected from a diverse group of authors and traditions. 48 lecture hours.

*Meets NCTC Core Curriculum Requirement*

Prerequisite: ENGL1301.

**ENGL 2323 - BRITISH LITERATURE II (3 credit hours)**

A survey of the development British literature from the Romantic period to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. 48 lecture hours.

*Meets NCTC Core Curriculum Requirement*

Prerequisite: ENGL1301.

**ENGL 2327 - AMERICAN LITERATURE I (3 credit hours)**

A survey of American literature from the period of exploration and settlement through the Civil War. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character. 48 lecture hours.

*Meets NCTC Core Curriculum Requirement*

Prerequisite: ENGL1301.

**ENGL 2328 - AMERICAN LITERATURE II (3 credit hours)**

A survey of American literature from the Civil War to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse

group of authors for what they reflect and reveal about the evolving American experience and character. 48 lecture hours.

*Meets NCTC Core Curriculum Requirement*

Prerequisite: ENGL1301.

**ENGL 2332 - WORLD LITERATURE I (3 credit hours)**

A study of world literature from the ancient world through the sixteenth century. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. 48 lecture hours.

*Meets NCTC Core Curriculum Requirement*

Prerequisite: ENGL1301.

**ENGL 2333 - WORLD LITERATURE II (3 credit hours)**

A survey of world literature from the seventeenth century to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. 48 lecture hours.

*Meets NCTC Core Curriculum Requirement*

Prerequisite: ENGL1301.

**FIRS****FIRS 1103 - FIRE FIGHTER AGILITY AND FITNESS PREPARATION (1 credit hour)**

Physical ability testing methods. Rigorous training in skills and techniques needed in typical fire department physical ability tests.

**FIRS 1301 - FIREFIGHTER CERTIFICATION I (3 credit hours)**

One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification II, II, IV, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. **\*\*\*THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION TCFP\*\*\***

**FIRS 1313 - FIREFIGHTER CERTIFICATION III (3 credit hours)**

One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification II, II, IV, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. **\*\*\*THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION**

TCFP)\*\*\*

**FIRS 1319 - FIREFIGHTER CERTIFICATION IV (3 credit hours)**

One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification II, II, IV, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. \*\*\*THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION (TCFP)\*\*\*

**FIRS 1323 - FIREFIGHTER CERTIFICATION V (3 credit hours)**

One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification II, II, IV, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. \*\*\*THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION (TCFP)\*\*\*

**FIRS 1329 - FIREFIGHTER CERTIFICATION VI (3 credit hours)**

One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification II, II, IV, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. \*\*\*THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION (TCFP)\*\*\*

**FIRS 1333 - FIREFIGHTER CERTIFICATION VII (3 credit hours)**

One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification II, III, IV, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. \*\*\*THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION (TCFP)\*\*\*

**FIRS 1407 - FIREFIGHTER CERTIFICATION II (4 credit hours)**

One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification II, II, IV, V, VI, and VII to satisfy the Texas

Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. \*\*\*THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION (TCFP)\*\*\*

## FIRT

**FIRT 1301 - FUNDAMENTALS OF FIRE PROTECTION (3 credit hours)**

Orientation to the fire service, career opportunities, and related fields.

**FIRT 1315 - HAZARDOUS MATERIAL I (3 credit hours)**

The chemical characteristics and behavior of various materials. Storage, transportation, handling hazardous emergency situations, and the most effective methods of hazard mitigation.

**FIRT 1327 - BUILDING CONSTRUCTION IN THE FIRE SERVICE (3 credit hours)**

Components of building construction that relate to life safety. Includes relationship of construction elements and building design impacting fire spread in structures.

**FIRT 1338 - FIRE PROTECTION SYSTEMS (3 credit hours)**

Design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection, and portable fire extinguishers.

## FMKT - Horticulture Management

**FMKT 1301 - FLORAL DESIGN (3 credit hours)**

Principles and elements of floral art with an emphasis on commercial design. Topics include basic design styles and color harmonies; identification, use, and care of processing of cut flowers and foliage; mechanical aids and containers; personal flowers; holiday designs; and plant identification and care. History of floral art in society. Required \$100 lab fee. 32 lecture hours + 32 laboratory hours.

**FMKT 2331 - ADVANCED FLORAL DESIGN (3 credit hours)**

An in-depth coverage of advanced floral design practices for the retail floral industry. Topics include contemporary floral arrangement styles and trends. Advanced study of floral design as an art form in contrast to a commercial florist operation; interpretive expression of design principles and color stressed along with international design styles. Required \$100 lab fee. 32 lecture hours + 32 laboratory hours.

## FREN - French

### FREN 1411 - BEGINNING FRENCH I (4 credit hours)

Emphasis on the development of elementary listening, speaking, reading, and writing skills applied to present situations and events relevant to students' lives and to the understanding of French-speaking communities. 48 lecture hours + 32 laboratory hours.

### FREN 1412 - BEGINNING FRENCH II (4 credit hours)

Continuation of FREN 1411 with emphasis on elementary listening, speaking, reading and writing skills. Includes basic vocabulary, grammatical structures, and culture. 48 lecture hours + 32 laboratory hours.

Prerequisite: FREN 1411 or one year of high school French.

### FREN 2311 - INTERMEDIATE FRENCH I (3 credit hours)

Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture. 48 lecture hours.

Prerequisite: FREN 1412 or two years of high school French.

### FREN 2312 - INTERMEDIATE FRENCH II (3 credit hours)

Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture. 48 lecture hours.

Prerequisite: FREN 2311 or two years of high school French.

## GAME - Computer Information Systems and Technology

### GAME 1303 - INTRO TO GAME DESIGN AND DEVELOPMENT (3 credit hours)

Introduction to electronic game development and game development careers. Includes examination of history and philosophy of games, the game production process, employee factors for success in the field, and current issues and practices in the game development industry. 32 lecture hours + 32 lab hours.

### GAME 1306 - DESIGN AND CREATION OF GAMES (3 credit hours)

Introduction to game and simulation development. Includes analysis of existing applications and creation of a game using an existing game engine. In-depth coverage of the essential elements of game design. Also covers an overview of cultural history of electronic games, survey of the major innovators, and examination of the trends and taboos that motivate game design. 32 lecture hours + 32 lab hours.

### GAME 1309 - INTRODUCTION TO ANIMATION PROGRAMMING (3 credit hours)

Mathematical elements and algorithms involved in basic animation. Includes generating graphics, viewing 3D environments such as visible line detection and 3D surfaces, image processing techniques, and special effects. 32 lecture hours + 32 lab hours.

### GAME 1328 - VIDEO GAME DESIGN (3 credit hours)

**Course Description:** Characters, environments, architecture, static objects, user interface, and storyboards for games. Emphasizes applying 2D design concepts. 32 lecture hours + 32 lab hours.

### GAME 1343 - GAME AND SIMULATION PROGRAMMING I (3 credit hours)

Game and simulation programming. Includes advanced pointer manipulation techniques and pointer applications, points and vectors, sound, and graphics. 32 lecture hours + 32 lab hours.

### GAME 2342 - GAME DEVELOPMENT USING C++ (3 credit hours)

Skill development in C++ programming for games and simulations. Examines real-work C++ development issues. 32 lecture hours + 32 lab hours.

## GOVT - Government

### GOVT 2305 - FEDERAL GOVERNMENT (Federal constitution & topics) (3 credit hours)

Origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties and civil rights. 48 lecture hours.

*Meets NCTC Core Curriculum Requirement*

### GOVT 2306 - TEXAS GOVERNMENT (Texas constitution & topics) (3 credit hours)

Origin and development of the Texas constitution, structure and powers of state and local government, federalism and inter-governmental relations, political participation, the election process, public policy, and the political culture of Texas. 48 lecture hours.

*Meets Core Curriculum Requirement*

## HALT - Horticulture Management

### HALT 1303 - HERBACEOUS PLANTS (3 credit hours)

A study of herbaceous plant material. Topics include practices and procedures used in the identification, growth, propagation, maintenance, and utilization of herbaceous

plants in the horticulture industry. 32 lecture hours + 32 laboratory hours.

**HALT 1309 - INTERIOR PLANTS (3 credit hours)**

Instruction in the identification and classification of the plants used in home and commercial interior landscapes. Topics include design characteristics for interiorscapes and environmental requirements of the plants. 32 lecture hours + 32 laboratory hours.

**HALT 1325 - LANDSCAPE PLANT MATERIAL (3 credit hours)**

Study of the identification, characteristics, cultural requirements, and landscape uses of native and adapted plants (annuals, perennials, shrubs, trees, vines, groundcover, turf). 32 lecture hours + 32 laboratory hours.

**HALT 1331 - WOODY PLANTS (3 credit hours)**

Study of woody plant materials used in the horticulture industry. Topics include identification, characteristics, adaptation, cultural requirements, pest and disease problems, and use in the landscape. 32 lecture hours + 32 laboratory hours.

**HALT 1333 - LANDSCAPE IRRIGATION (3 credit hours)**

Coverage of irrigation systems including equipment, design, performance, and maintenance. Topics include residential and small business applications, troubleshooting, repair, and technological advances in irrigation systems. 32 lecture hours + 32 lab hours

3 Credit Hours

**HALT 1353 - LANDSCAPE COMPUTER DESIGN (3 credit hours)**

A course in computer-aided landscape design. Emphasis on the application of design concepts and techniques using software. Basic computer skills required. Prerequisite: HALT1422 (Landscape Design). 32 lecture hours + 32 laboratory hours.

**HALT 1392 - NATURALISTIC GARDENING (SPECIAL TOPICS IN HORTICULTURAL SCIENCE) (3 credit hours)**

An organic approach to plant production, pest management, soil fertility, and plant health. Emphasis on sustainability, xeriscaping and landscaping using native plants as well as creating wildlife landscapes. 32 lecture hours + 32 laboratory hours.

**HALT 1422 - LANDSCAPE DESIGN (4 credit hours)**

A study of the principles and elements of landscape design. Topics include client interview, site analysis, plan view, scale, plant selection, basic drawing and drafting skills, and plan preparation. 48 lecture hours + 32 laboratory hours.

**HALT 2280 - COOPERATIVE EDUCATION (2 credit hours)**

Career related activities encountered in the student's area of specialization are offered through a cooperative

agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. This course serves as the external learning experience or capstone experience. 8 lecture hours + 168 practicum hours.

**HALT 2302 - GREENHOUSE CROP PRODUCTION (3 credit hours)**

In-dept coverage of the production of crops within the controlled environment of the greenhouse. Topics include growing techniques, environmental control, crop rotation, scheduling, preparation for sale, and marketing. Hands-on greenhouse production of bulbs, cut flowers, foliage, and flowering potted plants, bedding plants, and/or perennials. 32 lecture hours + 32 laboratory hours.

**HALT 2307 - FOOD CROPS (3 credit hours)**

A study of commercial and home cultivated food crops including various vegetables, fruits, and nuts. Topics address planting, maintenance, harvest, and storage of the various crops. 32 lecture hours + 32 laboratory hours.

**HALT 2308 - GREENHOUSE MANAGEMENT (3 credit hours)**

Fundamentals of greenhouse construction and operation. Topics include architectural styles, construction materials, environmental systems and controls, growing media, fertilizers, post harvest handling, marketing, and business management. 32 lecture hours + 32 laboratory hours.

**HALT 2321 - SMALL FARMING (3 credit hours)**

Instruction in small farming techniques with emphasis on horticulture science including comprehensive and profitable guidelines. Topics include herbs, fruits, nut, and vegetable crops.

**HALT 2331 - ADVANCED LANDSCAPE DESIGN (3 credit hours)**

In-depth coverage of advanced practices in landscape planning for commercial and residential landscapes. Topics include advanced design analysis, architectural elements, space articulation, and land engineering concepts. 32 lecture hours + 32 laboratory hours.

## **HIST - History**

**HIST 1301 - UNITED STATES HISTORY I (3 credit hours)**

A survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras.

Themes that may be addressed in United States History I include: American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government. 48 lecture hours.

*Meets NCTC Core Curriculum Requirement*

#### HIST 1302 - U.S. HISTORY FROM 1865 (3 credit hours)

A survey of the social, political, economic, cultural, and intellectual history of the United States from the Civil War/Reconstruction era to the present. United States History II examines industrialization, immigration, world wars, the Great Depression, Cold War and post-Cold War eras. Themes that may be addressed in the United States History II include: American culture, religion, civil and human rights, technological change, economic change, immigration and migration, urbanization and suburbanization, the expansion of the federal government, and the study of U.S. foreign policy. 48 lecture hours.

*Meets NCTC Core Curriculum Requirement*

#### HIST 2301 - TEXAS HISTORY (3 credit hours)

A survey of the political, social, economic, cultural, and intellectual history of Texas from the pre-Columbian era to the present. Themes that may be addressed in Texas History include: Spanish colonization and Spanish Texas; Mexican Texas; the Republic of Texas; statehood and secession; oil, industrialization, and urbanization; civil rights; and modern Texas. 48 lecture hours.

*Meets NCTC Core Curriculum Requirement*

#### HIST 2321 - WORLD CIVILIZATIONS I (3 credit hours)

A survey of the social, political, economic, cultural, religious, and intellectual history of the world from emergence of human cultures through the 15th century. The course examines major cultural regions of the world in Africa, the Americas, Asia, Europe, and Oceania and their global interactions over time. Themes include the emergence of early societies, the rise of civilizations, the development of political and legal systems, religion and philosophy, economic systems and trans-regional networks of exchange. The course emphasizes the development, interaction and impact of global exchange. 48 lecture hours.

*Meets NCTC Core Curriculum Requirement*

#### HIST 2322 - WORLD CIVILIZATIONS II (3 credit hours)

A continuation of HIST2321. A survey of the social, political, economic, cultural, religious, and intellectual history of the world from the emergence of human cultures through the 15th century. The course examines major cultural regions of the world in Africa, the Americas, Asia, Europe, and Oceania and their global interactions over time. Themes include the emergence of early societies, the rise of civilizations, development of political and legal systems, religion and philosophy, economic systems and

trans-regional networks of exchange. The course emphasizes the development, interaction and impact of global exchange. lecture hours.

*Meets NCTC Core Curriculum Requirement*

### HITT-Medical Terminology

#### HITT 1205 - MEDICAL TERMINOLOGY (2 credit hours)

Study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties.

### HORT - Horticulture Management

#### HORT 1401 - HORTICULTURE (4 credit hour)

Structure, growth, and development of horticultural plants from a practical and scientific approach. Environmental effects, basic principles of propagation, greenhouse and outdoor production, nutrition, pruning, chemical control, of growth, pest control, and landscaping. 48 lecture hours + 32 laboratory hours.

*Meets NCTC Core Curriculum Requirement*

### HRPS

#### HPRS 1201 - INTRODUCTION TO HEALTH PROFESSIONS (2 credit hours)

An overview of roles of various members of the health care system, education requirements, and issues affecting the delivery of health care.

#### HPRS 1304 - BASIC SKILLS I (3 credit hours)

Study of the concepts that serve as the foundation for health profession courses, including client care and safety issues, basic client monitoring, and health documentation methods.

#### HPRS 1391 - (SPECIAL TOPICS) INSTRUMENTS I (3 credit hours)

The primary focus of this course is the anesthesia machine. However, all ancillary equipment, including but not limited to gas cylinders, hospital supply lines, ventilators, and absorbers will also be covered. The setup, calibration, operation, basic troubleshooting, maintenance and safety checks for each is taught.

#### HPRS 1392 - (SPECIAL TOPICS) INSTRUMENTS II (3 credit hours)

This course is a continuation of Anesthesia Technology Instrumentation I and expands upon the scope of anesthesia instrumentation. Various pieces of instrumentation such as cell savers, patient warmers, fluid warmers, ACT machines, pulse oximeters will be discussed.

#### HPRS 1563 - CLINICAL I (5 credit hours)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional.

#### HPRS 2300 - PHARMACOLOGY (3 credit hours)

Categorize the classification of drugs; calculate drug dosages; and identify the therapeutic use, routes of administration, indicates contraindications and adverse effects.

#### HPRS 2310 - BASIC SKILLS II (3 credit hours)

Builds on previously acquired knowledge and skills relevant to the professional development of the student. Lecture and simulated laboratory experiences prepare the student to perform patient care utilizing critical thinking and advanced clinical skills.

#### HPRS 2331 - HEALTH PROFESSIONS MANAGEMENT (3 credit hours)

Exploration and application of management concepts necessary for effective health profession operations.

#### HPRS 2563 - CLINICAL II (5 credit hours)

A health-related work based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

### HRPO - Business & Business Management

#### HRPO 2301 - HUMAN RESOURCE MANAGEMENT (3 credit hours)

Behavioral and legal approaches to the management of human resources in organizations. 48 lecture hours.

#### HRPO 2307 - ORGANIZATIONAL BEHAVIOR (3 credit hours)

The analysis and application of organizational theory, group dynamics, motivation theory, leadership concepts and the integration of interdisciplinary concepts from the behavioral sciences. 48 lecture hours.

### HUMA - Humanities

#### HUMA 1301 - INTRODUCTION TO THE HUMANITIES I (3 credit hours)

This stand-alone course is an interdisciplinary survey of cultures focusing on the philosophical and aesthetic factors in human values with an emphasis on the historical development of the individual and society and the need to recreate. 48 lecture hours.

*Meets NCTC Core Curriculum Requirement*

### IBUS - Business & Business Management

#### IBUS 1305 - INTRODUCTION TO INTERNATIONAL BUSINESS AND TRADE (3 credit hours)

The course is designed for the business student to explore the techniques for entering the international marketplace. Emphasis will be placed on the impact and dynamics of socio-cultural, demographic, economic, technological, and political-legal factors in the foreign trade environment. Topics include patterns of world trade, internationalization of the firm, and operating procedures of the multinational enterprise. 48 lecture hours.

### IMED - Computer Information Systems & Technology

#### IMED 1316 - WEB PAGE DESIGN I (3 credit hours)

Instruction in web page design and related graphic design issues including mark-up languages, web sites, and browsers. 32 lecture hours + 32 lab hours.

#### IMED 1345 - INTERACTIVE DIGITAL MEDIA (3 credit hours)

Exploration of the use of graphics and sound to create interactive multimedia applications and/or animations using industry standard authoring software. 32 lecture hours + 32 lab hours.

### INEW-Computer Information Systems & Technology

#### INEW 2334 - ADVANCED WEB PROGRAMMING (3 credit hours)

Web programming using industry-standard languages and data stores.

### INRW-Integrated Reading and Writing

#### INRW 0405 - INTEGRATED READING AND WRITING (4 credit hours)

This is a combined lecture/lab, performance-based course designed to develop students' critical reading and academic writing skills. The focus of the course will be on applying critical reading skills for organizing, analyzing, and retaining material and developing written work appropriate to the audience, purpose, situation, and length of the assignment. The course integrates preparation in basic academic reading skills with basic skills in writing a variety of academic essays. The course fulfills TSI requirements for reading and writing. This class does not count toward graduation at NCTC.

Prerequisite: Pass READ/ENGL 0300 with a "C" or better, or earn satisfactory TSI Assessment placement score, or

earn satisfactory placement score on another approved assessment. .

## ITCC - Computer Information Systems & Technology

ITCC 1404 - CISCO EXPLORATION 2: ROUTING PROTOCOLS AND CONCEPTS (4 credit hours)

This course describes the architecture, components, and operation of routers, and explains the principles of routing and routing protocols. Students analyze, configure, verify, and troubleshoot the primary routing protocols RIPv1, RIPv2, EIGRP, and OSPF. 48 lecture hours + 32 laboratory hours.

Prerequisite: ITCC1401

ITCC 2408 - CISCO EXPLORATION 3: LAN SWITCHING AND WIRELESS (4 credit hours)

This course helps students develop an in-depth understanding of how switches operate and are implemented in the LAN environment for small and large networks. Detailed explanations of LAN switch operations, VLAN implementation, Rapid Spanning Tree Protocol (RSTP), VLAN Trunking Protocol (VTP), Inter-VLAN routing, and wireless network operations. Analyze, configure verify, and troubleshoot VLANs, RSTP, VTP, and wireless networks. Campus network design and Layer 3 switching concepts are introduced. 48 lecture hours + 32 laboratory hours.

Prerequisite: ITCC1404

ITCC 2410 - CISCO EXPLORATION 4: ACCESSING THE WAN (4 credit hours)

This course explains the principles of traffic control and access control lists (ACLs) and provides an overview of the services and protocols at the data link layer for wide-area access. Describe user access technologies and devices and discover how to implement and configure Point-to-Point Protocol (PPP), Point-to-Point Protocol over Ethernet (PPPoE), DSL, and Frame Relay. WAN security concepts, tunneling, and VPN basics are introduced. Discuss the special network services required by converged applications and an introduction to quality of service (QoS). 48 lecture hours + 32 laboratory hours.

Prerequisite: ITCC2408

## ITMT-Computer Information Systems & Technology

ITMT ITMT2350 - IMPLEMENTING AND MANAGING MICROSOFT EXCHANGE (4 credit hours)

**Course Description:** Updating and supporting a reliable, secure messaging infrastructure used for creating, storing,

and sharing information by using Microsoft Exchange Server 2003. Includes a significant amount of hands-on practices, discussions, and assessments to assist students in becoming proficient in the skills necessary to update and support Exchange Server 2003. 32 lecture hours + 32 lab hours.

ITMT 2422 - WINDOWS SERVER 2008 APPLICATIONS INFRASTRUCTURE CONFIGURATION (4 credit hours)

A course in the installation, configuring, maintaining, and troubleshooting of an Internet Information Services (IIS) 7.0 web server and Terminal Services in Windows Server 2008. 48 lecture hours + 32 lab hours.

## ITNW - Computer Information Systems & Technology

ITNW 1308 - IMPLEMENTING AND SUPPORTING CLIENT SYSTEMS (3 credit hours)

The fundamentals of managing and configuring network clients. 32 lecture hours + 32 laboratory hours.

ITNW 1313 - COMPUTER VIRTUALIZATION (3 credit hours)

Implement and support virtualization of clients of servers in a networked computing environment. This course explores installation, configuration, and management of computer virtualization workstation and servers.

ITNW 1353 - SUPPORTING NETWORK SERVER INFRASTRUCTURE (3 credit hours)

Installing, configuring, managing, and supporting a network infrastructure. 32 lecture hours + 32 laboratory hours.

ITNW 1354 - IMPLEMENTING AND SUPPORTING SERVER ENVIRONMENT (3 credit hours)

Implement, administer, and troubleshoot information systems that incorporate servers in a networked computing environment. 32 lecture hours + 32 laboratory hours.

ITNW 1358 - NETWORK+ (3 credit hours)

Identify and define terminology, hardware, and software components of computer networks; utilize equipment, protocols, and topologies to differentiate between various network systems; demonstrate skills in installing network hardware, software, and cable; troubleshoot network connectivity; configure network protocol; and install and configure network client software. 32 lecture hours + 32 laboratory hours.

## ITSC - Computer Information Systems & Technology

ITSC 1316 - LINUX INSTALLATION AND CONFIGURATION (3 credit hours)

Introduction to Linux operating system. Includes Linux installation, basic administration, utilities and commands, upgrading, networking, security, and application installation. Emphasizes hands-on setup, administration, and management of Linux. 32 lecture hours + 32 lab hours.

**ITSC 1325 - PERSONAL COMPUTER HARDWARE (3 credit hours)**

A study of current personal computer hardware including personal computer assembly and upgrading, setup and configuration, and troubleshooting. 32 lecture hours + 32 lab hours.

**ITSC 2280 - COOPERATIVE EDUCATION (2 credit hours)**

Career related activities encountered in the student's area of specialization are offered through an individual agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. 16 lecture hours + 112 laboratory hours.

## **ITSE - Computer Information Systems & Technology**

**ITSE 1302 - COMPUTER PROGRAMMING (3 credit hours)**

An introduction to computer programming including design, development, testing, implementation, and documentation. 32 lecture hours + 32 lab hours.

**ITSE 1303 - INTRODUCTION TO MySQL (3 credit hours)**

Introduction to fundamentals of SQL and relational databases.

**ITSE 1311 - BEGINNING WEB PROGRAMMING (3 credit hours)**

Skills development in web programming including mark-up and scripting languages. 32 lecture hours + 32 lab hours.

