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Official Bulletin

Volume LXXV, No. 1



NORTH CENTRAL TEXAS COLLEGE

TABLE OF CONTENTS

North Central Texas College	5
Graduate Guarantee Program.....	7
Important Notice To All Students	8
Academic Calendar.....	11
College Personnel	13
General Information.....	21
Admissions Information	27
Tuition and Fees	45
Student Services.....	51
Academic Policies	65
Degree Requirements.....	73
Instructional Division	75
Associate of Arts in Teaching.....	81
NCTC Core Curriculum.....	87
Curricula - Technical	91
Curricula Health Sciences.....	105
Courses	127
North Central Texas College Student Handbook.....	173
Site Map.....	Error! Bookmark not defined.

NORTH CENTRAL TEXAS COLLEGE

North Central Texas College is accredited by the Commission on Colleges of the Southern Association of Colleges & Schools 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.

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BULLETIN • Volume LXXV • 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 10th day before the first