**ITSE 1345 - INTRODUCTION TO ORACLE SQL (3 credit hours)**

An introduction to the design and creation of relational databases using Oracle. Topics include storing, retrieving, updating, and displaying data using Structured Query Language (SQL).

**ITSE 1346 - DATABASE THEORY AND DESIGN (3 credit hours)**

Introduction to the analysis and utilization of data requirements and organization into normalized tables using the four normal forms of database design.

**ITSE 1391 - SPECIAL TOPICS IN ANDROID PROGRAMMING (3 credit hours)**

Course explores developing applications for Android devices. Includes the use of an integrated development

environment and an appropriate software development kit. 32 lecture hours + 32 laboratory hours.

**ITSE 1392 - SPECIAL TOPICS IN WINDOWS PROGRAMMING (3 credit hours)**

Course explores developing applications for Window devices. Includes the use of an integrated development environment and an appropriate software development kit. 32 lecture hours + 32 laboratory hours

**ITSE 2302 - INTERMEDIATE WEB PROGRAMMING (3 credit hours)**

Techniques for Web development. Includes server-side and client-side scripting. 32 lecture hours + laboratory hours.

**ITSE 2310 - iOS APPLICATION PROGRAMMING**

Course explores developing applications for iOS devices. Will include Objective-C programming, use of the iOS SDK environment, and current programming issues in the iOS environment. 32 lecture hours + laboratory hours

**ITSE 2317 - JAVA PROGRAMMING (3 credit hours)**

Introduction to object-oriented Java programming including the fundamental syntax and semantics of Java for applications and web applets.

**ITSE 2380 - COOPERATIVE EDUCATION-COMPUTER PROGRAMMER (3 credit hours)**

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and employer, the student combines classroom learning with work experience. Includes a lecture component. 16 lecture hours + 224 lab hours.

## **ITSW - Computer Information Systems & Technology**

**ITSW 1307 - INTRODUCTION TO DATABASE (3 credit hours)**

Introduction to database theory and the practical applications of a database. 32 lecture hours + 32 laboratory hours, 3 credit hours.

**ITSW 2337 - ADVANCED DATABASE (3 credit hours)**

Advanced concepts of database design and functionality. 32 lecture hours + 32 lab hours.

## **ITSY - Computer Information Systems & Technology**

**ITSY 1342 - INFORMATION TECHNOLOGY SECURITY (3 credit hours)**

Instruction in security for network hardware, software, and data, including physical security; backup procedures; relevant tools; encryption; and protection from viruses. 32 lecture hours + 32 lab hours.

#### ITSY 1300 - FUNDAMENTALS OF INFORMATION SECURITY (3 credit hours)

An introduction to information security including vocabulary and terminology, ethics, the legal environment, and risk management. Identification of exposures and vulnerabilities and appropriate countermeasures are addressed. The importance of appropriate planning, policies and controls is also discussed. 48 lecture hours + 32 laboratory hours

#### ITSY 2300 - OPERATING SYSTEM SECURITY (3 credit hours)

Safeguard computer operating systems by demonstrating server support skills and designing and implementing a security system. Identify security threats and monitor network security implementations. Use best practices to configure operating systems to industry security standards.

Prerequisite: Suggested Prerequisites: ITSY1342, ITSY1442.

#### ITSY 2301 - FIREWALL AND NETWORK SECURITY (3 credit hours)

Identify elements of firewall design, types of security threats and responses to security attacks. Use Best Practices to design, implement, and monitor a network security plan. Examine security incident postmortem reporting and ongoing network security activities.

Prerequisite: Suggested Prerequisites: ITSY1342, ITSY1442.

#### ITSY 2330 - INTRUSION DETECTION (3 credit hours)

Computer information systems security monitoring, intrusion detection, and crisis management. Includes alarm management, signature configuration, sensor configuration, and troubleshooting components. Emphasizes identifying, resolving, and documenting network crises and activating the response team.

Prerequisite: Suggested Prerequisites: Operating System Security (ITSY2000/2300/2400), Firewalls & Network Security (ITSY2001/2301/2401).

#### ITSY 2342 - INCIDENT RESPONSE & HANDLING (3 credit hours)

In-depth coverage of incident response and incident handling, including identifying courses of attacks and security breaches; analyzing security logs; recovering the system to normal; performing postmortem analysis; and implementing and modifying security measures.

Prerequisite: Suggested Prerequisite: ITSY2301, ITSY2401 and ITSY2300, ITSY2400.

## MATH-Mathematics-College Preparatory Studies

#### MATH 0303 - PRE-ALGEBRA (3 credit hours)

This introductory course includes a general overview of basic arithmetic: fractions, decimals, and percent. Other topics include algebraic concepts, integers, solving equations, linear equations, graphing and polynomials. Simple geometric concepts are also discussed. This course is designed for those students with little or no algebra background. This course does not count toward graduation at NCTC. 48 lecture hours.

Corequisite: EDUC 1300 or PSYC 1300.

#### MATH 0305 - BEGINNING ALGEBRA (3 credit hours)

This course includes basic algebraic concepts and notations; algebraic expressions and equations, factoring polynomials and graphing. Some algebra is required. This course does not count toward graduation at NCTC. 48 Lecture hours.

Prerequisite: MATH 0303 passed with a C or better or satisfactory.

#### MATH 0310 - INTERMEDIATE ALGEBRA (3 credit hours)

A study of relations and functions, inequalities, factoring, polynomials, rational expressions, and quadratics with an introduction to complex numbers, exponential and logarithmic functions, determinants and matrices, and sequences and series. 48 Lecture hours.

Prerequisite: MATH 0305 passed with a C or better or satisfactory.

## MATH - Mathematics (College level)

#### MATH 1314 - COLLEGE ALGEBRA (3 credit hours )

In-depth study and applications of polynomial , rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included. 48 lecture hours.

*Meets NCTC Core Curriculum Requirement*

Prerequisite: MATH 0310 or satisfactory placement test score.

#### MATH 1316 - PLANE TRIGONOMETRY (3 credit hours )

In-depth study and applications of trigonometry including definitions, identities, inverse functions, solutions of equations. graphing, and solving triangles. Additional topics such as vectors, polar coordinates and parametric equations may be included.

*Meets NCTC Core Curriculum Requirement*

Prerequisite: MATH 0310 or satisfactory placement test score.

**MATH 1324 - MATHEMATICS FOR BUSINESS & SOCIAL SCIENCES (3 credit hours)**

The application of common algebraic functions, including polynomial, exponential, logarithmic, and rational, to problems in business, economics, and the social sciences are addressed. The applications include mathematics of finance, including simple and compound interest and annuities; systems of linear equations; matrices; linear programming; and probability, including expected value. 48 lecture hours.

*Meets NCTC Core Curriculum Requirement*

Prerequisite: MATH0310 or Meet TSI college-readiness standard for Mathematics: or equivalent.

**MATH 1325 - CALCULUS FOR BUSINESS & SOCIAL SCIENCES (3 credit hours)**

This course is the basic study of limits and continuity, differentiation, optimization, and graphing, and integration of elementary functions, with emphasis on applications in business, economics, and social sciences. This course is not a substitute for MATH2413, Calculus I. 48 lecture hours.

*Meets NCTC Core Curriculum Requirement*

Prerequisite: MATH 1314 or MATH 1324.

**MATH 1332 - CONTEMPORARY MATHEMATICS I (3 credit hours)**

Topics may include introductory treatments of sets, logic, number systems, number theory, relations, functions, probability and statistics. Appropriate applications are included. 48 lecture hours.

*Meets NCTC Core Curriculum Requirements*

Prerequisite: MATH 0310 or satisfactory placement test score.

**MATH 1342 - ELEMENTARY STATISTICAL METHODS (3 credit hours)**

Collection, analysis, presentation and interpretation of data, and probability. Analysis includes descriptive statistics, correlation and regression, confidence intervals and hypothesis testing. Use of appropriate technology is recommended. 48 lecture hours.

*Meets NCTC Core Curriculum Requirement*

Prerequisite: MATH 0310 or satisfactory placement test score.

**MATH 1348 - ANALYTIC GEOMETRY (3 credit hours)**

Lines, circles and other conic sections; vectors, transformation of coordinates; curve sketching; polar coordinates; parametric equations; solid analytic geometry;

cylindrical and spherical coordinates; applications. 48 lecture hours.

Prerequisite: MATH 2412 or both MATH 1314 and MATH 1316.

**MATH 1350 - FUNDAMENTALS OF MATHEMATICS I (3 credit hours)**

Concepts of sets, functions, numeration systems, number theory, and properties of the natural numbers, integers, rational, and real number systems with an emphasis on problem solving and critical thinking. (NOTE: This course is a required part of the approved field of study curriculum for middle grades (4 through 8) teacher certification. This course may also be appropriate for early childhood education majors.) 48 lecture hours.

Prerequisite: MATH 1314 or equivalent (with a C or better).

**MATH 1351 - FUNDAMENTALS OF MATHEMATICS II (3 credit hours)**

Concepts of geometry, probability, and statistics, as well as applications of the algebraic properties of real numbers to concepts of measurement with an emphasis on problem solving and critical thinking. (NOTE: This course is a required part of the approved field of study curriculum for middle grades (4 through 8) teacher certification. This course may also be appropriate for early childhood education majors.) 48 lecture hours.

Prerequisite: MATH1350, MATH 1314 or equivalent (with a C or better).

**MATH 2318 - LINEAR ALGEBRA (3 credit hours)**

Introduces and provides models for application of the concepts of vector algebra. Topics include finite dimensional vector spaces and their geometric significance; representing and solving systems of linear equations using multiple methods, including Gaussian elimination and matrix inversion; matrices; determinants; linear transformations; quadratic forms; eigenvalues and eigenvector; and applications in science and engineering. Pre-requisite: MATH 2414—Calculus II

**MATH 2320 - DIFFERENTIAL EQUATIONS (3 credit hours)**

Ordinary differential equations, including linear equations, systems of equations, equations with variable coefficients, existence and uniqueness of solutions, series solutions, singular points, transform methods, and boundary value problems; application of differential equations to real-world problems. 64 lecture hours.

Prerequisite: MATH 2414-Calculus II.

**MATH 2412 - PRE-CALCULUS MATH (4 credit hours)**

In-depth combined study of algebra, trigonometry, and other topics for calculus readiness. 80 lecture hours.

*Meets NCTC Core Curriculum Requirement*

Prerequisite: MATH1314 College Algebra or the equivalent preparation.

**MATH 2413 - CALCULUS I (4 credit hours )**

Limits and continuity; the Fundamental Theorem of Calculus; definition of the derivative of a function and techniques of differentiation; applications of the derivative to maximizing or minimizing a function; the chain rule, mean value theorem, and rate of change problems; curve sketching; definite and indefinite integration of algebraic, trigonometric, and transcendental functions; with an application to calculation of areas. 64 lecture hours.

*Meets NCTC Core Curriculum Requirement*

Prerequisite: MATH 2412 or both MATH 1314 and MATH 1316.

**MATH 2414 - CALCULUS II (4 credit hours )**

A continuation of MATH2413. Differentiation and integration of transcendental functions; parametric equations and polar coordinates; techniques of integration; sequences and series; improper integrals. 64 lecture hours.

Prerequisite: MATH 2413.

**MATH 2415 - CALCULUS III (4 credit hours )**

A continuation of MATH2414. Advanced topics in calculus, including vectors and vector-valued functions, partial differentiation, Lagrange multipliers, multiple integrals, and Jacobians; application of the line integral, including Green's Theorem, the Divergence Theorem, and Stokes' Theorem. 64 lecture hours.

Prerequisite: MATH 2414.

**MRKG - Business & Business Management****MRKG 1301 - CUSTOMER RELATIONS (3 credit hours)**

General principles of customer service including skills, knowledge, attitudes, and behaviors. Topics will include teamwork in an organization, internal and external customer relationships; communication in clear and professional manner and conflict resolution. 48 lecture hours.

**MRKG 1311 - PRINCIPLES OF MARKETING (3 credit hours)**

Introduction to basic marketing functions; identification of consumer and organizational needs; explanation of economic, psychological, sociological, and global issues; and description and analysis of the importance of marketing research. 48 lecture hours.

**MUEN - Music****MUEN 1131 - WIND ENSEMBLE (1 credit hour)**

May be repeated for credit. Study and performance of a wide range of wind instrument repertoire (woodwind, brass, and percussion) from the Renaissance through the Twentieth Century. Open to all students (audition required). 48 laboratory hours.

**MUEN 1133 - JAZZ COMBO (1 credit hour)**

May be repeated for credit. The combo performs both traditional and contemporary jazz literature. A number of performances are given both on and off campus (including some travel). Open to all students (audition required.) 48 lecture hours.

**MUEN 1135 - GUITAR ENSEMBLE (1 credit hour)**

May be repeated for credit. Study and performance of a wide range of guitar repertoire from the Renaissance through the Twentieth Century. Open to all students (audition required). 48 lecture hours.

**MUEN 1141 - NORTH CENTRAL TEXAS CHORUS (1 credit hour)**

May be repeated for credit. Open to all students. Study and performance of choral music concentrating especially on major works for chorus and orchestra. 48 laboratory hours.

**MUEN 1151 - COLLEGE ENSEMBLE (1 credit hour)**

May be repeated for credit. Entrance by audition only from College Singers. This group will perform in connection with public relations activities and recruitment for the College. Travel in the service area will be required. 48 laboratory hours.

**MUEN 1154 - COLLEGE SINGERS (1 credit hour)**

May be repeated for credit. Entrance by audition only. Study and performance of a broad range of music from Renaissance motets and madrigals to pop and show. This group will be involved in public relations activities for the college. 48 laboratory hours.

**MUEN 1171 - JAZZ BAND (1 credit hour)**

May be repeated for credit. Consisting of 16-21 instrumentalists, the band performs both traditional and contemporary jazz literature. A number of performances are given both on and off campus (including some travel). Open to all students (audition required). 48 laboratory hours.

**MUSI - Music****MUSI 1116 - SIGHT SINGING AND EAR TRAINING I (1 credit hour)**

Reinforcement of theoretical concepts presented in MUSI1311 via singing, ear training, keyboard skills, and conducting experiences. 32 lecture hours.

Prerequisite: MUSI 1301 or satisfactory score on placement exam. Corequisite: Must be taken concurrently with MUSI 1311 and MUSI1174 or 1274.

**MUSI 1117 - SIGHT SINGING AND EAR TRAINING II (1 credit hour)**

Reinforcement of theoretical concepts presented in MUSI1312 via singing, ear training, keyboard skills, and conducting experiences. 32 lecture hours.

Prerequisite: MUSI 1311 and MUSI 1116. Corequisite: Must be taken concurrently with MUSI 1312 and MUSI1174 or 1274.

**MUSI 1159 - MUSIC THEATER WORKSHOP (1 credit hour)**

A course established to give the young singing actor practical experience in the performance of operas, operettas or musicals; study of the integration of music, acting and staging. 32 lecture hours + 48 laboratory hours.

**MUSI 1181 - BEGINNING CLASS PIANO (1 credit hour)**

Notation, clefs, key signatures, scales, time signatures, meter and rhythm, major and minor chords. Emphasis is placed on piano ensemble and solo literature of the simple type for the student's own pleasure. Open to all students and designed to meet the individual needs of the student. 32 lecture hours.

**MUSI 1182 - ADVANCED CLASS PIANO (1 credit hour)**

Interpretation and a larger music vocabulary; opportunity to increase repertoire of piano ensemble literature to the student. 32 lecture hours.

**MUSI 1183 - CLASS VOICE (1 credit hour)**

Notation, clefs, key signatures, scales, time signatures, meter and rhythm, major and minor chords. Emphasis is placed on the basic mechanics of good voice production, i.e., proper breath support, resonance and diction. Open to all students and designed to meet the individual needs of the student. 32 lecture hours.

**MUSI 1192 - BEGINNING CLASS GUITAR (1 credit hour)**

Notation, key signatures, scales, time signatures, meter and rhythm, major and minor chords. Emphasis is placed on guitar ensemble and solo literature of the simple type for the student's own pleasure. Open to all students and designed to meet the individual needs of the student. 32 lecture hours.

**MUSI 1193 - ADVANCED CLASS GUITAR (1 credit hour)**

Interpretation and a larger music vocabulary; opportunity to increase repertoire of guitar ensemble literature pleasing to the student. 32 lecture hours.

**MUSI 1262 - DICTION I (2 credit hours)**

Study of the International Phonetic Alphabet and the phonetics of English and Italian to promote the ability to sing in those languages. 32 lecture hours.

**MUSI 1300 - METHODS AND MATERIALS OF MUSIC (3 credit hours)**

A study of the child's voice, music reading, rhythmic development, creative music for children and some of the standard music literature and material that might be used by the elementary teacher in the classroom. 48 lecture hours.

Prerequisite: MUSI 1301.

**MUSI 1301 - FUNDAMENTALS OF MUSIC I (3 credit hours)**

Introduction to the basic elements of music theory for non-music majors: scales, intervals, keys, triads, elementary ear training, keyboard harmony, notation, meter, and rhythm. (Does not apply to a music major degree). 48 lecture hours.

**MUSI 1306 - MUSIC APPRECIATION (3 credit hours)**

Understanding music through the study of cultural periods, major composers, and musical elements. Illustrated with audio recordings and live performances. (Does not apply to a music major degree.) 48 lecture hours.

*Meets NCTC Core Curriculum Requirement*

**MUSI 1308 - MUSIC LITERATURE I (3 credit hours)**

Survey of the principal musical forms and cultural periods as illustrated in the literature of major composers. 48 lecture hours.

**MUSI 1309 - MUSIC LITERATURE II (3 credit hours)**

Survey of the principal musical forms and cultural periods as illustrated in the literature of major composers 48 lecture hours.

**MUSI 1310 - AMERICAN MUSIC (3 credit hours)**

General survey of various styles of music in America. Topics may include jazz, ragtime, folk, rock, and contemporary art music. 48 lecture hours.

*Meets NCTC Core Curriculum Requirement*

**MUSI 1311 - MUSIC THEORY I (3 credit hours)**

Analysis and writing of tonal melody and diatonic harmony up to and including the chords. Analysis and writing of small compositional forms. Correlated study at the keyboard. 48 lecture hours.

Prerequisite: MUSI 1301 or satisfactory score on placement exam. Corequisite: Must be taken concurrently with MUSI 1116 and MUSI1174 or 1274.

**MUSI 1312 - MUSIC THEORY II (3 credit hours)**

Continuation of MUSI 1311. Analysis and writing of tonal melody and diatonic harmony up to and including the chords. Analysis and writing of small compositional forms. Correlated study at the keyboard. 48 lecture hours.

Prerequisite: MUSI 1311 and MUSI 1116. Corequisite: Must be taken concurrently with MUSI 1117 and MUSI1174 or 1274.

**MUSI 2116 - SIGHT SINGING & EAR TRAINING III (1 credit hour)**

Singing more difficult tonal music including modal, ethnic, and 20th century materials. Aural study, including dictation of more complex rhythm, melody, chromatic harmony, and extended tertian structures. 16 lecture hours.

Prerequisite: MUSI 1312 and MUSI 1117. Corequisite: Must be taken concurrently with MUSI 2311 and MUSI1174 or 1274.

**MUSI 2117 - SIGHT-SINGING & EAR TRAINING IV (1 credit hour)**

Singing more difficult tonal music including modal, ethnic, and 20th century materials. Aural study, including dictation of more complex rhythm, melody, chromatic harmony, and extended tertian structures. 16 lecture hours.

Prerequisite: MUSI 2311 and MUSI 2116. Corequisite: Must be taken concurrently with MUSI 2312 and MUSI1174 or 1274.

**MUSI 2311 - MUSIC THEORY III (3 credit hours)**

Advanced harmony part writing and keyboard analysis and writing of more advanced tonal harmony including chromaticism and extended tertian structures. Introduction to 20th century compositional procedures and survey of the traditional large forms of composition. Correlated study at the keyboard. 48 lecture hours.

Prerequisite: MUSI 1312 and MUSI 1117. Corequisite: Must be taken concurrently with MUSI 2116 and MUSI1174 or 1274.

**MUSI 2312 - MUSIC THEORY IV (2 credit hours)**

Advanced harmony part writing and keyboard analysis and writing of more advanced tonal harmony including chromaticism and extended tertian structures. Introduction to 20th century compositional procedures and survey of the traditional large forms of composition. Correlated study at the keyboard. 48 lecture hours.

Prerequisite: MUSI 2311 and MUSI 2116. Corequisite: Must be taken concurrently with MUSI 2117 and MUSI1174 or 1274.

## **PHED - Physical Education & Recreation**

**PHED PHED 1108 - BOWLING I (1 credit hour)**

This course is designed to introduce the student to basic bowling skills, etiquette, safety procedures, and scoring.

**PHED PHED 1109 - BOWLING II (1 credit hour)**

This course is designed to introduce the student to basic bowling skills, etiquette, safety procedures, and scoring.

**PHED 1110 - GOLF I (1 credit hour)**

This course is designed to introduce the student to basic golf skills, etiquette, safety procedures, and swing.

**PHED 1111 - GOLF II (1 credit hour)**

This course is designed to introduce the student to basic golf skills, etiquette, safety procedures, and swing.

**PHED 1114 - VARSITY SPORTS I (1 credit hour)**

This course is designed to support the institutional mission to provide competitive athletic opportunities for student/athletes to pursue academic success, physical and emotional well-being and social development.

Varsity athletes only.

**PHED 1115 - VARSITY SPORTS II (1 credit hour)**

This course is designed to support the institutional mission to provide competitive athletic opportunities for student/athletes to pursue academic success, physical and emotional well-being and social development.

Varsity athletes only.

**PHED 1116 - VARSITY CONDITIONING I (1 credit hour)**

This course is designed to support the institutional mission to provide competitive athletic opportunities for student/athletes to pursue academic success, physical and emotional well-being and social development.

Varsity athletes only.

**PHED 1117 - VARSITY CONDITIONING II (1 credit hour)**

This course is designed to support the institutional mission to provide competitive athletic opportunities for student/athletes to pursue academic success, physical and emotional well-being and social development.

Varsity athletes only.

**PHED 1118 - JOGGING/WALKING I\* (1 credit hour)**

This course is designed to improve or maintains the student's cardiovascular endurance and knowledge of cardiovascular fitness such as heart rates, body mass index and body fat percentage according to the student's age, gender, height and weight.

**PHED 1119 - JOGGING/WALKING II\* (1 credit hour)**

This course is designed to improve or maintain the student's cardiovascular endurance and knowledge of cardiovascular fitness such as heart rates, body mass index and body fat percentage according to the student's age, gender, height and weight.

Prerequisite: PHED1118.

**PHED 1120 - AEROBIC WORKOUT I (1 credit hour)**

This course is designed to improve the student's maximum muscular and cardiovascular endurance.

**PHED 1121 - AEROBIC WORKOUT II (1 credit hour)**

This course is designed to improve the student's maximum muscular and cardiovascular endurance.

**PHED 1124 - WEIGHT TRAINING I/JOGGING (1 credit hour)**

This course is designed to improve the student's muscular strength, endurance, and cardiovascular endurance and introduce the student to the basic muscular groups.

**PHED 1125 - WEIGHT TRAINING II/JOGGING (1 credit hour)**

This course is designed to improve the student's muscular strength, endurance, and cardiovascular endurance and introduce the student to the basic muscular groups.

**PHED 1126 - MARTIAL ARTS I (1 credit hour)**

This course is designed to instill confidence and abilities in the student for both physical and mental challenges. This course will also cover conditioning and self defense techniques.

Prerequisite: PHED1125.

**PHED 1127 - MARTIAL ARTS II (1 credit hour)**

This course is designed to instill confidence and abilities in the student for both physical and mental challenges. This course will also cover conditioning and self defense techniques.

**PHED 1134 - BASKETBALL I (1 credit hour)**

This course is designed to teach the student the rules, skills, and fundamentals necessary to play the game and is designed to improve the student's physical fitness.

**PHED 1135 - BASKETBALL II (1 credit hour)**

This course is designed to teach the student the rules, skills, and fundamentals necessary to play the game and is designed to improve the student's physical fitness.

**PHED 1140 - CARDIO FITNESS I (1 credit hour)**

This course is designed to improve the student's maximum muscular and cardio vascular endurance through a variety of exercises and help teach the basics of the muscles used during physical activity in cardio and weight lifting and

making healthy food choices and how they all work together for overall cardio fitness.

**PHED 1141 - CARDIO FITNESS II (1 credit hour)**

This course is designed to improve the student's maximum muscular and cardio vascular endurance through a variety of exercises and help teach the basics of the muscles used during physical activity in cardio and weight lifting and making healthy food choices and how they all work together for overall cardio fitness.

**PHED 1146 - YOGA I (1 credit hour)**

This course is designed to improve the student's body flexibility, muscular strength and endurance, breath capacity, posture, balance and concentration.

**PHED 1147 - YOGA II (1 credit hour)**

This course is designed to improve the student's body flexibility, muscular strength and endurance, breath capacity, posture, balance and concentration.

**PHED 1148 - PILATES I (1 credit hour)**

This course is designed to improve the student's knowledge of the basic principles of biomechanical body awareness, breath capacity, muscular endurance and stamina in accordance to the Pilates Principles.

**PHED 1149 - PILATES II (1 credit hour)**

This course is designed to improve the student's knowledge of the basic principles of biomechanical body awareness, breath capacity, muscular endurance and stamina in accordance to the Pilates Principles.

**PHED 1301 - INTRODUCTION TO PHYSICAL FITNESS & SPORT (3 credit hours)**

Orientation to the field of physical fitness and sport. Includes the study and practice of activities and principles that promote physical fitness. 48 lecture hours. 48 lecture hours

**PHED 1308 - SPORTS OFFICIATING I (3 credit hours)**

Instruction in rules, interpretation, and mechanics of officiating selected sports. 48 lecture hours

**PHED 1321 - COACHING/SPORTS/ATHLETICS I (3 credit hours)**

Study of the history, theories, philosophies, rules, and terminology of competitive sports. Includes coaching techniques.

**PHED 1338 - CONCEPTS OF PHYSICAL FITNESS (3 credit hours)**

Concepts and use of selected physiological variable of fitness, individual testing and consultation, and the organization of sports and fitness programs. 48 lecture hours.

**PHED 2101 - RACQUETBALL II**

This course is designed to instruct the student in rules, terminology, court dimensions and the playing of singles, doubles, cut-throat, and tournament formatting.

**PHED 2356 - CARE AND PREVENTION OF ATHLETIC INJURIES (3 credit hours)**

Prevention and care of athletic injuries with emphasis on qualities of a good athletic trainer, avoiding accidents and injuries, recognizing signs and symptoms of specific sports injuries and conditions, immediate and long-term care of injuries, and administration procedures in athletic training. 48 lecture hours.

## PHIL - Philosophy

**PHIL 1301 - INTRODUCTION TO PHILOSOPHY (3 credit hours)**

A study of major issues in philosophy and/or the work of major philosophical figures in philosophy. Topics in philosophy may include theories of reality, theories of knowledge, theories of value, and their practical applications. 48 lecture hours.

*Meets NCTC Core Curriculum Requirement*

**PHIL 2303 - INTRODUCTION TO FORMAL LOGIC (3 credit hours)**

The purpose of the course is to introduce the student symbolic logic, including syllogisms, propositional and predicate logic, and logical proofs in a system of rules. 48 lecture hours.

**PHIL 2306 - INTRODUCTION TO ETHICS (3 credit hours)**

The systematic evaluation of classical and/or contemporary ethical theories concerning the good life, human conduct in society, morals, and standards of value. 48 lecture hours.

*Meets NCTC Core Curriculum Requirement*

## PHYS - Physics

**PHYS 1401 - COLLEGE PHYSICS I (4 credit hours)**

Fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion, mechanical waves and sound, physical systems, Newton's Laws of Motion, and gravitation and other fundamental forces with emphasis on problem solving.

48 Lecture hours + 48 laboratory hours.

*Meets NCTC Core Curriculum Requirement*

Prerequisite: Background in algebra AND trigonometry.

**PHYS 1402 - COLLEGE PHYSICS II (4 credit hours)**

Fundamental principles of physics, using algebra and trigonometry; the principles and applications of electricity and magnetism, including circuits, electrostatics,

electromagnetism, waves, sound, light, optics, and modern physics topics; with emphasis on problem solving. 48 lecture hours + 48 laboratory hours.

*Meets NCTC Core Curriculum Requirement*

Prerequisite: PHYS 1401.

**PHYS 1415 - PHYSICAL SCIENCE (4 credit hours)**

Course, is designed for non-science majors, that surveys topics from physics, chemistry, geology, astronomy, and meteorology. 48 lecture hours + 32 laboratory hours.

*Meets NCTC Core Curriculum Requirement*

**PHYS 2425 - UNIVERSITY PHYSICS I (4 credit hours)**

Fundamental principles of physics, using calculus, for science, computer science, and engineering majors; the principles and applications of classical mechanics, including harmonic motion, physical systems and thermodynamics; and emphasis on problem solving. Basic laboratory experiments supporting theoretical principles involving the principles and applications of classical mechanics, including harmonic motion and physical systems; experimental design, data collection and analysis, and preparation of laboratory reports. 48 lecture hours + 48 laboratory hours.

Prerequisite: MATH 2413-Calculus I

*Meets NCTC Core Curriculum Requirement*

Prerequisite: MATH 2413 (or concurrent enrollment in MATH 2413).

**PHYS 2426 - UNIVERSITY PHYSICS II (4 credit hours)**

A continuation of PHYS2425. Principles of physics for science, computer science, and engineering majors, using calculus, involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light, and optics. Laboratory experiments supporting theoretical principles presented in the lecture involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light and optics; experimental design, data collection and analysis, and preparation of laboratory reports. 48 lecture hours; 48 laboratory hours.

*Meets NCTC Core Curriculum Requirement*

Prerequisite: PHYS 2425 and MATH 2414 (or concurrent enrollment in MATH2414).

## POFI - Office Systems Technology

**POFI 1349 - SPREADSHEETS (3 credit hours)**

Skill development in concepts, procedures, and application of spreadsheets. This course is designed to be repeated multiple times to improve student proficiency. 32 lecture hours + 32 laboratory hours.

**POFI 2301 - WORD PROCESSING (3 credit hours)**

Word processing software focusing on business applications. This course is designed to be repeated multiple times to improve student proficiency. 32 lecture hours + 32 laboratory hours.

**POFI 2331 - DESKTOP PUBLISHING FOR THE OFFICE (3 credit hours)**

In-depth coverage of desktop publishing terminology, text editing, and use of design principles to create publishing material using word processing desktop publishing features. Emphasis on layout techniques, graphics, and multiple page displays. 32 lecture hours + 32 laboratory hours.

**POFI 2350 - DATABASES (3 credit hours)**

In-depth instruction of database theory and the practical applications of a database. This course is designed to be repeated multiple times to improve student proficiency. 32 lecture hours + 32 laboratory hours

**POFM - Office Systems Technology**

**POFM 1327 - MEDICAL INSURANCE (3 credit hours)**

A survey of medical insurance including the life cycle of various claim forms, terminology, litigation, patient relations and ethical issues. 48 lecture hours.

Prerequisite: Medical Terminology; basic keyboarding and computer skills.

**POFT - Office Systems Technology**

**POFT 1220 - JOB SEARCH SKILLS (2 credit hours)**

Skills to seek and obtain employment in business and industry. 32 lecture hours + 16 lab hours

**POFT 1309 - ADMINISTRATIVE OFFICE PROCEDURES I (3 credit hours)**

Study of current office procedures, duties, and responsibilities applicable to an office environment. 48 lecture hours.

**POFT 1319 - RECORDS AND INFORMATION MANAGEMENT I (3 credit hours)**

Introduction to basic records information management. Includes the life cycle of a record, manual and electronic records management, and basic filing procedures and rules. 48 lecture hours.

**POFT 1325 - BUSINESS MATH AND MACHINE APPLICATIONS (3 credit hours)**

Skill development in business math problem-solving using electronic technology. 48 lecture hours.

**POFT 1328 - BUSINESS PRESENTATIONS (3 credit hours)**

Skill development in planning and conducting business presentations on an individual and/or group basis including communication and media skills. 48 lecture hours.

**POFT 1329 - BEGINNING KEYBOARDING (3 credit hours)**

Skill development in keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents. 48 lecture hours.

**POFT 1331 - NUMERIC KEYPAD APPLICATIONS (3 credit hours)**

Skill development in the operation of machines used in a business environment. Emphasis on the development of skills in using electronic calculators and other office machines. 32 lecture hours; 32 laboratory hours.

**POFT 2312 - BUSINESS CORRESPONDENCE AND COMMUNICATION (3 credit hours)**

Development of writing and presentation skills to produce effective business communications. 48 lecture hours.

**POFT 2380 - COOPERATIVE EDUCATION - ADMINISTRATIVE ASSISTANT AND SECRETARIAL SCIENCE (3 credit hours)**

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. 16 lecture hours + 112 laboratory hours.

**PSYC - Psychology**

**PSYC 1300 - LEARNING FRAMEWORK (3 credit hours)**

A study of the (1) research and theory in the psychology of learning, cognition, and motivation; (2) factors that impact learning, and (3) application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of the college-level student academic strategies. Students use assessment instruments (e.g. learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. This course is cross-listed as EDUC1300. The student may register for either EDUC1300 or PSYC1300 but may receive credit for only one of the two. 48 lecture hours.

**PSYC 2301 - GENERAL PSYCHOLOGY (3 credit hours)**

General Psychology is a survey of the major psychological topics, theories, and approaches to the scientific study of behavior and mental processes. 48 lecture hours.

*Meets NCTC Core Curriculum Requirement*

**PSYC 2314 - LIFESPAN GROWTH & DEVELOPMENT (3 credit hours)**

Lifespan Growth and Development is a study of social, emotional, cognitive and physical factors and influences of a developing human from conception to death. 48 lecture hours.

*Meets NCTC Core Curriculum Requirement*

**PSYC 2315 - PSYCHOLOGY OF ADJUSTMENT (3 credit hours)**

Study of the processes involved in adjustment of individuals to their personal and social environments. 48 lecture hours.

**PSYC 2316 - PSYCHOLOGY OF PERSONALITY (3 credit hours)**

Study of various approaches to determinants, development, and assessment of personality. 48 lecture hours.

**PSYC 2319 - SOCIAL PSYCHOLOGY (3 credit hours)**

Study of individual behavior within the social environment. May include topics such as the socio-psychological process, attitude formation and change, interpersonal relations, and group processes. 48 lecture hours.

Cross-listed as (SOCI 2326)

## **PTRT - Oil and Gas Production Technology**

**PTRT 1301 - INTRODUCTION TO PETROLEUM INDUSTRY (3 credit hours)**

An introduction to the various aspects of petroleum industry including equipment, systems, instrumentation, operations, and the various scientific principles. Addresses a variety of petroleum technologies: exploration, drilling, production, transportation, marketing, and chemical processing industries. End-of-Course Outcomes: Identify the concepts of exploration, production, refining, marketing, and transportation; and describe the terms and phrases associated with the petroleum industry. 48 lecture hours.

**PTRT 1303 - DRILLING (3 credit hours)**

A study of practices and procedures that are involved in drilling operations. Topics on rig equipment, casing design, fishing, and proper procedures to successfully drill a well are discussed. 48 lecture hours.

**PTRT 1307 - RECOVERY AND PRODUCTION METHODS (3 credit hours)**

Petroleum recovery and production methods. 32 lecture hours + 32 lab hours.

**PTRT 1313 - INDUSTRIAL SAFETY (3 credit hours)**

An overview for petroleum and manufacturing workers of state/federal regulations and guidelines which require industrial safety training. Topics include the 29 C.F.R. 1910, 1926 standards. 32 lecture hours + 32 lab hours.

**PTRT 1317 - NATURAL GAS PROCESSING I (3 credit hours)**

An overview of natural gas processing operations. Topics include fundamentals of gas processing, the scientific principles and how they apply to the process, processing equipment, and procedures. 32 lecture hours + 32 lab hours.

**PTRT 1321 - OIL FIELD HYDRAULICS (3 credit hours)**

Presents hydraulics applicable to drilling, completion, and production. Includes calculating and evaluating the characteristics of the flowing and static fluids in various tubular and annular systems. 32 lecture hours + 32 lab hours.

**PTRT 1324 - PETROLEUM INSTRUMENTATION (3 credit hours)**

Study of instruments, instrument systems, terminology, process variables, and control loops as used in a petroleum environment. 32 lecture hours + 32 lab hours.

**PTRT 1391 - SPECIAL TOPICS IN PETROLEUM-SCADA (3 credit hours)**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. 48 lecture hours.

**PTRT 2323 - NATURAL GAS PRODUCTION (3 credit hours)**

An overview of the aspects of natural gas and oil production including various aspects of hydrocarbon production, processing equipment, and gas compression/transportation systems. 32 lecture hours + 32 lab hours.

**PTRT 2331 - WELL COMPLETIONS (3 credit hours)**

Drilling and wellbore analysis data to develop a well completion plan. 32 lecture hours + 32 lab hours.

**PTRT 2380 - COOPERATIVE EDUCATION - PETROLEUM TECHNOLOGY/TECHNICIAN (3 credit hours)**

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the

student combines classroom learning with work experience. Includes a lecture component. 16 lecture hours + 224 lab hours.

## RADR - Radiological Technology

### RADR 1160 - CLINICAL I (1 credit hour )

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. 80 clinical hours.

### RADR 1201 - INTRODUCTION TO RADIOGRAPHY (2 credit hours)

An overview of the historical development of radiography, basic radiation protection, an introduction to medical terminology, ethical and legal issues for health care professionals, and an orientation to the program and the health care system. 32 lecture hours.

### RADR 1301 - INTRODUCTION TO RADIOGRAPHY (3 credit hours )

An overview of the historical development of radiography, basic radiation protection, an introduction to medical terminology, ethical and legal issues for health care professionals, and an orientation to the program and the health care system. 48 lecture hours.

### RADR 1303 - PATIENT CARE (3 credit hours )

An introduction in patient assessment, infection control procedures, emergency and safety procedures, communication and patient interaction skills, and basic pharmacology. 32 lecture hours + 32 laboratory hours.

### RADR 1313 - PRINCIPLES OF RADIOGRAPHIC IMAGING I (3 credit hours)

Radiographic image quality and the effects of exposure variables. 48 lecture hours.

### RADR 1361 - CLINICAL II (3 credit hours )

An introductory health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. 288 clinical hours.

### RADR 1363 - CLINICAL III (3 credit hours)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

### RADR 1411 - BASIC RADIOGRAPHIC PROCEDURES (4 credit hours)

An introduction to radiographic positioning terminology, the proper manipulation of equipment, positioning and alignment of the anatomical structure and equipment, and

evaluation of images for proper demonstration of basic anatomy. 48 lecture hours + 64 laboratory hours.

### RADR 1462 - CLINICAL III (4 credit hours )

An intermediate health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. 288 clinical hours.

### RADR 2217 - RADIOGRAPHIC PATHOLOGY (2 credit hours )

A presentation of the disease process and common diseases and their appearance on medical images. 32 lecture hours.

### RADR 2305 - PRINCIPLES OF RADIOGRAPHY II (3 credit hours )

A continuation of the study of radiographic imaging technique formulation, image quality assurance, and the synthesis of all variables in image production. 48 lecture hours.

### RADR 2309 - RADIOGRAPHIC IMAGING EQUIPMENT (3 credit hours )

A study of the equipment and physics of x-ray production, basic x-ray circuits, and the relationship of equipment components to the imaging process. 48 lecture hours.

### RADR 2313 - RADIATION BIOLOGY AND PROTECTION (3 credit hours )

A study of the effects of radiation exposure on biological systems, typical medical exposure levels, methods for measuring and monitoring radiation, and methods for protecting personnel and patients from excessive exposure. 48 lecture hours.

### RADR 2333 - ADVANCED MEDICAL IMAGING (3 credit hours )

An exploration of specialized imaging modalities. 48 lecture hours.

### RADR 2335 - RADIOGRAPHIC TECH SEMINAR (3 credit hours )

A capstone course focusing on the synthesis of professional knowledge, skills, and attitudes in preparation for professional employment and lifelong learning. 48 lecture hours.

### RADR 2401 - INTERMEDIATE RADIOGRAPHY PROCEDURES (4 credit hours )

A continuation of study of the proper manipulation of radiographic equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of anatomy. 32 lecture hours + 64 laboratory hours.

### RADR 2461 - CLINICAL IV (4 credit hours )

An advanced health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. 384 clinical hours.

RADR 2462 - CLINICAL V (4 credit hours )

A capstone health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. 384 clinical hours.

## READ - Reading-College Preparatory Studies

READ 0300 - READING TECHNIQUES I (3 credit hours)

A course designed to enable college students to become more aware of themselves as readers and to develop strategies and skills to meet the demands of college reading. Emphasis is placed on comprehension. Specific strategies covered include vocabulary development, active reading strategies, outlining skills (including identifying the main idea, supporting details and patterns of organizations). This course does not count toward graduation of NCTC. 48 lecture hours.

Corequisite: EDUC 1300 or PSYC 1300.

READ 0305 - READING TECHNIQUES II (3 credit hours)

A course intended to continue the improvement of reading skills with particular emphasis on critical and analytical reading strategies. The course begins with a review of active reading strategies for informational text and ends with an emphasis on critical reading of persuasive texts. Critical reading skills covered include identifying an author's purpose, tone, bias, and logic. This course does not count toward graduation at NCTC. 48 Lecture hours.

Prerequisite: READ 0300 passed with a C or better or satisfactory placement score.

## RNSG - Nursing

RNSG 1163 - CLINICAL - PSYCHIATRIC NURSING (1 credit hour )

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Emphasis is on nursing skills essential for the care of patients along the mental health/mental illness continuum. 48 clinical hours.

RNSG 1219 - INTEGRATED NURSING SKILLS I (2 credit hours )

Study of the concepts and principles necessary to perform basic nursing skills for care of diverse patients across the life span; demonstrate competence in the performance of

nursing procedures. Content includes knowledge, judgment, skills, and professional values within a legal/ethical framework. 16 lecture hours; 48 laboratory hours.

2 credit hours

RNSG 1227 - TRANSITION TO PROFESSIONAL NURSING (2 credit hours )

Content includes health promotion, expanded assessment, analysis of data, critical thinking skills, and systematic problem solving process, pharmacology, interdisciplinary teamwork communication, and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework throughout the lifespan. 32 lecture hours.

2 credit hours

Prerequisite: Must be a currently licensed vocational/practical nurse and must have been accepted into the Associate Degree Nursing program.

RNSG 1261 - CLINICAL NURSING I (2 credit hours )

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. 144 clinical hours.

RNSG 1262 - CLINICAL NURSING FOR TRANSITION STUDENTS (2 credit hours )

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Emphasis is on preparation for transition from vocational to professional nursing. 128 clinical hours.

Prerequisite: Must be a currently licensed vocational/practical nurse or certified paramedic and must have been accepted into the Associate Degree Nursing program.

RNSG 1300 - HEALTH ASSESSMENT ACROSS THE LIFESPAN (3 credit hours)

Development of skills and techniques required for a comprehensive nursing health assessment of patients across the lifespan: pediatric, adult, and geriatric. Includes assessment of patients' health promotion and maintenance, illness and injury prevention and restoration, and application of the nursing process within a legal/ethical framework. 16 lecture hours; 48 laboratory hours.

RNSG 1423 - INTRODUCTION TO PROFESSIONAL NURSING FOR INTEGRATED PROGRAMS (4 credit hours)

Introduction to the profession of nursing including the roles of the professional nurse as provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession with emphasis on health promotion and primary disease prevention across the life span; essential components of the nursing health assessment; identification of deviations from expected health patterns; the application of a systematic, problem-solving process to provide basic nursing care to diverse patients across the lifespan; and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework. 48 lecture hours; 16 lab hours.

Prerequisite: Admission of the Professional Nursing Program.

#### RNSG 1462 - CLINICAL NURSING II (4 credit hours )

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. 256 clinical hours.

#### RNSG 2404 - INTEGRATED CARE OF THE PATIENT WITH COMMON HEALTH CARE NEEDS (4 credit hours )

Application of a systematic problem-solving process, critical thinking skills and concepts to provide nursing care to diverse patients and families across the life span with common health care needs including, but not limited to, common childhood/adolescent diseases, uncomplicated perinatal care, mental health concepts, perioperative care, frequently occurring adult health problems and health issues related to aging. Emphasis on secondary disease prevention and collaboration with members of the interdisciplinary health care team. Content includes roles of the professional nurse and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework. 64 lecture hours; 32 laboratory hours.

#### RNSG 2414 - INTEGRATED CARE OF THE PATIENT WITH COMPLEX HEALTH CARE NEEDS (4 credit hours )

Application of a systematic problem solving process, critical thinking skills and concepts to provide comprehensive nursing care to diverse patients and families across the life span with complex health care needs including, but not limited to, complex childhood/adolescent diseases, complicated perinatal care, acute mental illness, complex perioperative care, serious adult health problems and health issues related to aging. Emphasis on tertiary disease prevention, health maintenance/restoration and collaboration with members of the multidisciplinary health care team. Content includes the roles of the professional nurse and applicable competencies in knowledge, judgment, skills, and

professional values within a legal/ethical framework. 64 lecture hours; 32 laboratory hours.

#### RNSG 2435 - INTEGRATED PATIENT CARE MANAGEMENT (4 credit hours )

Application of independent nursing interventions to care for diverse patients and families throughout the life span whose health care needs may be difficult to predict. Emphasis on collaborative clinical reasoning, nursing leadership skills, and patient management. Content includes the significance of professional development, trends in nursing and health care, and applicable knowledge, judgment, skills, and professional values within a legal/ethical framework. 64 lecture hours; 32 laboratory hours.

#### RNSG 2461 - CLINICAL NURSING III (4 credit hours )

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. 256 clinical hours.

#### RNSG 2462 - CLINICAL NURSING IV (4 credit hours )

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. 256 clinical hours.

## SOCI - Sociology

#### SOCI 1301 - INTRODUCTION TO SOCIOLOGY (3 credit hours)

The scientific study of human society, including ways in which groups, social institutions, and individuals affect each other. Causes of social stability and social change are explored through the application of various theoretical perspectives, key concepts, and related research methods of sociology. Analysis of social issues in their institutional context may include topics such as social stratification, gender, race/ethnicity, and deviance. 48 lecture hours.

*Meets NCTC Core Curriculum Requirement*

#### SOCI 1306 - SOCIAL PROBLEMS (3 credit hours)

Application of sociological principles and theoretical perspectives to major social problems in contemporary society such as inequality, crime and violence, substance abuse, environmental issues, deviance, or family problems. 48 lecture hours.

*Meets NCTC Core Curriculum Requirement*

#### SOCI 2301 - MARRIAGE & THE FAMILY (3 credit hours)

Sociological and theoretical analysis of the structures and functions of the family, the varied cultural patterns of the American family, and the relationships that exist among the individuals within the family, as well as the

relationships that exist between the family and other institutions in society. 48 lecture hours.

**SOCI SOCIAL PSYCHOLOGY - SOCI-2326 (3 credit hours)**

Study of individual behavior within the social environment. May include topics such as the socio-psychological process, attitude formation and change, interpersonal relations, and group processes. 48 lecture hours.

(Cross-listed as PSYC 2319)

**SOCI 2340 - DRUG USE & ABUSE (3 credit hours)**

Study of the use and abuse of drugs in today's society. Emphasizes the physiological, sociological, and psychological factors. 48 lecture hours

## **SPAN - Spanish**

**SPAN 1411 - BEGINNING SPANISH I (4 credit hours )**

Basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students will acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the beginner level. 48 lecture hours + 32 laboratory hours.

**SPAN 1412 - BEGINNING SPANISH II (4 credit hours )**

Continued development of basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the high beginner to low intermediate level. 48 lecture hours + 32 laboratory hours.

Prerequisite: SPAN 1411 or one year of high school Spanish.

**SPAN 2311 - INTERMEDIATE SPANISH I (3 credit hours )**

The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world. 48 lecture hours.

*Meets NCTC Core Curriculum Requirement*

Prerequisite: SPAN 1412 or two years of high school Spanish.

**SPAN 2312 - INTERMEDIATE SPANISH II (3 credit hours )**

The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world. 48 lecture hours.

Prerequisite: SPAN 2311 or three years of high school Spanish.

## **SPCH - Speech**

**SPCH 1311 - INTRODUCTION TO SPEECH COMMUNICATION (3 credit hours)**

Introduces basic human communication principles and theories embedded in a variety of contexts including interpersonal, small group, and public speaking. 48 lecture hours.

**SPCH 1315 - PUBLIC SPEAKING (3 credit hours)**

Application of communication theory and practice to the public speaking context, with emphasis on audience analysis, speaker delivery, ethics of communication, cultural diversity, and speech organizational techniques to develop students' speaking abilities, as well as ability to effectively evaluate oral presentations. 48 lecture hours.

*Meets NCTC Core Curriculum Requirement*

**SPCH 1318 - INTERPERSONAL COMMUNICATION (3 credit hours)**

Application of communication theory to interpersonal relationship development, maintenance, and termination in relationship contexts including friendships, romantic partners, families, and relationships with co-workers and supervisors. 48 lecture hours.

*Meets NCTC Core Curriculum Requirement*

**SPCH 1321 - BUSINESS AND PROFESSIONAL COMMUNICATION (3 credit hours)**

Study and application of communication within the business and professional context. Special emphasis will be given to communication competencies in presentations, dyads, teams and technologically mediated formats. 48 lecture hours.

*Meets NCTC Core Curriculum Requirement*

## **SRGT - Surgical Technology**

**SRGT HITT 1205 - MEDICAL TERMINOLOGY (2 credit hours)**

Study of the basic structure of medical words including prefixes, suffixes, roots, combining forms, plurals, pronunciation, spelling, and the definitions of medical terms. Emphasis is on building a professional vocabulary required for employment in the allied health care field. 2 lecture hours.

**SRGT 1261 - CLINICAL - SURGICAL/OPERATING ROOM TECHNICIAN (INTRODUCTORY) (2 credit hours)**

A basic type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the

workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is an unpaid learning experience. 96 clinical hours.

**SRGT 1441 - SURGICAL PROCEDURES I (4 credit hours)**

Introduction to surgical pathology and its relationship to surgical procedures. Emphasis on surgical procedures related to the general, OB/GYN, genitourinary, and orthopedic surgical specialties incorporating instruments, equipment, and supplies required for safe patient care. 48 lecture hours + 32 laboratory hours.

**SRGT 1442 - SURGICAL PROCEDURES II (4 credit hours)**

Introduction to surgical pathology and its relationship to surgical procedures. Emphasis on surgical procedures related to the thoracic, peripheral vascular, plastic/reconstructive, EENT, cardiac, and neurological surgical specialties incorporating instruments, equipment, and supplies required for safe patient care. 48 lecture hours + 32 laboratory hours.

**SRGT 1505 - INTRODUCTION TO SURGICAL TECHNOLOGY (5 credit hours)**

Orientation to surgical technology theory, surgical pharmacology and anesthesia technological sciences, and patient care concepts. 64 lecture hours + 32 laboratory hours.

**SRGT 1509 - FUNDAMENTALS OF PERIOPERATIVE CONCEPTS AND TECHNIQUES (5 credit hours)**

In-depth coverage of perioperative concepts such as aseptic principles and practices, infectious processes, wound healing, and creation and maintenance of the sterile field. 64 lecture hours + 32 laboratory hours.

**SRGT 1661 - CLINICAL - SURGICAL/OPERATING ROOM TECHNICIAN (INTERMEDIATE) (6 credit hours)**

An intermediate type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is an unpaid learning experience. 288 clinical hours.

**SRGT 1662 - CLINICAL - SURGICAL/OPERATING ROOM TECHNICIAN (ADVANCED) (6 credit hours)**

An advanced type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is an unpaid learning experience. 288 clinical hours.

## TECA - Education

**TECA 1303 - FAMILY, SCHOOL, AND COMMUNITY (3 credit hours)**

A study of the child, family, community, and schools, including parent education and involvement, family and community lifestyles, child abuse, and current family issues; course content is aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Field Experience Lab Required: 16 observation hours in P-12 Texas public schools. 48 lecture hours + 16 laboratory hours.

**TECA 1311 - EDUCATING YOUNG CHILDREN (3 credit hours)**

1) an introduction to the education of the young child, including developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities, and current issues;

2) course content is aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards;

3) requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations;

4) course includes a minimum of 16 hours of field experiences.

48 lecture hours + 16 laboratory hours.

**TECA 1318 - WELLNESS OF THE YOUNG CHILD (3 credit hours)**

1) a study of the factors that impact the well-being of the young child including healthy behavior, food, nutrition, fitness, and safety practices. Focus on local and national standards and legal implications of relevant policies and regulations;

2) course content is aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards;

3) requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations;

4) course includes a minimum of 16 hours of field experience

48 lecture hours + 16 laboratory hours.

**TECA 1354 - CHILD GROWTH & DEVELOPMENT (3 credit hours)**

A study of the physical, emotional, social, and cognitive factors impacting growth and development of children through adolescence. 48 lecture hours.

## VNSG - Vocational Nursing

**VNSG 1219 - PROFESSIONAL DEVELOPMENT (2 credit hours)**

Study of the importance of professional growth. Topics include the role of the LVN in the multidisciplinary healthcare team, professional organizations, continuing education, delegating authority, resume writing, and job interviewing. 32 lecture hours.

Prerequisite: Successful completion of all courses in Level I and Level II.

**VNSG 1227 - ESSENTIALS OF MEDICATION ADMINISTRATION (2 credit hours)**

General principles of medication administration including determination of dosage, preparation, safe administration, and documentation of multiple forms of drugs. Instruction includes various systems of measurement. 32 lecture hours.

Prerequisite: Admission to the Vocational Nursing Program.

**VNSG 1230 - MATERNAL-NEONATAL NURSING (2 credit hours)**

Utilization of the nursing process in the assessment and management of the childbearing family. Emphasis on the bio-psycho-socio-cultural needs of the family during the phases of pregnancy, childbirth, and the neonatal period including abnormal conditions. 32 lecture hours.

Prerequisite: Successful completion of all courses in Level I for fall admission. Successful completion of all courses in Level I and Level II for spring admission.

**VNSG 1234 - PEDIATRICS (2 credit hours)**

Study of childhood diseases and childcare from infancy through adolescence. Focus on the care of the well and the ill child utilizing the nursing process. 32 lecture hours.

**VNSG 1323 - BASIC NURSING SKILLS (3 credit hours)**

Mastery of entry level nursing skills and competencies for a variety of health care settings. Utilization of the nursing process as the foundation for all nursing interventions. Related aspects of nutrition, pharmacology, and medical terminology included. 80 lecture hours + 32 laboratory hours.

Prerequisite: Admission to the Vocational Nursing Program.

**VNSG 1331 - PHARMACOLOGY (3 credit hours)**

Fundamentals of medications and their diagnostic, therapeutic, and curative effects. Includes nursing interventions associated with the various pharmacotherapeutic agents. 48 lecture hours.

Prerequisite: Successful completion of all courses in Level I.

**VNSG 1360 - CLINICAL I (3 credit hours)**

This course provides clinical experience in fundamental nursing skills. The nursing process is applied to provide individualized care designed to meet a client's particular needs. The geriatric client is the focus of care. 240 clinical hours.

Prerequisite: Admission to the Vocational Nursing Program.

**VNSG 1363 - CLINICAL II - SPRING ADMISSION (3 credit hours)**

This course is offered in the summer semester for the January admission class. It provides a continuation of Clinical I with the emphasis on utilizing the nursing process in providing individualized care of the client in all stages of development. The principles of safety in medication administration and other care are closely monitored. 240 clinical hours.

Prerequisite: Successful completion of all courses in Level I.

**VNSG 1400 - NURSING IN HEALTH AND ILLNESS I (4 credit hours)**

Introduction to general principles of growth and development, primary health care needs of the client across the life span, and therapeutic nursing interventions. 80 lecture hours.

Prerequisite: Admission to the Vocational Nursing Program.

**VNSG 1420 - ANATOMY AND PHYSIOLOGY FOR ALLIED HEALTH (4 credit hours)**

Introduction to the normal structure and function of the body, including an understanding of body systems in maintaining homeostasis. Principles of microbiology also included. 64 lecture hours.

**VNSG 1463 - CLINICAL II - FALL ADMISSION (4 credit hours)**

This course is offered in the spring semester for the August admission class. It provides a continuation of Clinical I with the emphasis on utilizing the nursing process in providing individualized care of the client in all stages of development. The principles of safety in medication administration and other care are closely monitored. 336 clinical hours.

Prerequisite: Successful completion of all courses in Level I.

**VNSG 1509 - NURSING IN HEALTH AND ILLNESS II (5 credit hours)**

Introduction to common health problems requiring medical and surgical interventions. 80 lecture hours.

Prerequisite: Successful completion of all courses in Level I.

VNSG 1510 - NURSING IN HEALTH AND ILLNESS III (5 credit hours)

Continuation of Nursing in Health and Illness II. Further study of common medical-surgical health problems of the client. 80 lecture hours.

Prerequisite: Successful completion of all Level I and Level II courses.

VNSG 2360 - CLINICAL III - FALL ADMISSION (3 credit hours)

This course is offered in the summer semester for the August admission class. It assists the student in the continued development of their knowledge and skill in the role and functions of the vocational nurse. It provides learning experiences in the clinical setting focusing on further refinement of the nursing process in caring for clients exhibiting health-illness continuum through the life span. 240 clinical hours.

Prerequisite: Successful completion of all Level I and Level II courses.

VNSG 2460 - CLINICAL III - SPRING ADMISSION (4 credit hours)

This course is offered in the fall semester for the January admission class. It assists the student in the continued development of their knowledge and skill in the role and functions of the vocational nurse. It provides learning experiences in the clinical setting focusing on further refinement of the nursing process in caring for clients exhibiting health-illness continuum through the life span. 336 clinical hours.

Prerequisite: Successful completion of all Level I and Level II courses.

## WLDG - Farm and Ranch Management

WLDG 1307 - INTRODUCTION TO WELDING USING MULTIPLE PROCESSES

Basic welding techniques using some of the following processes: Oxy-fuel welding (OFW) and cutting, shielded metal arc welding (SMAW), gas metal arc welding (GMAW), and gas tungsten arc welding (GTAW).

WLDG 1428 - INTRODUCTION TO SHIELDED METAL ARC WELDING (SMAW) (4 credit hours)

An introduction to the shielded metal arc welding process. Emphasis placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs. Instruction provided in SMAW fillet welds in various positions. 48 lecture hours + 32 laboratory hours.

WLDG 1457 - INTERMEDIATE SHIELDED METAL ARC WELDING (SMAW) (3 credit hours )

A study of the production of various fillets and groove welds. Preparation of specimens for testing in various positions. 32 lecture hours + 32 laboratory hours.

WLDG 2452 - ADVANCED FLUX CORED ARC WELDING (4 credit hours )

Advanced concepts of flux cored arc welding of structural and fabricated steel products. Skill development in multi-pass fillet and v-groove welding. 48 lecture hours + 32 laboratory hours.

# NORTH CENTRAL TEXAS COLLEGE STUDENT HANDBOOK

## Important Notice

References in brackets and/or parentheses—such as [FFDAD (Local)]—are to the official North Central Texas College Board of Regents Policy Manual. This manual can be accessed through the NCTC website at [www.nctc.edu](http://www.nctc.edu).

Students should consult this manual for additional information regarding policies relating to students, conduct and rights and responsibilities.

## Equal Opportunity

With respect to the admission and education of students; with respect to the availability of student loans, grants, scholarships and job opportunities; with respect to the employment and promotion of teaching and nonteaching personnel; and with respect to the student and faculty activities conducted on the premises owned or occupied by the College, it is the policy of North Central Texas College not to discriminate on the basis of race, color, national origin, gender, religion, age, or disability in employment or the provision of services. With regard to both students and staff, North Central Texas College will take positive actions to ensure that all persons are given an opportunity to share in the educational, employment and business activities of the College.

The NCTC Student Handbook reflects policies aligned with all students, whether enrolled in credit or non-credit courses.

## Campus Security Statistics

The United States Department of Education Office of Post-Secondary Education Campus Security Statistics website provides a direct link to reported criminal offenses for over 6,000 colleges and universities throughout the United States. North Central Texas College complies with the 1998 amendments to the Higher Education Act of 1965 by reporting campus and local community crime data for the Cooke, Denton, and Montague county campuses through this website. The information contained in this website is updated each year during the months of October and November and is available for review by the public at any time. Visit the Campus Security Statistics website at [www.ope.ed.gov/security/Search.asp](http://www.ope.ed.gov/security/Search.asp) for information regarding campus and local community crime statistics for all North Central Texas College campuses. Contact a Senior Campus Director, Room 101, 1525 West California Street, Gainesville, Texas, 76240, for additional information regarding campus and local community crime statistics.

## Registered Sex Offenders

Information concerning registered sex offenders attending North Central Texas College can be found by going to the

Student Services web site:

<http://www.nctc.edu/StudentServices.aspx>.

## Title IX Coordinator

The College President has appointed the Vice-President of Student Services to coordinate compliance with Title IX of the Education Amendments of 1972, as amended. The Vice-President's address is: North Central Texas College, 1525 W. California St., Gainesville, TX 76240. The Vice-President may be reached via telephone at (940)668-4241. For further information, refer to board policy FLDA (Exhibit).

*Published by the Office of the Vice-President of Student Services*

## Section I

### Generally Speaking...

The material contained in this Student Handbook supplements the material in the North Central Texas College's current general Catalog and the official Board of Regents Policy Manual. Answers to questions most frequently asked by students are included; however, students with questions not specifically addressed here or who seek more detailed information should refer to the official source publications.

### Academic Advising

Academic advising is an essential element of NCTC's commitment to ensuring that students take the proper courses, in the proper sequence, in order to meet their educational and career goals. NCTC advisors and counselors provide academic advising services to all new, returning, and potential students throughout each semester—not just during registration!

The following students are required to meet with an advisor or counselor in order to register for courses:

- First-time college students (including students who were previously Dual Credit students but are now at NCTC full or part-time)
- Students who are not TSI (Texas Success Initiative) complete in one or more areas (see next section for description of TSI requirements)
- Students who are enrolled in a Certificate program
- Students who need to have transfer credits applied from another institution

- Students on Academic or Financial Aid Suspension (if appeal has been submitted and approved)

Students who qualify for on-line course registration are not required to see an advisor or counselor, however it is highly recommended for students who have questions or need information about important issues such as course sequencing, pre-requisites, choosing or changing a major, transferability of courses or degrees, etc. Please contact the Counseling and Testing Office at your preferred campus in order to speak with an advisor or counselor at any time before or during the semester:

Center Corinth Counseling and Testing  
(940) 498-6410

Center Gainesville Counseling and Testing  
(940) 668-4216

Center Flower Mound Counseling and Testing  
(972) 899-8411

Center Bowie Counseling and Testing  
(940) 872-4002, ext. 5212

Center Graham Counseling and Testing  
(940) 521-7101

### Accidents and Thefts

All thefts, accidents and offenses that occur should be reported immediately. Any event or occurrence should be reported to the Vice-President of Student Services (Gainesville), the Associate Dean of Student Services (Corinth), the Campus Director (Flower Mound or Graham), or the Campus Dean (Bowie).

### Admissions

Refer to the NCTC Catalog for additional information.

### Alcohol and Controlled Substance Abuse

North Central Texas College specifically prohibits the use, possession, sale or distribution of alcoholic beverages and illegal drugs/narcotics/controlled substances on campus. Violators are subject to the following action(s):

- Adverse disciplinary action as described in the NCTC Policy Procedures Manual (can be accessed on the NCTC website: [www.nctc.edu](http://www.nctc.edu)).
- Prosecution as provided by state statutes.

The risks of psychological and physiological damage associated with the use of illicit drugs and abuse of alcohol are great and include emotional disorders, impaired learning ability, severe physical pain, permanent brain damage and death. Information and confidential assistance in obtaining counseling, treatment, or rehabilitation is available to all students through the Counseling Center.

Students with alcohol or drug abuse problems are encouraged to take advantage of this referral service.

[See FLB (Local) of the Board Policy Manual for additional information.]

### Athletics

North Central Texas College encourages the physical, social and emotional development of its students by sponsoring a program of intramural athletics to meet the desires and interests of the student body. A wide variety of intramural sports are offered for both men and women.

NCTC participates in the following intercollegiate athletics: women's tennis, women's volleyball, men's baseball and women's softball. The College is a member of the National Junior College Athletic Association (competing in the Northern Texas Junior College Athletic Conference). See Athletics in the NCTC Catalog for additional information.

### Bookstore

Effective Fall 2011, NCTC bookstores are operated by Follett Higher Education Group. All campuses (Gainesville, Corinth, Flower Mound, Bowie and Graham) are serviced online by the [eFollett.com](http://eFollett.com) virtual store site. On-site bookstores are located on the Gainesville, Corinth and Flower Mound campuses. Please check the NCTC website at [www.nctc.edu](http://www.nctc.edu) and [www.efollett.com](http://www.efollett.com) for hours of operation and other pertinent information.

### Campus Law Enforcement

NCTC is in the process of establishing its own police department. The Vice-President of Student Services is working in conjunction with administrators on other NCTC campuses to ensure the safety and security of students. Administrators also work closely with community police departments regarding any reported crimes at the college.

NCTC utilizes off-duty municipal police officers and county sheriff's deputies for on-site security services. These professional, certified peace officers have full arrest powers while on the campus of North Central Texas College, and are authorized to take appropriate measures to ensure the health and safety of all members of the College community.

### Campus Security Information: Reporting Crimes and Emergencies

Security personnel and the custodial staff maintain the security of the buildings by securing the locks and reporting any defective locks to the maintenance department for repair. Night administrators routinely check the buildings and the parking lots for defective lighting and report defects to the maintenance department.

Defective equipment or other situations which affect security and safety are given high priority and are responded to immediately for the making of necessary repairs.

### CARES

The NCTC CARES (Campus Assessment Response Evaluation Services) Team addresses behavior which may be disruptive, harmful or pose a threat to the health and safety of the NCTC community—such as stalking, harassment, physical or emotional abuse, violent or threatening behavior, or self-harm. Students have the ability to report concerning behavior which could impact their own safety or the safety of another NCTC student. Just click the NCTC CARES Team logo posted on MyNCTC, or send an e-mail to CARESTeam@nctc.edu. As always, please call 911 immediately if there is an immediate threat to safety or welfare (or to another student), .

### Change of Address

Any student whose home or local address is changed during a semester should correct his/her records in the Registrar's Office in Gainesville or Corinth, and the administrative offices at Bowie within SEVEN (7) days after the change. Official college notices sent to the student's address as listed in the Registrar's Office shall constitute full measure of responsibility on the part of the College in notifying a student of anything concerning his/her official status with the college.

International students must contact the International Student Advisor on the Gainesville campus to report a change of address. Failure to do so will result in the student falling out-of-status with U.S.C.I.S.

### Change of Name

A student whose name is legally changed due to marriage or other reasons should correct records immediately in the Registrar's Office.

### Check Cashing

A student whose name is legally changed due to marriage or other reasons should correct records immediately in the Registrar's Office.

Tuition and fees may be paid by personal check for the exact amount due. Checks for larger amounts, the difference to be paid in cash to the student, cannot be handled. Students should establish credit or make arrangements with a local bank to cash their checks. This can be done by opening a checking account or by communication between the hometown bank and the local banks. A check of \$20 or less may be cashed at the Business Office. Proper identification is required. Student ID, driver's license or other photo identification and date

of birth will be requested on all checks. A \$20 charge will be made for any returned check. Refer to the NCTC Catalog for additional information.

### Class Day

Refers to the number of calendar days NCTC normally meets for classes in any given semester, NOT the number of days a particular class meets. In other words, the twelfth class day of the fall semester refers to the twelfth actual day of the semester.

### College Debts

Students who have any form of indebtedness to NCTC (housing, Library fines, etc.) will not be allowed to withdraw completely from classes, receive an official transcript nor register for subsequent semesters until such indebtedness has been satisfied. Seriously delinquent accounts are turned over to an attorney for collection of all funds owed the college. Students whose past due accounts are forwarded for collection will also be responsible for legal fees and related costs. Refer to the NCTC Catalog for additional information.

### College Preparatory Courses (Developmental Studies)

North Central Texas College offers a number of courses in reading, writing and mathematics that are designed to help students acquire the skills necessary for success in college-level courses. The courses are widely offered in Texas community colleges. The policy statewide is that these courses will not transfer as college-level courses, nor will they count toward graduation at accredited Texas colleges and universities. It is important for all students to understand that such courses are designed to provide assistance in overcoming academic deficiencies that are likely to be a hindrance to the pursuit of a college degree. Attendance in College Preparatory Studies is mandatory when a student has not passed the TSI Assessment or previous placement exam. After THREE hours of absenteeism, a student may be warned and referred to the Director of College Preparatory Studies. At SIX hours of absenteeism, a student may be dropped from his/her College Preparatory class. If the student is dropped from the only College Preparatory class in which he/she is enrolled, the student will be DROPPED from all remaining courses for that semester. Specific courses are listed in the NCTC Catalog.

Refer to the NCTC Catalog for additional information.

### Computer Access/Accounts

Students are provided computer/network accounts each semester. Accounts are created during the week before classes begin. Students network accounts allow access to the use of software on the network. However not all

software is available at the end of each long semester and at the end of Summer II. It is recommended that any files a student wants to retain should be saved to a flash/USB drive before the end of each semester.

Students are responsible for all activity on their accounts. User accounts may NOT be shared under any circumstances. Sharing accounts or sharing network login information is not allowed and will result in computer privileges being suspended for the remainder of the current semester. Student accounts are for personal use only, no business activities are allowed. Use of college facilities for illegal activities is strictly prohibited.

### **Email**

Email is the official form of communication between NCTC and students. Email accounts are provided by NCTC. Your email address is your Network Account @student.nctc.edu and password is your Student ID number. You should activate your email after you register for classes and receive your desktop account activation email from the Admissions Office. This process begins the week before classes begin. If you are unable to activate your email account by the first day of classes, contact the Help Desk at 940-668-4284. Students are encouraged to check their email box on a regular basis for important information.

### **Social Networking Policy**

If you maintain social networking sites such as Facebook, MySpace, etc. you are responsible for keeping personal sites appropriate.

Students are encouraged to refrain from posting physical threats or derogatory comments about students, coaches, faculty, staff or the NCTC administration. Threats of physical violence are a violation of NCTC board policy FLB-Student Conduct. Violators may be reported to the police. Students found to be in violation of the policy or face disciplinary action.

### **Concurrent Enrollment and Division of Lifelong Learning**

NCTC offers students wanting to earn continuing education units (CEUs), rather than regular college credit, the option of enrolling for this kind of credit in selected technical courses. The course content, schedule, instructor and completion requirements are exactly the same for CE students and semester-hour credit students. However, rather than earning a letter grade, the CE student will earn CEUs if the course is completed satisfactorily.

The benefit of taking a conventional semester-hour college credit course for continuing education purposes varies by student. For most people, this option offers another way to upgrade skills needed in the workplace. For others, it offers a way to gain new skills needed on the job. The concurrent

enrollment option also offers an introductory experience in a given field for those who may wish to explore several career options. Refer to the NCTC Catalog for the procedure to convert non-credit to credit.

### **Credit by Examination**

NCTC awards credit on the basis of local and national examinations, prior military experience, and professional certifications, subject to general limitations. A maximum of 18 semester hours of credit earned by examination—College Board Advanced Placement Program (AP), College Level Examination Program (CLEP) Subject Examinations, USAFI, DANES, NCTC departmental exams, and professional certifications—may be applied toward the award of a degree or certificate at NCTC.

Courses completed in the Armed Forces, USAFI and DANES will be evaluated and credit will be awarded based on the recommendation in ACE (American Council on Education) Guide to Evaluation of Educational Experiences in the Armed Services. Such credit is not included in determining grade point averages and has the following restrictions:

1. May not be used to reduce the 18 semester hours required in residence for any degree or certificate;
  2. May not be earned in any course the student is enrolled in after the official date of record or has previously attempted (W or F grades) or completed;
  3. State law specifies that the degree requirement of 6 semester hours in American History and 6 semester hours in Government may not be reduced below 3 semester hours in each area by examination credit.
  4. Credit is awarded only in areas offered within the current curriculum of NCTC, and is appropriately related to the student's educational program.
  5. Students utilizing AP credit are required to do so by submitting AP score reports to the NCTC Admissions Office. If minimum AP test scores are met, the applicable course credit will be applied to an NCTC transcript.
1. Student who have served on active duty in the military service of the United States for a period of at least six (6) months and who have been honorably discharged or released, as verified by the DD214, will receive four (4) semester hours of credit for physical activity courses. Personnel on active duty with at least six (6) months in the military service may also receive this credit by presenting a certified letter from their commanding officer attesting to their period of active service.
  2. Partial degree requirements may be waived for industry certifications such as A+, Linux+, Network+, Security+, CCNA, or similar certifications issued by a qualified authority (COMPTIA, Microsoft, Cisco, etc.).

The appropriate Program Coordinator will maintain a list of the appropriate equivalent NCTC courses.

Professional certifications must meet current industry standards, be equivalent to the current college course that is requested, and have the appropriate number of classroom training hours required of the college course.

Documentation must include a syllabus or other documents that specify topics taught, learning outcomes and the number of clock hours required for the certification. Credit will be granted only for documented learning that demonstrates achievement of all outcomes for specific courses in an approved degree program. Program faculty will conduct evaluations of all requests and make recommendations for the amount of credit to be awarded. Recommendations will be forwarded to the Vice President of Instruction for final approval.

For new students, credit will be recorded at the end of their first semester of enrollment in which they earn credits through regular scheduled classes. Returning students will have their credit recorded as soon as official score reports are available. Students wishing to use test results for courses that are prerequisite to courses they wish to take are responsible for having official examination scores sent to the college in time to be processed by the admissions office.

NCTC sets the scores required for credit and the particular courses that may be challenged to receive credit. Testing and posting fees may be charged.

#### ***Procedures/Requests for Advanced Placement and Credit by Examination/Experience***

Students who believe that they already possess the knowledge and/skills taught in certain courses or programs offered by NCTC may challenge these for credit-by-examination/experience. Students should direct inquiries concerning courses that may be challenged by credit-by-examination to the campus Counseling and Testing Center, or the department involved. Refer to the NCTC Catalog for additional information.

#### **Crime Awareness Programs**

##### ***Students***

NCTC students are informed about campus policies and procedures during college orientation which is held prior to the Fall and Spring semesters. Additionally, orientation sessions are held in the residence hall on the Gainesville Campus at the beginning of each semester.

Periodically during the year information bulletins regarding safety are distributed on campus and in the residence hall. Students and staff are encouraged to watch for suspicious activity and to contact the Vice President of Student Services (Gainesville), the Associate Dean of Student Services (Corinth), the Campus Director (Flower

Mound and Graham), or the Campus Dean (Bowie) when such activities are noted. The following suggestions are provided in the spirit of crime prevention:

- Always lock your vehicle and place all valuable items in the trunk and out of sight.
- Engrave your personal identification number or drivers license number on all valuables. Record serial numbers and complete descriptions of your property and keep in a safe place.
- Always lock your residence hall room door, if you live on campus.
- Never keep large sums of money or valuable jewelry in your residence hall room. Keep all items of value out of sight.
- Never leave books or other items unattended.

#### **Course Identification Number**

A four-digit number designates courses at NCTC. The first digit indicates the level at which the course is taught: 1 = freshman level, 2 = sophomore level. The second indicates the semester hour value of the course. The third and fourth digits are the distinguishing numbers of the course.

#### **Course Load**

The number of semester hours for which a student is officially registered and enrolled is considered his/her course load. At North Central Texas College, a full-time student is defined as one who is enrolled for a minimum of 12 semester credit hours per Fall, Spring, or combined Summer semester. Special permission must be obtained from the Vice President of Instruction or designee in order to enroll for more than 18 semester credit hours during a Fall or Spring semester, more than 7 semester credit hours in an individual Summer session, or more than 14 semester credit hours during the combined Summer semesters.

#### **Curriculum**

A stated list of courses that are required for completing a certificate, diploma or degree is the curriculum for a particular major.

#### **Dropping/Withdrawing Courses**

Dropping a class is done on or before the official date of record each semester. Please note if you drop AFTER the official date of record it is no longer considered a drop but a withdrawal. Check the Academic Calendar for the official date of record.

To drop a course you have the option to:

- Go online and drop the course

- Visit the Admissions/Registrar's Office in person to fill out a drop form
- Meet with your advisor and fill out a drop form

Remedial courses CANNOT be dropped online. You must come to the Admissions/Registrar's Office in person to drop a remedial course. If you are only taking one remedial course and drop this course you will have to drop ALL your courses. You must stay in at least one of your required remedial courses to remain in additional classes.

### Withdrawing from a Course or Courses

To withdraw from a course on or after the official date of record with a grade of 'W', students will need to complete the Petition for Course Withdrawal online.

- If you receive financial aid please contact that department before withdrawing. Withdrawing can affect your financial aid.
- Developmental courses may NOT be withdrawn online. Students must complete a withdraw form ON CAMPUS for those courses.
- All withdrawals must be processed online, in person, faxed and/or postmarked on or before the official date of record.
- Requests need to include student ID number, full name, course information (please include course ID and section number-example ENGL1301 123), and a signature. If the request is not signed or does not include all information, it may not be processed.

### Online Requests

If the Admissions/Registrar's Office should receive the form via e-mail, the form will be processed within 24 hours and the student should receive an email confirmation that the withdrawal has been processed. If the student does not receive an email, it is the student's responsibility to contact the Admission's office for confirmation. The student is responsible for verifying that the email was received by the Admissions/Registrar's Office prior to the last day to withdrawal.

It is the **student's responsibility** to officially withdraw from any class they do not wish to attend. Students who stop attending classes and who do not officially withdraw may be assigned a final grade of "F".

### Dual Credit Students

Dual Credit students must fill out the Petition to Withdrawal for Dual Credit students form. Please have it filled out and signed completely and turn into the admissions office at any of our locations.

### 6 Drop Limit-S.B. 1231 Legislation

Important information you need to know about withdrawing from courses. Effective 2007, section 51.907

of the Texas Education Code applies to first-time freshman students who enroll in a Texas public institution of higher education in the fall semester of 2007 or thereafter. High school students currently enrolled in the North central Texas College Dual Credit and Early Enrollment program are waived from this requirement until they graduate from high school.

Based on this law, any Texas Public institution of higher education may not permit students to withdraw more than six college level credit courses for unacceptable reasons during their entire undergraduate career without penalty. All **college-level** courses withdrawn after the official date of record are included in the six-course limit, including courses dropped at another Texas public institution of higher education, unless the student demonstrates to an appropriate college official that one of the following events occurred to the student during the semester or summer session:

1. A severe illness or other debilitating condition that affects the student's ability to satisfactorily complete the course.
2. The student's responsibility for the care of a sick, injured, or needy person if the provision of that care affects the student's ability to satisfactorily complete the course.
3. The death of a person who is considered to be a member of the student's family or who is otherwise considered to have a sufficiently close relationship to the student that the person's death is considered to be a showing of good cause.
4. The active duty service as a member of the Texas National Guard or the armed forces of the United State of either the student or a person who is considered to be a member of the student's family or who is otherwise considered to have a sufficiently close relationship to the student that the person's active military service is considered to be a showing of good cause.
5. The change of the student's work schedule that is beyond the control of the student, and that affects the student's ability to satisfactorily complete the course.
6. Other good cause as determined by the college official.

Contact the Admissions/Registrar's office for further details related to exceptions.

### Medical Withdrawal

#### a. Policy

1. The Registrar (or designated representative) may grant medical withdrawals to students who must withdraw for medical reasons from all courses for which they are registered at NCTC. It is expected that the appeal will be filed as soon as possible, no later than the end of the semester in which courses are being taken.

- Students who receive medical withdrawals after the last day to withdraw without receiving a grade shall receive a "W" in each course for which they were registered.

b. Procedures

- Students (or their appointed representatives if they are unable to act for themselves) who seek to withdraw for medical reasons from all courses for which they are registered at NCTC shall, as soon as possible, request medical withdrawals in writing from the Registrar, submitting all appropriate documentation, including a statement from a physician or psychologist, with their written requests.

### **Complete Withdrawal**

If a student withdraws completely from NCTC prior to the course withdraw deadline, a final grade of "W" will be recorded for each course in which the student is enrolled. It is the student's responsibility to officially withdraw from any classes they do not wish to attend or cannot, for any reason, complete. This requires the completion of a form available in the Admission Office at Gainesville, Corinth, Flower Mound, Graham, and/or Bowie campus.

### **Return of Federal Title IV Funds**

North Central Texas College refunds unearned funds received from Federal student assistance programs in accordance with Federal Title IV student assistance regulations, as amended, under 34 CFR, section 668.22(d) of the Reauthorization of Higher Education Act of 1965, with rules of the Texas Higher Education Coordinating Board, and the rules of the college's Board of Regents.

The student receiving assistance from Federal Title IV programs is required to complete a minimum number of hours for which assistance was received. If the student completely withdraws from school during the semester, or quits attending but fails to officially withdraw, the student may be required to return the unearned part of the funds received to help pay educational expenses for the term. Liability for the return of Federal Title IV funds will be determined according to the following guidelines:

- If the student remains enrolled and attends class beyond the 60% mark of the semester in which aid is received, all federal aid is considered earned and not subject to this policy.
- If the student completely withdraws from all classes prior to completing 60% of the semester, a prorated portion of the federal aid received must be returned to the federal aid programs based on the amount of time the student attended.
- If the student does not officially withdraw from classes but quits attending all classes, a prorated portion of the federal aid received, based on the documented last date

of attendance, must be returned to the federal programs. If the college is unable to document the last date of attendance, the school will assume the student only attended to the 50% mark of the semester and this date will be used to determine how much aid must be returned.

Return of Federal Title IV funds will be distributed according to statutory regulations. Worksheets provided by the U.S. Department of Education will be used to determine the amounts and order of return. The student will be notified and will be allowed 45 days from the date of determination to return their share to the program accounts. If the student does not return the amount owed within 45 days, the amount of the overpayment will be reported to the U.S. Department of Education (DOE) via the National Student Loan Database (NSLDS) and the student will be referred to the DOE for resolution of the debt. Contact Financial Aid for questions and examples of this policy. See the Return of Title IV Aid Policy in the NCTC Catalog for additional information.

### **Early Alert**

The NCTC Early Alert program has been established to assist students who are at risk of failing or withdrawing from a course. Instructors may refer students to this program if they are missing assignments, failing tests, excessively absent, or have personal circumstances impacting academic performance. If submitted as an Early Alert, the student will be notified via your NCTC e-mail address and then contacted by a Counseling and Testing advisor or counselor to discuss possible strategies for completing the course successfully.

### **Elective**

An elective course is one that is not specifically designated as a part of a curriculum. The course normally complements the major course of study in a specific discipline and is chosen by the student from among a number of such courses available in consultation with a faculty advisor. The number of electives in a program varies according to the specific major.

### **Email**

Email is the official form of communication between NCTC and students. Email accounts are provided by NCTC. Your email address is your Network Account @ student.nctc.edu and password is your Student ID number. You should activate your email after you register for classes and receive your desktop account activation email from the Admissions Office. This process begins the week before classes begin. If you are unable to activate your email account by the first day of classes, contact the Help Desk at 940-668-4284. Students are encouraged to check their email box on a regular basis for important information. Examples of notices sent to the student email

are the location to access 1098Ts, academic standing, and financial aid status.

### Ex-Students Association

Former NCTC students (including non-graduates) are encouraged to join the Ex-Students Association to stay in contact with former classmates, provide input in the future direction of the college and to stay informed about college programs, activities, students and personnel. Contact the NCTC Ex-Students Association Office at 940-668-4213, or go to [www.nctc.edu/StudentPages/AlumniFriends.aspx](http://www.nctc.edu/StudentPages/AlumniFriends.aspx).

### Financial Aid

North Central Texas College recognizes that many students may not have the financial resources available to pay the cost of higher education. The NCTC Financial Aid Office is available to assist students in applying for various federal, state, and institutional funding sources. All students wishing to be considered for financial assistance must complete a Free Application for Federal Student Aid or FAFSA at the website [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The FAFSA application is used to determine a student's eligibility for all need-based programs, including Federal Title IV grants, Federal Work-Study, Federal Student Loan Program, as well as state grants and some institutional scholarships.

Some sources of Financial Aid are limited and will be distributed to students based on a first-come-first-service basis. Therefore the NCTC Financial Aid Office encourages students to apply early. The FAFSA application is available to students beginning in January of each year. In some cases, a student may be required to verify eligibility for aid by submitting supporting documents, such as tax returns. FAFSA applications will not be considered complete until all required supporting documentation is in the student's financial aid file. Late or incomplete FAFSA applications will be processed as time allows.

Students who require Financial Aid to pay enrollment expenses at the time of registration must have a completed FAFSA application no later than June 1st for fall, November 1st for spring, and April 1st for summer. Students with late or incomplete FAFSA applications will be expected to pay cash for tuition, fees, and books at the time of registration.

North Central Texas College Foundation Office offers a wide variety of scholarships each year to eligible students. An NCTC Scholarship Application can be completed online at [http://www.nctc.edu/Student\\_Services/FinAid/scholarships.html](http://www.nctc.edu/Student_Services/FinAid/scholarships.html). Paper applications can be obtained by calling the NCTC Financial Aid Office or the NCTC Foundation Office. Deadlines for scholarship applications are: April 15th for fall awards and October 15th for Spring Awards. For more information call 940-668-4213.

Refer to Financial Aid in the Student Services section of the NCTC Catalog for more information or you may contact the Gainesville Campus Financial Aid Office at 940-668-4242 or metro 817-430-0352. Students may also contact the Corinth Campus Financial Aid Office at 940-498-6294.

### Food Services

Great Western Dining Services, Inc., a private company, operates the College food service program on the Gainesville campus. The cafeteria and snack bar are operated Monday through Friday. All residence hall students are REQUIRED to be on a meal plan. (For more information refer to the college Catalog or the NCTC Residence Life Handbook.)

Located on the Corinth campus are Kanapakis sandwich shop and Sweet Bubble.

### Food and Drink in Classrooms

Food and drink are not permitted in classrooms. The only exception is an approved, scheduled function that includes food as a part of the activity.

### Full-Time Student and Part-Time

A full-time student is enrolled for 12 or more semester hours during a regular long semester (fall or spring) or during a summer semester.

A student enrolled for fewer than 12 semester hours during a regular long-term (fall or spring) or summer semester is considered to be a part-time student.

### Grades and Reports

Grades are reported and made a part of the official record (filed in the Registrar's Office) at the end of each semester. Students may view their grades online by accessing the NCTC Student Portal or alternate access in the NCTC Student Portal.

\*NOTE: It is understood that many students attending North Central Texas College are commuters and that they may have to travel considerable distances to attend classes. In case of inclement weather, students are asked to use their own judgement in regard to road hazards. Students must remember that they are responsible for consulting instructors about make-up work when such an absence occurs.

### **Incomplete Grades**

A grade of "I" signifies incomplete course work. The intent of an "I" is to allow a student to complete a course when unforeseen circumstances hinder the student from being able to complete the course during the regular

semester. The student must follow the following procedures:

1. To receive an “I” in any course, a student must be in good standing in the course through the last day to drop.
2. The student must petition the instructor in writing, and if the instructor agrees that the incomplete grade is reasonable, he or she will detail in writing the requirements necessary to complete the course and attach the Petition for Change of Grad form to the final grade roll.
3. It is the student’s responsibility to comply before the end of the next Fall or Spring semester, or the the grade will revert to “F”.
4. In the MyNCTC Final Grade Submission process, the option of issuing the grade of “I” will not be available.
  - a. Instructors who wish to issue a grade of “I” must submit the Petition for Change of Grade with appropriate documentation to the Department Chair or Dean for approval.
  - b. The Registrar’s Office will issue the grade of “NR” for all grades that have not been reported. Then, once grades have been moved to history, the appropriate instructors, department chairs, and deans will receive a listing of all students who received an “NR” grade. The instructor would be required to submit a Petition for Change of Grade for all students who receive an "NR" grade.
  - c. Once an Incomplete is finished, the instructor must submit a new Petition for Change of Grade.

### **System of Grading**

The standing of a student in each course is expressed by the following grades which are assigned for class work, examinations and general classroom performance according to criteria set by the instructor. Interpretations of these grades are:

A–Excellent	B–Good	C–Average
D–Poor	F–Failure	I–Incomplete
W–Withdrew		P–Pass

*Disclaimer: Some departments and programs do not accept a grade of “D” as a passing grade.*

### **Pass/Fail Option**

North Central Texas College permits enrollment in selected courses on a pass/fail option basis. In courses where this option is available to the student, the instructor will provide the necessary forms for selecting the pass/fail option during the first week of class. (Forms are available in the Registrar’s Office at any NCTC Campus location). The forms must be completed by the student and instructor and returned to the Registrar’s Office by the second

Tuesday of the second week of the current semester. The pass/fail option will not be extended beyond this date. **ONCE YOUR DECISION IS MADE, YOU CANNOT CHANGE YOUR OPTION.** It is not a good idea to select the pass/fail option if the course in which you are enrolled is to be included as a part of your college major and you expect to transfer that course to a senior college or university.

This is not meant to be an audit course. Performance requirements on the part of the student are the same regardless of the pass/fail option or the traditional A, B, C, D, F system. Courses taken on a pass/fail basis do not earn grade points; however, failing grades will be counted in the student’s grade point average.

### **Grade Points**

Letter grades are assigned numerical values, or “grade points”, as follows per semester hour:

A = 4 grade points	B = 3 grade points
C = 2 grade points	D = 1 grade point
F = 0 grade points	

Courses with a grade of “P”, “W”, or “I” are not assigned grade point values and are not considered in computing grade point average (GPA). When a course is repeated, the higher grade earned is included in the computation of the GPA.

A student’s GPA is determined by dividing the total grade points earned by the total number of hours attempted. To illustrate, a student who has attempted 30 semester hours, earning 60 grade points, would have a GPA of 2.0.

### **Minimum Grades for Good Standing**

All students enrolled in credit courses at North Central Texas College, whether on a full-time or part-time basis, must maintain a minimum cumulative grade point average of 2.0 to remain in good standing.

### **Academic Probation**

A student whose cumulative GPA is less than 2.0 at the end of a Fall or Spring semester for which the student is enrolled will be placed on Academic Probation. A student on Probation is notified of this status through NCTC e-mail, and a notation on the transcript.

A student who is placed on Academic Probation status, and whose cumulative GPA remains below 2.0 at the end of the next Fall or Spring semester in which the student is enrolled, but whose term GPA for that Fall or Spring is at least 2.0, will remain on Probation status. In this case, that student will not progress to Suspension status as long as he/she is achieving a Fall or Spring term GPA of at least 2.0, therefore showing satisfactory academic progress towards improving the cumulative GPA. Students be

advised, a cumulative GPA of at least 2.0 is required for graduation from NCTC.

A student on Suspension from another college or university (as noted on the student's official transcript), will be required to submit an Appeal to the Admissions office of NCTC in order to be eligible for enrollment. If approved for enrollment, this student will automatically be placed on Academic Probation status at NCTC, and therefore MUST earn a term GPA of at least 2.0 in the first semester at NCTC in order to avoid moving to Suspension status.

### **Academic Suspension**

A student who is already on Academic Probation status will move to Suspension status if his/her cumulative GPA remains below 2.0 at the end of the next Fall or Spring semester in which the student is enrolled, AND his/her term GPA for that Fall or Spring semester is also below 2.0. A student on Suspension is notified of this status through a mailed letter, NCTC and CANVAS e-mail, and a notation on the transcript. A student placed on Academic Suspension is required to sit out the next semester in which he/she intended to enroll at NCTC, unless the student completes the Appeal process AND is approved for enrollment. Students approved for an Academic Suspension Appeal will be assigned an academic advisor, will be limited to the number of hours in which they can enroll, and will also have other obligations to meet during their appeal semester, such as attending College Success seminars.

A student placed on Academic Suspension status whose Appeal has been denied or who does NOT Appeal but rather sits out the next semester(s) (i.e. sits out Summer and/or Fall if placed on Suspension after Spring, or sits out Spring if placed on Suspension after Fall), will have a Registration Hold placed on his/her account and MUST meet with an Academic Advisor in order to re-enroll for the next eligible semester. Also, this student will automatically be placed on Academic Probation status when he/she does re-enroll at NCTC, and therefore MUST earn a term GPA of at least 2.0 in the first semester back at NCTC in order to avoid returning to Suspension status.

### **Academic Suspension - Permanent Suspension**

NCTC does not permanently suspend students for poor academic performance.

### **Student Grade Appeal**

Any student wishing to appeal the final grade received in any course may do so according to the following procedure:

1. Collect all tests, assignments, class notes and other relevant materials and request a conference with the instructor of the course in question.
2. Present the case in writing for grade appeal directly to the instructor.
3. If not satisfied with the decision of the instructor, the student has 15 calendar days to appeal in writing to the instructor's Department Chair or Program Coordinator (see listing in College Personnel section of the Catalog). All tests, assignments, class notes and other relevant materials must be presented to the Department Chair or Program Coordinator.
4. If not satisfied with the decision of the Department Chair or Program Coordinator, the student has 15 calendar days to appeal in writing to the appropriate instructional Dean. All tests, assignments, class notes and other relevant materials must be presented to the instructional Dean.
5. If not satisfied with the decision of the instructional Dean, the student has 15 calendar days to appeal in writing to the Vice President of Instruction. All tests, assignments, class notes and other relevant materials must be presented to the Vice President of Instruction.
6. If not satisfied with the decision of the Vice President of Instruction, the student has 15 calendar days to appeal in writing to the President of the College. All tests, assignments, class notes and other relevant materials must be presented to the President.

Grade appeals may only be considered if the procedure has been followed explicitly in the order outlined. The grade appeal process must be initiated and completed within one calendar year of completion of the course. Grade appeals after the deadline will not be considered.

### **Graduate Guarantee Program**

#### **Transfer Credit**

NCTC guarantees to its Associate of Arts and Associate of Science students who have met the requirements for the degree, beginning May, 1992 and thereafter, that course credits will transfer to other public-supported Texas colleges or universities provided the following conditions are met:

Transferability means acceptance of credit toward a specific major and degree at a specific institution. These three components must be identified by the student during the application for admission process prior to the first semester of enrollment at North Central Texas College.

1. Limitations on total number of credits accepted in transfer, grades required, relevant grade point average, and duration of transferability apply as stated in the

general undergraduate catalog of the receiving institution.

2. Transferability refers to courses in a written transfer/degree plan filed in a student's file at North Central Texas College.
3. Only college-level courses with Community College Academic Course Guide Manual approved numbers are included in this guarantee.

If all the above conditions are met and a course or courses are not accepted by a receiving institution in transfer, the student must notify the Vice President of Instruction at North Central Texas College within 10 days of notice of transfer credit denial so the "Transfer Dispute Resolution" process can be initiated.

If course denial is not resolved, North Central Texas College will allow the student to take, within a one-year period from granting of a degree at North Central Texas College, tuition-free alternate courses, semester hour for semester hour, which are acceptable to the receiving institution. The graduate is responsible for payment of any fees, books or other course-related expenses associated with the alternate course or courses.

#### **Guarantee for Job Competency**

If a recipient of an Associate of Applied Science degree or Certificate of Completion is judged by his/her employer to be lacking in technical job skills identified as exit competencies for his/her specific degree program, the graduate will be provided up to 12 tuition-free credit hours or additional skill training by North Central Texas College under the conditions of the guarantee policy. Special conditions which apply to the guarantee include the following:

1. The graduate must have earned the Associate of Applied Science degree or Certificate of Completion beginning May, 1992 or thereafter in a technical, vocational or occupational program identified in the college's General Catalog.
2. The graduate must have completed requirements for the Associate of Applied Science degree or Certificate of Completion with the North Central Texas College system, with a minimum 75 percent of credits earned at North Central Texas College, and must have completed the degree or certificate within a five-year span.
3. Graduates must be employed full-time in an area directly related to the area of program concentration as certified by the appropriate Department Chair.
4. Employment must commence within 12 months of graduation.
5. The employer must certify in writing that the employee is lacking entry-level skills identified by North Central Texas College as program exit competencies and must

specify the areas of deficiency within 90 days of the graduate's initial employment.

6. The employer, graduate, Department Chair, and appropriate faculty member will develop a written educational plan for retraining.
7. Retraining will be limited to 12 credit hours or additional skill training related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
8. All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
9. The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees and other course-related expenses.
10. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.

A student's sole remedy against North Central Texas College and its employees for skill deficiencies shall be limited to 12 credit hours of tuition-free education under the conditions described above. Activation of the "Graduate Guarantee Program" may be initiated by the graduate by contacting the appropriate Department Chair within 90 days of the graduate's initial employment.

#### **Graduation/Degree Requirements**

A student must have a cumulative GPA of at least 2.0 in the work presented for any degree. To be a candidate for graduation from North Central Texas College, a student must complete a minimum of 18 semester hours in residence for any degree or certificate. (Refer to NCTC Catalog for specific requirements for degrees and certificates).

#### **Application for Graduation**

To be considered a candidate for a degree or certificate, the student must submit an application for graduation or be identified as expected to graduate by the Registrar's Office. To ensure graduation, students need to submit an application for graduation. These applications may be obtained from and should be returned to the Registrar's Office. Deadlines for turning in graduation applications are: Spring – March 1; Fall – October 1. Graduation Applications received after the deadline will be processed, but the student's name will not be published in the graduation program. (*Refer to note below about commencement.*)

An evaluation of course work submitted to fulfill degree requirements must be completed before candidacy for graduation is approved. Any student within 12 hours of finishing may participate in commencement. Those applying for May graduation must fulfill all requirements

by the end of the second summer session following the semester they applied. Diplomas are granted only after all requirements are met.

North Central Texas College holds formal commencement ceremonies twice each year—in May and December. Degrees are officially conferred when the Registrar's Office certifies that all requirements have been met; therefore, participation in the graduation ceremony, in itself, does not confer on a student any rights to a degree. Nevertheless, candidates for graduation are highly encouraged to attend and participate in the designated graduation ceremony. NCTC makes a special effort to give graduates (and their families) a beautiful and memorable ceremony to mark this important milestone in their lives. It truly is an event not to be missed.

### **Graduation Honors**

Graduation honors will be awarded for students with the following cumulative grade point averages earned by the end of the Fall semester prior to the May graduation ceremony and by the end of the summer session prior to the December graduation ceremony. A minimum of 29 hours (earned at NCTC by the end of the Fall semester prior to the May graduation ceremony and by the end of the summer session prior to the December graduation ceremony) will be required in order to be considered for graduation honors.

4.0 GPA	Summa cum laude
3 .90-3.99 GPA	Magna cum laude

### **Catalog Restrictions**

A student who enrolls at North Central Texas College during any academic year and who earns college credit for work done during that year may graduate under the degree requirement provision of (1) the current catalog, (2) the catalog in force during the student's first year of enrollment, or (3) the catalog of any succeeding year during which the student was enrolled. This applies provided the student meets the requirements not later than five years from the date of the catalog selected.

### **Housing (On-Campus)**

For all policies regarding student housing on campus, students are asked to consult the current Residence Life Handbook and the current NCTC Catalog. Questions about student housing may also be directed to the Office of the Vice-President of Student Services. Housing for students is available only on the Gainesville Campus. Refer to On-Campus Housing Services in the NCTC Catalog for additional information.

### **International Students**

See Admissions section of the catalog for more information.

Or contact:

International Admissions  
North Central Texas College  
1525 W. California St., Gainesville, TX 76240  
international@nctc.edu

### **Library and Learning Resource Centers**

NCTC has a main library on the Gainesville campus and Learning Resource Centers on the other campuses. Students use the on-line catalog to identify materials and, if the item needed is on another campus, the student can request the item through the on-line catalog. A courier service between campuses ensures rapid delivery of materials.

Students can access many of the Library/LRCs resources on-line. In addition to traditional print resources, NCTC has an eBook collection and thousands of periodical titles (magazines, newspaper, journals, etc.) accessible from any computer on the college's intranet. For information on accessing resources remotely, students should contact their campus Library or LRC.

If a citation found in an on-line periodical database does not provide a link to the full text of the article, students should search the on-line catalog to see if the Library/LRC has a print subscription.

### **Hours of Operation**

Hours may vary by campus and between semesters. Students should consult the current hours posted at the entrance to the Library/LRC at each campus and on the Library/LRC website.

General Access Computer Labs are available on each campus. Lab hours are posted on the Library/LRC website. Students will present identification to use the lab and to check out library materials.

### **Important Note:**

A student's library record must be clear at the conclusion of each semester before transcripts of grades will be released or before he/she is allowed to re-enroll. At the end of the semester, a hold is placed on records of any student having an unpaid fine and/or a currently overdue book. Library/LRC circulation policy is posted on the Library/LRC website.

### **Lost and Found Services**

Lost and found services are located in the Admissions Office of each campus.

## Major

A student's major is the primary course of study with 24 to 36 semester hours in one subject area.

## Orientation Policy

College 101/New Student Orientation is **REQUIRED** for all **first-time NCTC** students, including students who were previously enrolled in Dual Credit courses. The Goal of College 101 is to equip new students with information about college-level expectations, and knowledge of the NCTC resources available to them which can help them have a more successful college experience. College 101 may be completed online at [www.nctc.edu](http://www.nctc.edu) at any point during the year, OR new students can attend an in-person College 101 session at any NCTC campus prior to the start of the Fall and Spring semesters. To find out about the in-person College 101 schedule offered at your preferred campus, please contact an office listed below:

Center	Corinth Counseling and Testing (940) 498-6499
Center	Gainesville Counseling and Testing (940) 668-4216
Center	Flower Mound Counseling and Testing (972) 899-8412
Center	Bowie Counseling and Testing (940) 872-4002, ext. 5212
Center	Graham Counseling and Testing (940) 521-0720

## Parking Regulations

1. Vehicles parked in spaces designated for "Disabled Parking" must display proper markings (window decals, cards, etc.).
2. Students may park in any parking space EXCEPT those marked for "College Vehicles," "Fire Lane," "Disabled" "Reserved" and "Staff".
3. Vehicles parked outside of designated parking spaces and blocking driving lanes or otherwise creating hazards will be reported to the appropriate police department (Gainesville, Corinth or Bowie) and may be ticketed and towed away at the student owner's expense. All NCTC campuses are subject to all city traffic laws; therefore speeding, reckless driving, etc. on campus also will be reported.
4. Students in violation of these parking regulations are subject to disciplinary action.

## Payments for Tuition and Fees

Payment for tuition and fees may be made in person using cash, personal check, MasterCard, or Visa. Payment may also be made using MasterCard or Visa by accessing the College's on-line registration system at [www.nctc.edu](http://www.nctc.edu).

## Picture Identification

NCTC provides photo student ID cards through the Business. Please visit the Business Office on each campus to obtain your photo student ID card.

Picture identification is required for all testing in the Testing Centers. Acceptable picture identification is a driver's license, military ID card, NCTC picture ID, passport or Texas Department of Public Safety ID. Some testing requires a driver's license or other official card, which includes date of birth. All students **MUST** present an official and current NCTC ID Card when accessing Library and Computer Lab services and the DCTA transportation service on the Corinth Campus. There is a \$20.00 replacement fee for all lost or stolen photo ID cards.

## Project REV

Project REV is a federal grant-funded program that provides resources for victims of the following crimes: dating or domestic violence, sexual assault and stalking. Although NCTC is one of the safest college campuses, it is important for students to be informed about these issues, which college-age women are at a disproportionately high risk of facing. More information can be found at [www.nctc.edu/StudentServices/ProjectRev.aspx](http://www.nctc.edu/StudentServices/ProjectRev.aspx).

## Career Services

North Central Texas College provides career-related services to students at all campuses. These services are delivered through several departments and persons as outlined below:

### **Technical Program Faculty**

Students enrolled in technical education programs (criminal justice, nursing, cosmetology, drafting, surgical technology, office systems technology, equine science, business management, computer information technology, agricultural science, radiology technology, petroleum technology, emergency medical services) may network with department faculty to receive advising related to potential careers. Faculty members are also available to assist students in contacting prospective employers for internship and employment opportunities.

**Counseling Center**

The counselors and advisors of this office provide the academic advising students need in order to formalize education and/or vocational objectives, understand the college admissions process, research college majors and transferability of coursework, and assist with resolving personal problems which are impacting a student's academic performance.

As its name implies, this office also serves as the center for administering tests, including the American College TEST (ACT), the College Level Examination Program (CLEP) tests for course credit, high school equivalency tests of the General Education Development (GED) program, and the statewide TSI Assessment to determine placement in college courses.

Personal counseling is available to students on a limited basis with referral to community and private resources when appropriate.

**Job Search Resources**

Job postings can be viewed online under the "Student Employment" link located on the Employment section of the NCTC website. Resume and cover letter assistance are also available to job-seeking students through online resources such as Career Cruising and Grade Results, and also through NCTC's Writing Center. Contact a counselor or advisor for more information about resources to assist you with your job search.

**Prerequisite**

A course that must be satisfied prior to taking a higher level course is a prerequisite.

**Refund Schedule**

Refer to the NCTC Catalog for additional information.

**Scholarships**

The North Central Texas College Foundation awards more than 350 scholarships per semester. These scholarships are made possible by generous contributions of individuals, corporations and private foundations to assist students in reaching their educational goals. The Foundation's scholarships are generally awarded on the basis of academic achievement, financial need, community involvement and leadership. Each scholarship has different award criteria based on the terms identified by the donor, thus opening the door for scholarships for a wide variety of students. Additional scholarships are also available through various college departments, student organizations, faculty association, and other sources.

Students may complete an on-line scholarship application located on the college webpage at [www.nctc.edu](http://www.nctc.edu). To complete your application you must print and sign the

certificate statement and send with your transcript to the NCTC Foundation Office, 1525 W. California St., Gainesville, Texas 76240. Students may also request a scholarship application form from the NCTC Foundation Office or Financial Aid Office on the Gainesville Campus; the Financial Aid Office on the Corinth Campus; or the Counseling Office at the Bowie Campus. Application deadlines are April 15 for the Fall semester and October 15 for the Spring semester.

Students must reapply each year for the NCTC Foundation Scholarships. For more information please call the Foundation Office at (940)668-4213.

**Semester Credit Hour**

A semester credit hour is determined by the number of hours a class is taught during a regular week. (Example: ENGL 1301 meets three hours per week and is a three-semester credit hour class). Lab hours are calculated on a ratio basis. (Example: PHED 1118 meets three hours per week and receives one semester credit hour.

**Sexual Harassment****Definition**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other sexual conduct, either verbal or physical, or any conduct or other offensive unequal treatment of an employee, student, or group of employees or students that would not occur but for their sex, when:

1. The advances, requests, or conduct have the effect of interfering with performance of duties or studies or creating an intimidating, hostile, or otherwise offensive work or academic environment; or
2. Submission to such advances, requests, or conduct is explicitly or implicitly a term or condition of an individual's employment or academic achievement or advancement; or
3. Submission to or rejection of such advances, requests, or conduct is used as a basis for employment or academic decisions.

**Prohibited Conduct**

Employees shall not engage in conduct constituting sexual harassment. The District shall investigate all allegations of such harassment and shall take appropriate disciplinary action against employees found to engage in such harassment.

**Complaint Procedure**

An employee or student who believes he or she has been or is being subjected to any form of sexual harassment as defined above shall bring the matter to the attention of the

dean or immediate supervisor, in accordance with the District's grievance policy [seeDOA (L) or FDE (L)]. However, no procedure or step in that policy shall have the effect of requiring the employee or student alleging such harassment to present the matter to a person who is the subject of the complaint. For more information, refer to NCTC Board Policy Manual (accessible on-line at [www.nctc.edu](http://www.nctc.edu)).

### Smoking Policy

Because of the rising concern over the health hazards associated with smoking and related harmful effects of "secondary" smoke and chewing tobacco, North Central Texas College has established a Tobacco-Free Policy in all campus buildings. College officials recognize that enforcement of this policy will rely upon the thoughtfulness, consideration and cooperation of both smokers and non-smokers for its success. Clove cigarettes (and any other variations) are strictly prohibited on NCTC campuses. See the Tobacco-Free section of the handbook for more information.

### Special Accommodations (Office for Students with Disabilities)

The OSD provides support services for students with disabilities, students enrolled in technical areas of study, and students who are classified as special populations (i.e. single parents). Your path to academic success at NCTC may hold some unexpected challenges. The OSD will serve you if you qualify for disability accommodations as defined by the Rehabilitation Act of 1973, the Americans With Disabilities Act (ADA) of 1990 and the ADA Amendments Act of 2008.

Support services for students with disabilities might include appropriate and reasonable accommodations, or they may be in the form of personal counseling, academic counseling, and career counseling. Furthermore, the OSD Counselors work with students to encourage self-advocacy and promote empowerment. The Counselors also provides resource information, disability-related information, and adaptive technology for students who qualify.

To obtain disability support services, students must:

- be accepted for admission to NCTC;
- meet with an OSD Counselor for an intake session;
- provide documentation from a certified professional in the medical field, psychological field, or educational field, indicating the presence of a physical or mental impairment, which substantially limits one or more major life activities.

### **Types of Accommodations:**

After assessing your documentation, the OSD Counselors will determine the most appropriate accommodations for you.

Accommodations might include:

- Sign Language Interpreters
- Readers and Scribes for Tests
- Extra Time on Tests
- Alternate Testing Environment
- Electronic Tests/Texts
- Notetaker Services
- Registration Assistance
- Adaptive Technology Services

Students who are in technical areas of study and/or are special populations students:

### **Networks Program:**

This program facilitates access to technical education and training and provides support services for students pursuing technical areas of study. Services include:

- **Career Assessment:** Students will be assessed to determine their abilities and interest to assist them in selecting their career choice.
- **Tutors:** Educational tutors may be available to assist students who need additional help comprehending concepts in their area of study or who need help with study skills.
- **Referrals:** The OSD Counselors will work with other NCTC support services and community organizations to refer participants to the appropriate programs or services.
- **Childcare Assistance:** Supplemental monetary assistance is available to students who qualify.

### **Eligibility Requirements:**

1. Students must be enrolled in a technical area of study or in a non-traditional career program.
2. Students must present documentation that shows financial need.
3. Students must complete an intake session with an OSD Counselor.
4. Students must complete a Childcare Assistance Application for the Networks project and provide all requested documentation.

**Inter-Agency Cooperation**

The OSD department also assists students in networking with local and state agencies that provide information resources and services to persons with a wide array of challenges. These departments include, but are not limited to, the Texas Department of Assistive and Rehabilitative Services (DARS) offices. Contact an OSD counselor for referral to these and other agencies.

**OSD Department Contacts**

The OSD Coordinator is located on the Corinth Campus in Room 170 and can be reached at 940-498-6207. The OSD Specialist is located on the Gainesville Campus in Room 110 and can be reached at 940-668-4321. See the NCTC Catalog for additional information.

**Service Animals****Service Animals**

According to the Americans with Disabilities Act, a service animal is defined as "dogs that are trained to do work or perform tasks for people with disabilities."

Texas law parallels the Americans with Disabilities Act with rights and protections for service animals. Texas law provides that service animals must be trained by organizations that generally are recognized as reputable and competent by agencies involved in the rehabilitation of people with disabilities.

Requirements for service animals and their owners at North Central Texas College include:

1. Dogs must be licensed in accordance with city regulations and wear a valid vaccination tag.
2. Any other animals that are trained for service to a person with a disability must have vaccinations appropriate for that type of animal.
3. Animals must be in good health.
4. Any service animals occupying NCTC housing must have an annual clean bill of health from a licensed veterinarian.
5. Animals must be on a leash at all times.
6. The owner of the service animal must be in full control of the animal at all times.
7. The owner is responsible for appropriate waste clean-up and overall cleanliness of the animal.

The service animal owner is responsible for the appropriate management of his or her animal in all NCTC facilities. Disruptive and/or aggressive behavior on the part of the animal may result in the owner being asked to remove the animal from NCTC facilities.

**Service with Service/Assistance Animals**

Students with disabilities desiring to use a service animal on campus must contact the Office for Students with Disabilities (OSD) to register as a student requesting to use a service animal. OSD will assist the student in determining any additional accommodations appropriate to the functional limitations of his or her disability, if needed.

A student with a disability who uses a service animal and who resides in campus-owned housing is required to alert Residential Life of the animal's status.

**Etiquette with Service/Assistance Animals**

- Allow a service animal to accompany the owner at all times and everywhere on campus except where service animals specifically are prohibited.
- Do not pet a service animal: petting a service animal when the animal is working distracts the animal from the task at hand. Service dogs typically wear a leather harness, scarf or sign to indicate they are working animals.
- Do not feed a service animal. The service animal may have specific dietary requirements. Unusual food or food at an unexpected time may cause the animal to become ill.
- Do not deliberately startle a service animal.
- Do not separate or attempt to separate an owner/handler from her or his service animal.

**Companion/Therapy Animals**

A pet can be considered a companion or therapy animal. A therapy animal does not assist an individual with a disability in the activities of daily living. The therapy animal does not accompany a person with a disability all the time, unlike a trained service animal that is always with its owner. Thus, a therapy animal is not covered by laws protecting service animals and giving rights to service animals.

Contact OSD for more information about service and assistance animals.

**Student Activities**

The College administration welcomes input from students regarding its student activities programs. NCTC strives to be responsive to practical suggestions for expansion of existing programs or implementation of new ones within the framework of budgetary limitations, available staff and physical facilities. Refer to the NCTC Catalog for additional information.

## Student Health Services

Because such a large number of North Central Texas College students commute, no student health service such as an infirmary is currently available on any campus. However, each campus is only minutes away from a variety of health care facilities in the communities served by NCTC. Students who live on campus are urged to secure the services of a local physician to see in case of emergency. Also, students living in the Residence Hall are urged to inform the Residence Hall Manager and the Office of the Vice-President of Student Services of any medical conditions such as diabetes, seizure disorder, etc., so that appropriate steps may be taken in case of an emergency. Moreover, such students are urged to inform these persons of any family physician or family member who should be contacted in emergency situations.

**Important Note on Bacterial Meningitis Vaccination:** During the 2011 Texas Legislative session, Senate Bill 1107 (SB 1107) was passed and signed into law. Effective with enrollment after January 1, 2012, SB 1107 requires students, with certain exceptions, to provide proof of meningitis vaccination. During the 2013 Texas Legislative session, Senate Bill 62 (SB 62) was passed. Please check the NCTC website for additional information.

## Student Organizations

Student clubs and organizations are sanctioned by the college administration according to the belief that each renders a particular service to the college and to the student body. No effort is made to dictate inflexible rules or procedures or to manipulate decisions regarding activities or projects, but the college expects all student organizations to conduct their affairs in a manner appropriate to proper codes of conduct and in accordance with institutional policies and regulations.

All student group-sponsored activities on the college campus are to be sponsored by one of the recognized clubs or organizations and its advisors.

Club promotions, fund-raisers and activities involving the public must be cleared through the Vice-President of Students or the Director of Student Life.

New clubs and organizations are required to petition the Vice-President of Student Services for official recognition.

Specific questions regarding Student Activities and Organizations should be made to the Vice-President of Student Services or the Director of Student Life at 940-668-4240 or [kbrown@nctc.edu](mailto:kbrown@nctc.edu)

See Clubs and Organizations in the NCTC Catalog for additional information.

## Student Right-to-Know and Campus Security Acts, Public Law 102-542

This Act requires an institution to collect certain statistics concerning the occurrence on campus of the following criminal offenses that have been reported to the Vice-President of Student Services.

North Central Texas College's annual campus security reports are posted on the NCTC website and are available for the general public to review. It can be accessed at <http://ope.ed.gov/security/Search.asp>

### **Registered Sex Offenders Notification**

In accordance with the Campus Sex Crime Prevention Act (Section 1601 of Public Law 106-386), which is a Federal Law enacted on October 28, 2000, that provides for the tracking of convicted registered sex offenders enrolled as students at institutions of higher education or working on college campuses, the North Central Texas College in providing the following website available to the college community to search by name and location:  
[https://records.txdps.state.tx.us/dps\\_web/Portal/index.aspx](https://records.txdps.state.tx.us/dps_web/Portal/index.aspx).

Institutions are also required to publish graduation rates for all students and varsity athletes.

For students who began college, Fall 2008:

All degree seeking students	13%
Intercollegiate athletes	35%

Additional information regarding annual completion rates that are broken down by race and sex may be obtained by individual request from the Office of the Registrar.

## Student Role and Participation in Institutional Decision Making

The governing board and administration of North Central Texas College value the opinions and input of students in regard to a wide variety of college-related issues, and they believe strongly in empowering students by giving them a meaningful voice in the institutional decision-making process. This is done in a variety of ways, which include but are not limited to voting membership on the President's Council on Excellence, employee search/selection committees, and many Standing Committees of the college.

In addition, student input is actively encouraged and sought on a system-wide basis from such student organizations as the Student Government, Student Nursing Association and others. At both the Corinth and Bowie campuses, members of Student Advisory Committees provide input on issues of specific interest and importance to both students and the administrative leadership at those sites.

Finally, students may—either individually or collectively—bring issues before the Instructional Council, President’s Cabinet, or other administrative bodies of the college at any time by complying with the appropriate process for requesting that they be placed on the agenda.

### Texas Success Initiative (TSI)

The Texas Education Code, Section 51.403(e), authorizes the Texas Higher Education Coordinating Board to establish guidelines and reporting requirements. The purpose of Chapter 4, Subchapter C, is to implement the Texas Success Initiative for Texas public institutions of higher education. This includes assessing the academic skills of each entering undergraduate student prior to enrollment of the student. Students must be deemed college ready before proceeding to college-level course work.

See Admissions Section on the college website.

Students in the categories mentioned above must sign a waiver before enrollment.

North Central Texas College administers the TSI Assessment during a short period of time prior to the beginning of a semester's registration schedule. This is in addition to the six normally scheduled TSI Assessment examinations held across the state throughout the year. All students should contact the Counseling & Testing Office to obtain information about the dates and times of TSI Assessment testing. Refer to Texas Success initiative in the NCTC Catalog for additional information.

### Testing Services

In addition to academic assessment tests, NCTC Advising, Counseling, Testing Center personnel also administer other types of tests to students on a request basis. Such tests can be scheduled at the student’s convenience. Examples of tests available are: achievement, aptitude, personal interest inventories, personality profiles, reading, study skills, advanced standing examinations and so on. Test results are confidential and interpretations of scores are used only for counseling purposes. Testing services are available at all campuses and are scheduled by appointment only.

### Placement Testing

The NCTC Counseling and Testing Office offers the statewide TSI Assessment for those students who are not TSI exempt and are required to have placement testing. An appointment to take the TSI Assessment may be made by contacting the Counseling and Testing Office at your preferred campus. Current TSI Assessment testing fees are \$25 for all sections, or \$10 per section. The statewide TSI Assessment is computer based, and results will be available immediately upon completion of all required sections.

Students who do not pass/meet NCTC or statewide college readiness standards in one or more sections of the TSI Assessment or previous placement test will be prohibited from enrolling in the following courses:

**READING:** passing score required to enroll in HIST 1301, HIST 1302, GOVT 2305, GOVT 2306, PSYC 2301, and any sophomore level Literature course.

**WRITING:** passing score required to enroll in ENGL 1301 and ENGL 1032

**MATH:** NCTC minimum passing score required to enroll in ANY college-level Math, other than MATH 1332

### TRIO Program

The TRIO Program at North Central Texas College is designed to provide students an equal opportunity to develop their talents and to achieve their academic and career goals. Funded through United States Department of Education grant, this TRIO Student Support Services program is available for students on Bowie, Corinth, Gainesville and Graham campuses who meet specific eligibility requirements. To be accepted into the program, students must have an academic need and meet at least one of the following criteria:

- the student is economically disadvantaged (as determined by federal guidelines).
- the student is a First Generation college student (neither parent has a 4-year college degree).
- the student has a documented disability.

The TRIO staff assists students to become academically successful, increasing their chances of staying in school and/or transferring to a four year institution. The program works closely with all Student Services Offices on campus to provide comprehensive support for students who are eligible. Services provided by the TRIO Program include: tutoring, academic, advising, career counseling, personal counseling, financial literacy information, and cultural enrichment activities.

Students may request an application by contacting the TRIO Programs at the following numbers or addresses:

TRIO Program Office  
1500 N. Corinth Street, Room 170  
Corinth, TX 76208  
Phone 940-498-6214 • Fax 940-498-6404

TRIO Program Office  
1525 W. California Street, Room 112  
Gainesville, TX 76240  
Phone 940-498-4905 • Fax 940-665-7075

## Tobacco Policy

### **Tobacco-Free Campus**

North Central Texas College is committed to providing a safe and healthy environment for its employees, students, and visitors. NCTC recognizes the health hazards of tobacco use and of exposure to secondhand smoke. NCTC restricts the use of any and all tobacco products and is aware that tobacco use influences underage students, accumulates unsightly tobacco litter and interferes with assuring clean air for all who come to the college. More information can be found at [www.nctc.edu/TobaccoFree.aspx](http://www.nctc.edu/TobaccoFree.aspx).

## Tutoring

Tutoring is available to students who need assistance with their coursework. Please contact any campus Student Success Center for more information.

The Student Success Center is designed to help all students at NCTC develop tools to achieve their academic goals. The center links students to FREE tutoring, including a Writing Center, a Math Lab, and free online tutoring in the evening. Refer to the Department of Student Success in the NCTC Catalog for more information.

## Veteran Services

NCTC, in conjunction with the U.S. Department of Education and Veteran's Administration, provides an Office of Veteran Services. Staffing the office are personnel trained in VA law, regulations and procedures to help each qualified veteran or eligible dependent with questions and/or claims related to eligibility, educational benefits, and tutorial assistance. Veteran Services is housed in the Financial Aid Office on both the Gainesville and Corinth Campus; contact the Director of Financial Aid at 940-668-4242 or Financial Aid Office in Corinth at 940-498-6294 for more information. Refer to the NCTC Catalog for additional information.

## Vocational Rehabilitation

The Texas Department of Assistive and Rehabilitative (DARS) offers assistance for tuition and non-refundable fees to students who have certain disabling conditions, provided their vocational objectives have been approved by a DARS counselor. Examples of such conditions are physical limitations, emotional disorders, diabetes, epilepsy, heart conditions, etc. Other services also are available to assist the handicapped or disabled student to become employable. Application for such service should be made to: Texas Department of Assistive Rehabilitative - (DARS). For more information, contact 1-800-687-6544.

## Voter Registration

Voter registration cards are made available at the start of each semester through the Vice-President of Student Services office (Gainesville) and the Admissions Offices. NCTC students are encouraged to vote as part of their civic duty.

## Section II

### Related Policy References

**IMPORTANT NOTICE:** Students should consult the official NCTC Board Policy Manual (which can be accessed on the NCTC website at <http://pol.tasb.org/Home/Index/335>) for additional information regarding policies relating to students, conduct and rights and responsibilities. Official policies are frequently revised and updated; therefore, the wording of some of the policies cited below may not correspond precisely with that found in the most current edition of the NCTC Board Policy Manual. They are included here as a guide and for informational purposes only and should not be considered "official."

### Transportation Management

[See **CJ (Local)**]

#### ***Modes of Transportation***

Modes of transportation used for student travel shall include, but not be limited to, cars, vans, and buses. Travel arrangements for student groups shall be made in accordance with administrative regulations.

#### ***Driver Requirements***

A driver who is transporting students in College District-owned or leased - vehicles must:

1. Be an employee or currently enrolled student of the College District who has been approved by the Director or Dean of Administrative Services or the President to operate College District vehicles based upon the employer or enrolled student having an acceptable driving record.
2. Hold a current, valid driver's license appropriate for the vehicle to be driven. A driver of a commercial motor vehicle must have a commercial driver's license.

#### ***Safety Standards***

The driver shall ensure that the number of passengers does not exceed the designed capacity of the vehicle and that each passenger is secured by a safety belt, if provided.

**Driver Fatigue**

A driver shall not drive for more than three consecutive hours without taking a fifteen-minute break or relief from driving by changing drivers.

**Health Requirements and Services: Communicable Diseases**

[See FDAD (Local)]

The College shall not discriminate in enrollment against any student solely on the ground that the student has a communicable disease. Members of the student body of the College shall not be denied access to College facilities or campus activities solely on the ground that they have a communicable disease. The College shall comply with all pertinent status regulations which protect the privacy of persons in the College community who have a communicable disease. The College shall ensure that procedural safeguards sufficient to maintain the strictest confidence about persons who have HIV infection are in effect in all offices of the College.

**Solicitations**

[See FI (Local)]

All fund-raising activities carried on by College-sanctioned clubs and organizations must be cleared and approved in advance by the Vice-President of Student Services or designee on other campuses. NCTC non-student organization must schedule activities with the Office of Student Services on all other campuses. Generally, solicitation of monetary contributions among students, faculty, administration, or staff is strictly forbidden on campus.

**Security and Retention Of Student Records**

[See FJ (Local)]

The Director of Admissions and Registrar is designated as primary custodian of student records and is responsible for the security of all student records.

Student grade transcripts shall be maintained in a secure vault area with access limited to authorized personnel only. Duplicate copies of grade transcripts shall be made on a regular basis and stored in an off-site facility.

The retention and disposal of related student records shall be consistent with the approved record retention schedule on file in the Office of Admissions and Registrar. The record retention schedule shall be reviewed periodically and updated to accommodate local needs and changing governmental requirements.

**Types and Locations of Records**

Each record custodian shall be responsible for the education records of the District. These records may include:

1. Admissions data, personal and family data.
2. Standardized test data, including intelligence, aptitude, interest personality, and social adjustment ratings.
3. All achievement records, as determined by tests, recorded grades, and teacher evaluation.
4. Attendance record.
5. Records of faculty, counselors, or administrative conferences with the student or pertaining to the student.
6. Disciplinary records. (Kept separate from academic records).
7. Copies of correspondence with parents and others concerned with the student.
8. Records transferred from secondary schools and other post-secondary institutions the student has been enrolled in.
9. Records pertaining to participation in student activities including awards or recognition by the College.
10. Information relating to student participation in special programs.
11. Records of tuition and fees paid and outstanding.
12. Other records that may contribute to understanding of the student.
13. Financial aid records.
14. Records of scholastic disciplinary actions.
15. Job placement records.
16. Scholarships or other financial awards.
17. Academic awards or recognition by the College.

**Directory Information**

Directory information may be released to the general public without the written consent of the student. A student may request that all of any of the general information be withheld from the public by making a written request to the Office of Admissions and Registrar during the first twelve days of the fall or spring semester, or the first four class days of a summer session. This request to withhold information shall apply only to the current enrollment period. The following is considered to be directory information:

1. Name, address, telephone number;
2. Student email

3. Date and place of birth;
4. Participation in officially recognized activities and sports;
5. Major field of study;
6. Weight and height of athletes;
7. Enrollment status (full-, part-time, etc.);
8. Degrees and awards received;
9. Dates of attendance;
10. Previous high school and college attended;
11. Grade level.

Directory information shall be released to any individual or organization that files a written request with the Director of Admissions and Registrar or designee.

#### **Access by School Officials**

For the purposes of this policy, “school officials” shall mean any employees, trustees, or agents of the District, as well as attorneys, consultants, and independent contractors who are retained by the District. “School Officials” are deemed to have a “legitimate educational interest” in a student’s records when they are working with the student; considering disciplinary or academic actions or the student’s case; compiling statistical data; or investigating or evaluating programs.

#### **Custodians of Records**

The custodians of records are as follows:

1. Academic Records:
  - a. Admissions records and documents, transcripts and permanent records of grades earned, hours completed - Director of Admissions and Registrar.
  - b. Adult vocational and avocation (non-credit) program records, community records - Dean of Lifelong Learning.
2. Student Affairs Records - Vice-President of Student Services, Associate Dean of Student Services (Corinth), and Director of Counseling/Testing.
3. Financial Records – Vice-President of Financial Services and Director of Student Financial Aid.

Address for the custodians of records shall be included in the Annual Notice of Students Rights under 20 U.S.C. 1232g.

#### **Records Not Accessible to Students**

The following information is not accessible to students:

1. Financial information submitted by their parents.
2. Confidential letters and recommendations associated with admissions, employment, or job placement, or

honors to which they have waived their right of inspection and review.

3. Educational records containing information about more than one student, in which case the institution shall permit access only to that part of the record, which pertains to the inquiring student.
4. Confidential letters and recommendations placed in their files prior to January 1, 1975, provided these letters were collected under established policies of confidentiality and used only for the purposes for which they were collected.

#### **Review of Record**

Any student who desires to review his record may do so upon request to the appropriate office immediately responsible for the record. A student may be required to complete a “Request for Review of Student Record” form.

#### **Procedure to Amend Records**

Any student who desires to challenge the accuracy of his/her record should follow the procedure outlined below:

1. Information Review: Follow the procedure as outlined for REVIEW OF RECORD. The custodian of the record shall summarize action taken on “Request for Review of Student Record” form and shall sign and date the form. Within 15 school days of the record custodian’s receipt of a request to amend records, the District shall notify in writing of its decision on the request and, if the request is denied, of their right to a hearing. If a hearing is requested, it shall be held within ten school days after the request is received.
2. Formal Review: If the informal review does not clarify the question of accuracy of record keeping, the student may request a formal review. The Vice President of Instruction shall chair and appoint a committee to hear challenges concerning academic records. The Vice-President of Student Services shall chair and appoint a committee to hear challenges concerning non-academic records.

The student shall be notified in advance of the date, time, and place of the hearing. The chairman, a person who is not responsible for the contested records, shall conduct the hearing. Members of the hearing committee shall not have a direct interest in the outcome of the hearing. The student shall be given a full and fair opportunity to present evidence and may be assisted or represented at the hearing, at his own expense. The student shall be notified of the decision in writing within fifteen school days of the hearing. The decision shall be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision. If after the hearing the request is refused, the student shall be given a copy of this policy and the opportunity to within thirty school days, place in the record a statement commenting on the

information and/or setting forth any reason for disagreeing with the District's decision.

### **Student Activities**

[See FK (Local)]

#### ***Off-Campus Speakers/Entertainers***

Any organization wishing to invite a speaker or outside entertainer to campus who is not a member of the College community must contact and receive prior approval from the Vice-President of Student Services or designee on other campuses.

#### ***Campus Visitors Rules***

Visitors are welcome on the campus. However, when undesirable behavior on the part of the campus guest hinders or threatens the normal function of the campus, he/she will be asked to leave the campus, and, if this is not done, he/she will be escorted off campus premise by local law enforcement officials. Violators may be prosecuted under Texas law. The following acts are considered violation of College policy or state and local law.

1. Destroying or defacing property.
2. Disrupting classes or campus activities.
3. Posting or carrying unauthorized signs, posters, leaflets, etc.
4. Disturbing the peace (inside or outside of buildings).
5. Blocking a public passageway.
6. Possessing or being under the influence of any illegal drug or intoxicating beverage.
7. Driving recklessly or in any way endangering the health and well being of others.
8. Loitering (on campus for no apparent purpose or reason).
9. Speaking or behaving in any way that might be considered abusive or indecent.
10. Attempting to organize or promote any unauthorized organizations or activities.
11. Violating any NCTC regulations.

#### ***Scheduling Events***

A student activities calendar of all college campus activities is maintained in the Office of the Vice-President of Student Services at each campus. It is necessary that all events and activities of the various campus student organizations/ clubs be approved and cleared in advance to prevent any conflict in activities or in the use of facilities.

Activities that are planned for the college facilities should be scheduled at least two weeks in advance. A faculty or

staff sponsor must be present at all activities. Students must remember that all functions on campus are subject to applicable laws and regulations prohibiting alcoholic beverages, drugs, firearms, and so on. Students should remember also that all such functions and events must terminate by midnight, with any variations to be approved in writing by the Vice-President of Student Services.

#### ***Admission Fees***

When any student organization sponsors a campus function for which an admission fee shall be charged, the proposed fee must be cleared in advance through the Vice-President of Student Services. Faculty-staff sponsors must be present at such functions to oversee the collection of admission fees.

#### **Student Activities: Student Publications**

[See FKA (Local)]

#### ***Posters/Announcements***

College organizations may use the bulletin board in the Snack Bar and Activities Center areas for posting notices, posters, and the like. Posting of such announcements, posters, flyers, and the like, in other locations on campus must be approved in advance by the Vice President of Student Services or designee on other campuses. In addition, materials are subject to the following restrictions:

1. Persons desiring to post an announcement, poster, and the like, must have it initialed "approved" and dated in the office of the Vice-President of Student Services or designee on other campuses.
2. Announcements, flyers, and the like shall not exceed a size of 8-1/2" x 11", and posters may not exceed 24" x 36".
3. Such materials may be posted only in approved locations in each building on campus. Student organizations may check with the Vice-President of Student Services or designee on other campuses. No announcement or poster is to be placed on any general glass or wall space; however, with approval of the responsible faculty or staff member, they may be placed inside office windows or on doors (such as the bookstore.)
4. Posters, announcements, flyers, notices, and the like may remain up for various periods of time in advance of the event they concern (usually a week to 10 days). All shall be removed immediately after the event by an organizational representative. Repeated failure to remove them may jeopardize the organization's right to post any future notices.

### **Student Publications**

All college-published and financed student publications are required to conform explicitly to the canons of responsible journalism (such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and techniques of harassment and innuendo).

The College reserves the right to insure free and responsible media through the educational process.

### **Petitions, Handbills and Literature**

Each student petition, handbill, or piece of literature shall identify the person or organization distributing it. No person or organization may publicly distribute on District property one or more petitions, handbills, or pieces of literature that are obscene or libelous, or that contain nonpermissible solicitation. Distribution must be conducted so as not to interfere with free and unimpeded flow of pedestrian and vehicular traffic or to disturb or interfere with academic or institutional activities. No person or organization may distribute literature by accosting individuals, or by hawking or shouting. The distributor must clean the area around which the literature was distributed.

It is the policy of North Central Texas College not to participate in, directly or indirectly, (including by means of the publishing or distributing of statements) any political campaign on behalf of or in opposition to any candidate for public office. In the absence of recognition, organizations may not reserve College facilities.

While recognized student organizations may reserve University facilities to conduct organizational meetings, or to sponsor and publicize the appearance of a candidate, no organization or individual may:

1. Use College facilities to raise funds through admissions, fees, contributions, donations, or sale materials or services to benefit a political party, campaign, or candidate.
2. Use College facilities for planning or participating in the operational process of a political campaign.
3. Use organization or College funds to purchase promotional material, pay for campaign ads or contribute in any way to a political campaign.
4. Use organization or College funds to pay honoraria or cover transportation, A/V services, accommodation or meal expenses, for candidates for public office.

### **Signs**

For the purposes of this policy, "sign" shall be defined as billboard, decal, notice, placard, poster, banner, or any kind of hand-held sign; and "posting" shall be defined as any means used for displaying a sign.

Except for non-permissible signs, as defined herein, a student or registered student organization may publicly post a sign on District property in areas or location designated by the Vice-President of Student Services or designee on other campuses. No object other than a sign may be posted on District property.

Before publicly posting a sign, a student or registered student organization must:

1. Deposit in the Vice-President of Student Services or designee on other campuses' office a copy, photograph, or description of the sign to be posted.
2. Give notice to the Vice-President of Student Services or designee on other campuses, on a form prescribed by the College President, containing the following information:
  - a. The name of the student or organization; and, if an organization, the name of its advisor.
  - b. The proposed general location for posting the sign.
  - c. The length of time the sign shall be posted.
  - d. The signature of the student; or, if an organization, the signature of its authorized representative and the signature of its advisor.
1. Place the date of posting on each sign posted.

A sign may not be attached to:

1. A shrub or plant.
2. A tree, except by string to its trunk.
3. A permanent sign installed for another purpose.
4. A fence or chain or its supporting structure.
5. A brick, concrete, or masonry structure.
6. A statue, monument, or similar structure.

A sign may not be posted:

1. On or adjacent to a fire hydrant.
2. On or between a curb and sidewalk.
3. In a College building except on a bulletin board.

A student or organization shall remove each of its signs not later than 14 days after posting or attaching or, if it relates to an event, not longer than 24 hours after the event to which it relates has ended. At the time of removal, the student or organization shall clean the area around which the sign was posted. No person may remove a sign posted or attached in accordance with this section without permission from the Vice-President of Student Services or designee on other campuses, the student, or the registered student organization.

### **Non-Permissible Signs**

No student or registered student organization may post or carry a sign that:

1. Involves nonpermissible solicitation.
2. Contains material that is obscene or libelous.
3. Is larger than 22 inches by 28 inches, unless authorized by the Vice-President of Student Services or designee at other campuses as appropriate.

### **Student Activities: Registered Student Organizations**

[See FKC (Local)]

An organization in which membership is limited to students, staff, and faculty may become a registered student organization by complying with the registration procedures established by the Vice-President of Student Services (Gainesville), the Associate Dean of Student Services (Corinth) or the Campus Dean (Bowie).

#### **Registration Required**

A group composed of seven or more students is entitled to register as a student organization. Approval for registration of an organization on any one campus or center is effective College-wide.

Any student group seeking to use College facilities shall apply to the Vice-President of Student Services or designee at other campuses. The College may require payment for use of District facilities in accordance with Board policy. (See GF)

Each registered student organization has the responsibility to abide by the policies and procedures of the College and local, state and federal laws. Registration does not imply approval of the College of the activities of the registered organization.

#### **Eligibility**

A group shall be eligible for registration if:

1. Its membership consists of seven or more students.
2. It does not deny membership to anyone on the basis of sex, handicap, race, nationality, or religion.
3. It has an advisor who is a member of the faculty or staff.
4. It is not under disciplinary penalty prohibiting registration.
5. It conducts its affairs in accordance with College policies, procedure, rules, and regulations, and with local state, and federal laws.
6. Its membership is limited only to students, staff, and faculty of the District.

#### **Application**

A group shall apply for recognition as a registered student organization on an official College form. The completed form shall include:

1. The name and mailing address of the proposed organization.
2. The names and signatures of its officers, members, and its advisor.
3. A general description of its purposes.
4. Tentative plans of procedure.
5. Financial structure, dues, if any, and the like.
6. Method of initiation (shall be approved in advance by Vice-President of Student Services).
7. Proposed constitution, bylaws, or equivalent general outline of the organization's structure, purposes, or operation.

The Vice-President of Student Services shall recommend approval or rejection of the application.

#### **Rejection of Application**

If the Vice-President of Student Services or designee at other campuses does not approve the application for registration, he/she shall provide the applicant with a copy of a written statement of the reasons for refusal, and the applicant may appeal to the President.

The President may take one of the following actions:

1. Affirm the decision.
2. Reverse the decision.
3. Appoint a committee to conduct a hearing and report its findings to the applicant and the President, who will then take final action. The President's decision may be appealed to the Board.

#### **Rights and Duties**

A registered organization shall be entitled to sponsor or present a public performance on College property in accordance with the rules and regulations governing such use.

A registered organization may not advertise or promote events or activities or other functions in a manner that violates the policy on use of College facilities and/or the policy on student discipline and penalties.

#### **Loss of Registration**

A registered student organization may have its registered status cancelled by the Vice-President of Student Services or designee at other campuses if it:

1. No longer meets the eligibility requirements set forth herein.
2. Violates the rights/duties of organizations set forth herein.

A student organization whose registered status has been cancelled may appeal to the President, who may take appropriate action regarding the issue.

A registered student organization whose registered status has been cancelled may apply for re-registration not less than four months following the date of such cancellation.

### **Violations**

Violations of College policy shall subject the student organization to disciplinary action or revocation of registration as a student organization.

The President shall require registered student organizations to furnish to the Vice-President of Students at the beginning of each semester a complete list of officers or other representatives of the organization who are authorized to receive official notices, directives, or information from the College on behalf of the organization. The list shall be kept current and accurate by the organization.

At the beginning of each semester, each registered student organization or group must file with the Vice President of Students an affidavit stating that the organization or group does not, and will not accept any member who is not a student or a member of the faculty or staff of the College.

No registered student organization or group may have any person as a member who is not either a student or a member of the faculty or staff of the institution.

A registered student organization whose registration has been revoked by the College President may apply for re-registration not less than six months following the date of such revocation.

### **Organization Officers**

Each organization shall submit a list of officers and members to the Office of the Vice-President of Student Services at the beginning of each academic year.

### **Use of College Name**

The name of North Central Texas College may be used by campus organizations for any event on or off campus ONLY when:

1. The event has been cleared and approved in advance by the Vice-President of Student Services.
2. The organization's faculty/staff sponsors have full knowledge and approval of the event.

### **Faculty/Staff Sponsors**

All student organizations/clubs must have active faculty-staff sponsors who serve as advisors and guides, who help the group to achieve its purposes and who are versed in College policies affecting such groups. Such sponsors accept this role with the understanding that they will:

1. Attend all social functions sponsored by the group.
2. Give counsel and guidance when necessary and when asked and take care not to interfere with or unduly influence organizational plans, policies or activities.
3. Keep themselves informed of the group's activities.

### **Student Rights and Responsibilities: Student Conduct**

[See FLB (Local)]

### **Definitions**

Definitions to be used in this policy shall be as follows:

1. "Vice-President of Student Services" shall mean an administrator bearing that title, or the officer or officers directly responsible for student affairs in the College.
2. A "student" shall mean one who is currently enrolled in the College. These policies and regulations shall also apply to any prospective or former student who has been accepted for admission or readmission to any component institution while he/she is on the campus of any component institution.

### **Responsibility**

Each student shall be charged with notice and knowledge of the contents and provisions of the rules and regulations concerning student conduct.

### **Specific Conduct Regulations/Restrictions**

All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. In addition to activities prohibited by law (see policies FLB (Local)), the following types of behavior shall be prohibited:

1. **Alcoholic or Intoxicating Beverages:** Possession or consumption of alcoholic beverages on campus. [See FLBE] North Central Texas College student organizations are NOT allowed to serve/have alcoholic beverages at their off campus events. Misconduct occurring at events where alcoholic beverages are served may result in revocation of the organization's charter and/or disciplinary action against the individual students involved.
2. **Campus Dress:** Students shall not wear clothing that materially and substantially interferes with normal school operations. Official sponsors/advisors may establish and enforce regulations for dress and

grooming in regard to attendance at college-sponsored extracurricular activities. Such regulations shall be printed and distributed and/or formally announced to participating students at the beginning of a semester or in advance of activities. Student shall not wear clothing that materially and substantially interferes with normal operation **to include “sagging” which is the manner of wearing pants or shorts below the waist that exposes undergarments.** Official sponsors/advisors may establish and enforce etc.

3. **Cell Phone Policy:** Classroom disruption by cell phones or other electronic devices is prohibited. All cell phones and similar electronic devices must remain turned off and out of sight for the duration of class. Electronic devices utilized in a learning context, such as laptops and language interpreters, may be permitted at the professor’s discretion. A student may face a zero and/or failure in the class if an electronic device is used for cheating during a test. Cheating at North Central Texas College is not tolerated and may result in expulsion.
4. **Cheating:** See Scholastic Dishonesty.
5. **Checks:** Students will be notified by certified letter, return receipt requested, of a check to the college returned for “insufficient funds.” If the check is not redeemed within 24 hours of receipt of the notice, the student will be dropped from the rolls. Generally, there will be a charge assessed for all returned checks, and checks shall not be accepted from students who have given bad checks previously.
6. **Children in Classes and Unaccompanied Children:** Minor children of North Central Texas College students are not permitted to attend class with their parents. Furthermore, minor children may not be unaccompanied at any location or property where North Central Texas College classes are taught. If a minor child is brought to the NCTC campus or any location where NCTC classes are taught, the child must be accompanied by an adult at all times. For their safety and welfare, unaccompanied children on the NCTC campus will be escorted to the Office of Student Services and the parents or guardians will be summoned to pick them up immediately.
7. **Controlled Dangerous Substances (Narcotics/Drugs):** The illegal use, possession, and/or sale of a drug or narcotic, as those terms are defined by the Texas Controlled Substances Act, on campus. Violators will be subject to criminal prosecution and to immediate expulsion from the college. [See FLBE]
8. **Destruction of College Property:** Students who deface or damage college property will be required to pay the full cost of all damages, and such students may be subject to disciplinary action. Persons committing acts of vandalism are subject to criminal prosecution.
9. **Debts:** The college is not responsible for any debts contracted by individuals enrolled in the college or by college-sponsored student organizations. The college does expect such individuals and organizations to properly and promptly discharge their financial obligations. Failure to do so could result in disciplinary action against individual students or revocation of organizational charter. (Refer also to “Payment of Accounts”.)
10. **Disorderly Assembly:** It is expressly forbidden for any group of students to gather in such a manner as to incite riot, do violence to any person or property, disrupt the functions of the college, or interfere with teaching, research, administration, or the college’s subsidiary responsibilities through “disorderly conduct” or “disruptive behavior.”
11. **Falsification of Records:** Any student who has been determined to have intentionally falsified official college records shall be subject to immediate suspension or expulsion.
12. **Firearms/Fireworks/Explosives:** The possession on Campus or campus parklots of firearms, fireworks, or explosives by students (or any unauthorized visitor) is strictly prohibited. Any student violating this rule may be suspended or expelled from the college and shall be subject to criminal prosecution.
13. **Gambling:** Gambling in any form is prohibited on campus. Gambling is also an offense punishable under state and federal law.
14. **Hazing:** Hazing in any form is prohibited by the college. Moreover, college-sponsored student organizations that allow hazing as part of their initiation rites (or for any other reason) may have their charters revoked. [See FLBC]
15. **Parking and Traffic:** The college may require that students register and obtain a parking permit/sticker for motor vehicles brought to campus. Students are expected to observe the various restricted parking areas on campus. Spaces marked Staff Faculty, College Vehicle, Reserved, Fire Lane, Loading Zones, etc., are strictly off limits to student vehicles. Parking spaces marked for Disabled Parking are restricted solely to those for whom they are intended. Violators can expect to have their vehicles towed away and are subject to fines under state law. Speed limits for parking lots and access drives on campus are 20 miles per hour, and students should exercise extreme caution at all times because of the large amount of pedestrian traffic in these areas. Recklessness, speeding, and the like may result in disciplinary action.
16. **Payment of Accounts:** Debts incurred by students to the college are expected to be discharged promptly. Failure to settle such accounts within a reasonable time and/or according to established terms may result in

cancellation of the student's enrollment or in the placing of a hold on the student's official record. Such a hold may result in the failure of a student to receive grades, a diploma, obtain an official transcript or re-enroll. Even in cases of suspension from the college the student is still required to discharge the indebtedness or be subject to civil action through the courts.

17. **Petitions:** The circulation of any petition on college property must have the prior approval of the Vice President of Student Services. [See FKA(Local)]
18. **Physical Violence:** The threat or commission of physical violence or the use of abusive or obscene language against any member of the college community is expressly prohibited. Student violators are subject to disciplinary action including possible suspension or expulsion from the college.
19. **Publications (Anonymous):** Any student or students who publish, circulate or aid in circulating anonymous publications on campus jeopardize their enrollment in the college. [See FKA (Local)]
20. **Scholastic Dishonesty:** Scholastic Dishonesty: Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by Board policies. Scholastic dishonesty shall include, but not be limited to:
  - a. Cheating, which shall include:
    - (1) Accepting any unauthorized assistance in taking quizzes, tests, examinations, standardized tests, and the like.
    - (2) Copying from another exam paper before, during, or after the exam.
    - (3) Having someone else take an exam in the student's place or taking the exam for someone else.
    - (4) Collaborating on take-home exams, papers, or assignments where it has been forbidden.
    - (5) Depending upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments.
    - (6) Intentionally giving or receiving unauthorized aid or notes on examinations, papers, or class assignments intended to be individually completed.
    - (7) Dually submitting a paper or project, or resubmitting a paper or project to a different class without express permission from the instructor.
    - (8) Falsifying or fabricating information on official course materials, such as community service forms, attendance sheets, internship documentation, test proctor forms, and the like.

(9) Acquiring, without permission, tests or other academic materials belonging to a member of the College District's faculty or staff.

(10) Obtaining an unadministered test or information about an unadministered test.

b. "Plagiarism", which shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.

"Plagiarism" is further defined as any of the following:

- (1) Turning in someone else's ideas, opinions, theories, or work as one's own.
- (2) Copying words, ideas, or images from someone else without giving credit.
- (3) Failing to put a quotation in quotation marks.
- (4) Giving incorrect information about the source of a quotation or image.
- (5) Changing words but copying the sentence structure of a source without giving credit.
- (6) Copying so many words, ideas, or images from a source that it makes up the majority of one's work, whether the student gives credit or not.

**Note:** This definition was taken from plagiarism.org with some modification.

c. "Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

21. **Tobacco-Free:** The College District shall be committed to providing a safe and healthy environment for its employees, students, and visitors. In light of findings of the U.S. Surgeon General that exposure to secondhand tobacco smoke and that use of tobacco products are significant health hazards, the Board establishes a tobacco-free environment for the College District. [See CGD(LOCAL)].
22. **Solicitation:** No commercial enterprise will be allowed to operate on campus without prior clearance and approval from the Vice-President of Student Services. Solicitation from outside agents, organizations, salesmen, etc., is rarely permitted. Students are warned not to sign anything an agent or salesman offers until all the fine print has been read, and students are urged to check on all such persons in the Office of the Vice-President of Student Services.
23. **Stealing:** Any student who takes the property of another without right, authority, or prior permission is

guilty of stealing. Stealing is a crime, and thieves are subject to criminal prosecution.

24. **Unauthorized Entry:** Any student who makes unauthorized entry is subject to disciplinary action, and nonstudents may be prosecuted for trespassing and/or breaking and entering. Unauthorized possession of keys to college buildings/facilities also is strictly prohibited.
25. **Unauthorized Holidays:** “Walkouts” or unauthorized holidays are not allowed. In most cases excused absences will be allowed for College-related or college-sponsored activities (such as field trips, attending organizational conventions, etc.) with prior approval from the department chair and instructional dean. Persistent, unjustified absences from classes or laboratories will be considered sufficient cause for college officials to drop a student from its rolls. (For more detailed information regarding attendance regulations, refer to the College Catalog.)
26. **Unauthorized Possession of Examinations:** Any student who illegally obtains, is found in possession of, copies or sells a copy of an examination/test before the test is given will be subject to disciplinary action.
27. **Unlawful Display of Flags:** Under state law (Texas Penal Code 24.09) it is unlawful to display, hoist, raise or place certain flags, standards, colors or ensigns upon or over state college property. Such unlawful action constitutes a misdemeanor; therefore, North Central Texas College students are advised to obtain a copy of the law before displaying certain flags on campus.
28. **Violation of Housing Regulations:** The violation of any of the regulations governing student conduct in College housing may subject the student in question to appropriate disciplinary action, including removal from college housing and/or suspension or expulsion from the college. These rules and regulations governing student conduct in college-owned housing are published and distributed by the Office of the Dean of Student Services.
29. **Weapons:** [See FLBF(Local)]

### **Discipline**

Any student violating this policy shall be subject to discipline, including suspension in accordance with College policies.

### **Student Conduct: Alcohol and Drug Use**

[See FLBE (Local)]

The use of intoxicating beverages shall be prohibited on campus. State law shall be strictly enforced at all times on all property controlled by the District in regard to the possession and consumption of alcoholic beverages.

The possession of alcoholic beverages or drugs is sufficient cause for denying any person entrance to a College function. It is also sufficient cause for the removal of any person from a College function.

A person under the influence of an alcoholic beverage or drug is not to be admitted to a College function. If one is inadvertently admitted, he/she is to be removed when his/her condition is observed.

This policy is to be enforced by properly deputized law enforcement officers and/or authorized College personnel.

### **Prohibitions**

No student shall possess, use, transmit, or attempt to possess, or be under the influence of (legal intoxication not required), any of the following substances on school premises during any school term or off school premises at a school-sponsored activity, function, or event:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

The transmittal, sale, or attempted sale of what is represented to be any of the above listed substances is also prohibited under this policy.

### **Exception**

A student who uses a drug authorized by a licensed physician through a prescription specifically for that student’s use shall not be considered to have violated this rule.

### **Violation**

Students who violate this policy shall be subject to appropriate disciplinary action.

NOTICE: Such disciplinary action may include referral to drug and alcohol counseling or rehabilitation programs or student assistance programs, probation, suspension, expulsion, and referral to appropriate law enforcement officials for prosecution.

### **Student Complaints: Sexual Harassment**

[See FDE (LOCAL)]

**Sexual Harassment by Students**

Students shall not engage in sexual harassment toward another students or a District employee.

*What is the College District policy concerning sexual misconduct?*

The College District forbids employee conduct constituting sexual harassment of students. The College District forbids students from engaging in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a College District employee.

*What is sexual harassment?*

Sexual harassment of a student by an employee includes any unwanted or unwelcome sexual advances, requests for sexual favors, and other verbal (oral or written), physical, or visual conduct of a sexual nature. It also includes such activities as engaging in sexual oriented conversations for purposes of personal sexual gratification, telephoning a student at home or elsewhere to solicit inappropriate social relationships, physical contact that would be reasonably construed as sexual in nature, and enticing or threatening a students to engage in sexual behavior in exchange for grades or other school-related benefit.

*What laws address sexual harassment of students?*

Sexual harassment or abuse of students by College District employees may constitute discrimination on the basis of sex and is prohibited by Title IX (the federal law prohibiting gender-based discrimination by schools that receive federal funds).

*What will the College District do when it learns of sexual harassment of a student?*

When a college administrator receives a report that a student is being sexually harassed or abused, he or she will initiate an investigation and take prompt action to intervene.

*What do I do if I have been sexually harassed at college?*

A student who has a complaint alleging sexual harassment by other student (s) or sexual harassment by an employee may request a conference with the appropriate administrator or designee, or the College Districts Title IX coordinator. The conference will be scheduled and held as soon as possible, but within seven calendar days. The appropriate administrator or the Title IX coordinator will coordinate an investigation. Oral complaints should be reduced to writing to assist in the College District's investigation.

A complaint may also be filed separately with the Office of Civil Rights:

Regional Director  
Office of Civil Rights, Region VI  
1999 Bryan Street, Suite 2600  
Dallas, Texas 75201

Telephone: (214) 880-2459

Fax: (214) 880-3082 • TDD: (214) 880-2456

*Who is the Title IX coordinator and how do I contact that person?*

The Title IX coordinator for the College District is:

Vice-President of Student Services  
1525 W. California Street  
Gainesville, Texas 76240  
Telephone: (940) 668-4240

The Title IX coordinator is a College employee who has the responsibility to assure College District compliance with the requirements of Title IX. The coordinator will investigate or oversee an investigation of a complaint alleging violations of Title IX.

The College District has adopted complaint procedures for handling Title IX complaints, which may be obtained from the appropriate administrator or Title IX coordinator. The student may be accompanied by an advisor throughout the complaint process.

*Will my complaint be confidential?*

To the greatest extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation.

*What if I am not satisfied with the College District's resolution of my complaint?*

If the student is not satisfied with the College District's initial response to the complaint, he or she has seven calendar days to request a conference with the College President or designee, which will schedule and hold a conference. Prior to or at the conference, the student must submit a written complaint that contains a statement of the complaint; any evidence to support the complaint; the resolution sought; the student's and/or student (s) signature; and the date of the conference with the appropriate administrator.

If the student considers the resolution unsatisfactory, he or she may request that the Board of Regents hear the complaint at its next regular meeting, in accordance with policy BD (Local). The Board will hear the complaint in closed meeting, unless otherwise required by the Texas Open Meetings Act. At the conclusion of the hearing, the Board will decide what action it deems appropriate.

**Student Conduct: Weapons**

[See FLBF (Local)]

A student shall not intentionally, knowingly, or recklessly possess or go onto school premises with any prohibited weapon, as defined below, unless pursuant to written regulations or written authorization of the District. Penal Code 46.03 (a)

Prohibited weapons are defined as follows:

1. A firearm (any device designed, made and adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use). Penal Code 46.03 (s), 46.01 (3)
2. An illegal knife (hand instrument designed to cut or stab another by being thrown, dagger, bowie knife, sword, spear). Penal Code 46.03 (a), 46.01 (6)
3. An explosive weapon (any explosive or incendiary bomb, grenade, rocket, or mine that is designed, made or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the principal purpose of causing such as loud report as to cause undue public alarm or terror, and includes a device designed, made, or adapted for delivery or shooting an explosive weapon). Penal Code 46.01 (2)
4. A machine-gun (any firearm that is capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger). Penal Code 46.01 (9)
5. A short-barrel firearm (rifle with a barrel less than 16 inches or a shotgun with a barrel of less than 18 inches, or any weapon made from a rifle or shotgun that, as altered, has an overall length of less than 26 inches). Penal Code 46.01 (10)
6. A switchblade knife (any knife with a blade that folds, closes or retracts into the handle or sheath and that opens automatically by pressing a button or by the force of gravity or centrifugal force). Penal Code 46.01 (11)
7. Knuckles (any instrument consisting of finger rings or guards made of a hard substance that is designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles). Penal Code 46.01 (8)
8. Armor-piercing ammunition (handgun ammunition that is designed primarily for the purpose of penetrating metal or body armor and to be used primarily in pistols and revolvers). Penal Code 46.01 (12)
9. A chemical-dispensing device (other than a small chemical dispenser sold commercially for personal protection), that is designed, made or adapted for the purpose of causing an adverse psychological or physiological effect on a human being. Penal Code 46.01 (4)
10. A zip gun ( a device or combination of devices that was not originally a firearm and is adapted to expel a projectile through a smoothbore or rifled-bore barrel by using the energy generated by an explosion or burning substance). Penal Code 46.01 (16)

11. A club (an instrument specifically designed, made or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, including a blackjack, nightstick, mace, and tomahawk). Penal Code 46.01 (1), Penal Code 46.05 (a)

#### Student Conduct: Disruptions

[See FLBH (Local)]

#### **Disorderly Conduct**

Disorderly conduct shall include any of the following activities occurring on property owned or controlled by the College or at College-sponsored functions:

1. Behavior of a boisterous and tumultuous character such that there is a clear and present danger of alarming persons where no legitimate reason for alarm exists.
2. Interference with the peaceful and lawful conduct of persons under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
3. Violent and forceful behavior at any time, such that there is a clear and present danger that free movement of other persons will be impaired.
4. Behavior involving personal abuse or assault when such behavior creates a clear and present danger of causing assaults or fights.
5. Violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
6. Willful and malicious behavior that interrupts the speaker of any lawful assembly or impairs the lawful right of others to participate effectively in such assembly or meeting when there is reason to believe that such conduct will cause or provoke a disturbance.
7. Willful and malicious behavior that obstructs or causes the obstruction of any doorway, hall, or any other passageway in a District building to such an extent that the employees, officers, and other persons, including visitors, having business with the District are denied entrance into, exit from, or free passage in such building.

#### **Violations**

Any student participating in a violation of this policy may be subject to suspension or expulsion from the College. In such situation, the President or his/her designated representatives have the responsibility to determine when conditions cited above prevail, and they will have the authority to take such steps as deemed necessary and reasonable to quell or prevent such disruption.

## Student Rights and Responsibilities: Student Complaints

[FLD (Local)]

### **Exclusions**

Student complaints regarding discipline and sexual harassment are covered by separate procedures. [See FMA and FLDA, respectively]

### **Purpose**

The purpose of this policy is to secure at the first possible level prompt and equitable resolution of student complaints, including those alleging discrimination on the basis of race, religion, color, sex, age, national origin, or disability.

### **Representation**

The student may be represented at any level of the complaint.

### **Discussion of Complaint**

If the complaint involves a problem with an instructor, the student shall discuss the matter with the instructor before requesting a conference with the department chair at Level One. If the complaint involves a grade received, the student shall collect all tests, papers, daily assignments, class notes and other relevant material prior to the conference with the instructor in question.

### **Level One**

A student who has a complaint shall request a conference with the department chair, or counselor or Student Services, whichever would be most appropriate for the occasion, who shall schedule and hold a conference with the student.

### **Level Two**

If the outcome of the conference with the department chair, Student Services, or counselor is not to the student's satisfaction, the student has 15 calendar days to request a conference with the appropriate instructional dean, Associate Dean of Student Services (Corinth), or Vice-President of Student Services, as appropriate, or designee(s), who shall schedule and hold a conference. Prior to or at the conference, the student shall submit a written complaint that includes a statement of the complaint and any evidence in its support, the solution sought, the student's signature, and the date of the conference with the department chairman or student services counselor.

### **Level Three**

If the outcome of the conference with the Dean is not to the student's satisfaction, the student has 15 calendar days to

request a conference with the Vice-President of Instruction, who shall schedule and hold a conference. Prior to or at the conference, the student shall submit the written statements required at Level Two and the date of the conference with the vice-president.

### **Level Four**

If the outcome of the conference with the Vice President of Instruction is not to the student's satisfaction, the student has 15 calendar days to request a conference with the College President or designee, who shall schedule and hold a conference. Prior to or at the conference, the student shall submit the written statements required at Level Three and the date of the conference with the vice-president.

### **Level Five**

If the outcome of the conference with the College President or designee is not to the student's satisfaction, the student may submit to the College President a written request to place the matter on the Board of Regents meeting agenda.

The College President or designee shall inform the student of the date, time, and place of the meeting. The Board President shall establish a reasonable time limit for complaint presentations. The Board shall listen to the student's complaint and take whatever action it deems appropriate.

The Board's consideration shall be based on the complaint records developed at the administrative reviews and no new evidence shall be received by the Board. Each side shall be entitled to make oral arguments based on the complaint record within the time restrictions established by the Board.

### **Closed Meeting**

the complaint involves or relates to an employee, it shall be heard by the Board in a closed meeting unless the employee requests it to be public.

### **Discipline and Penalties**

[FM (Local)]

### **Disciplinary Actions**

Following are the types of disciplinary actions which may be invoked against students who are considered to be in violation of any of the College policies or regulations:

1. Reprimand – A verbal or written warning to the student following the commission of a minor rule violation. Repetition of such misconduct may result in more severe disciplinary action.
2. Probation – The placing of a student on notice that continued infraction of regulations may result in the consideration of suspension or expulsion from the College. Such probation may include social and

behavioral restrictions upon the student in question. Probation may be for a specified length of time or for an indefinite period according to the relative severity of the infraction or misconduct.

3. Suspension – Forced withdrawal from the College for either a definite period of time or until stated conditions have been met. Normally, suspension shall extend through a minimum of one regular long semester (with summer sessions not counting in the one semester minimum time lapse). However, suspension may exceed the one semester minimum.
4. Expulsion - Permanent forced withdrawal from the College. A student receiving disciplinary expulsion shall have the action noted in his/her permanent record.
5. When cheating, collusion, or plagiarism has occurred beyond any reasonable doubt, the instructor may give the student or students involved an “F” on a particular assignment or in the course. [See Scholastic Dishonesty FLB(Local)] The instructor shall make a written report of the incident and of the planned action to his Department Chair. The Department Chair shall report the incident and action to appropriate instructional dean who shall review the case, notify the student and, if necessary, take further action. This may involve either probation or suspension of the student or students in question. If such disciplinary action is deemed necessary, the Vice-President of Student Services shall be notified, and the action shall be taken through that office.

The five disciplinary actions listed above shall be considered as separate entities. No progression from one level to another is either intended or implied. Repeated infraction or misconduct of a minor nature may lead to more severe disciplinary actions. When the Vice-President of Student Services (herein referred to as the “Vice-President”) receives information that a student has allegedly violated a College policy or administrative rule, the Vice-President shall investigate the alleged violation. After completing a preliminary investigation, the Vice-President may:

1. Dismiss the allegation.
2. Summon the student for a conference. At this point the Vice-President shall notify the student of the right to be represented by a person of his/her own choice. If the student wishes to be assisted by a representative, the conference shall be postponed up to forty-eight hours until the representative can be present; otherwise, the conference shall continue. After conferring with the student, and/or the representative if necessary, the Vice-President shall:
  - a. Dismiss the allegation.
  - b. Determine whether there is a preponderance of evidence that the student is guilty of alleged misconduct and proceed accordingly.

3. Decide upon and notify the student in writing of the appropriate disciplinary action. Prior to the commencement of suspension/expulsion, explain the appeal procedures to the Student Services Advisory Committee.

### Immediate Disciplinary Action

The Vice-President of Student Services or designee, may take immediate disciplinary action, including suspension against a student for policy violations if the continuing presence of the student poses a danger to persons or property or an ongoing threat of disrupting the academic process.

Any student who fails to comply with the official and proper order of a duly designated College official, acting within the scope of his employment, will be subject to immediate suspension from the College. If immediate disciplinary action is taken, the student shall be summoned to a conference with the Vice-President of Student Services who shall proceed accordingly.

### Suspended or Expelled Students

No former student who has been suspended or expelled for disciplinary reasons from the College shall be permitted on any campus or other facilities of the College during the period of suspension or expulsion without the prior written approval of the College President or a designated representative.

Students who are suspended or expelled may be asked to vacate the campus premises immediately, particularly in cases where a duly authorized administrative official can show due cause to believe that such action is necessary to protect life, health and/or property or to maintain reasonable order.

### Disciplinary Record

The College shall maintain for every student who has been charged with serious misconduct at the College, a permanent written disciplinary record that shall reflect the nature of the charge, the disposition of the charge, the penalty assessed, if any, and any other pertinent information. The disciplinary record shall be separate from the student’s academic record and shall be treated as confidential, and the contents shall not be revealed except upon request of the student or in accordance with applicable state or federal laws. The disciplinary record is normally retained for five years following the student’s graduation or termination from the College. Probationary letters may be removed upon written request of the student after terms of the probation have been completed.

### Discipline and Penalties: Discipline Hearing Procedure

[FMA (Local)]

In cases in which the accused student is subject to suspension or expulsion, the student may appeal the decision of the Vice-President of Student Services to the Student Services Advisory Committee. No other disciplinary action may be appealed to the committee.

**Notice**

The Vice-President of Student Services (herein referred to as the “Vice-President”) shall notify the student concerned by letter of the date, time, and place for the hearing, which shall take place not fewer than three class days after the date of the letter.

The notice shall be in writing, shall state the time and place of the hearing, and shall state the nature of the evidence and the names of any witnesses whose testimony may be used against the student. The notice shall also state the potential punishment.

**Hearing Committee**

The Student Services Advisory Committee shall provide the student a hearing at which the student is afforded due process, which shall include the following:

1. Prior notice of the charges and the proposed sanctions so as to afford a reasonable opportunity for preparation.
2. Right to a full and fair hearing before the Committee.
3. Right to a representative or legal counsel.
4. Opportunity to testify and to present evidence and witnesses in his defense.
5. Opportunity to examine the evidence presented by the College administration and to question the administration’s witnesses.
6. Right to challenge the impartiality of the members of the committee. Impartiality is defined as a person who has no personal stake in the outcome of the proceedings and who is not a witness to the events.
7. Right to make a record of the hearing at his own expense.

**Failure to Comply With Notice**

The Vice-President may suspend or impose other appropriate penalty upon a student who fails without good cause to comply with a letter of notice or, at the discretion of the Vice-President, the Vice-President may advise the Student Services Advisory Committee to proceed with the hearing in the student’s absence.

**Decision**

The hearing committee shall render a written decision as to the accused student’s guilt or innocence of the charges and shall set forth findings of facts in support of the charges. Decisions shall be rendered only on the preponderance of

evidence presented. The penalty shall also be stated in the decision. The Vice-President shall administer the penalty, if any.

**Appeal**

The College President, upon application of the disciplined student within thirty days of the committee decision, may review the decision of the hearing committee and upon review, affirm, modify, or reverse the lower decision. The College President shall notify the student of his decision in writing within fifteen days of receiving the application for review.

**Exhibit A**

**ALCOHOL**

Consumption or possession by a minor. (Sec. 106.04 and 106.05)

Purchasing for or furnishing alcohol to a minor. (Sec. 106.06)

Public intoxication. (Texas Penal Code, Sec. 42.02)

**OTHER DRUGS**

Drug possession

**CRIME & PENALTY**

Misdemeanor 1st violation: \$25 to \$200 fine.  
2nd offense: Not less than \$500.

Misdemeanor: \$100 to \$500 fine.

Class C Misdemeanor: Up to \$500 fine.

**CRIME & PENALTY**

Varies according to placement of the drug on schedules and in possession: Up to \$10,000 fine and 5 to 99 years in jail.

Penalties for drug possession are governed by the Texas Health & Safety Code, Subtitle C. Specific penalties may vary depending on the type of drug and amount.



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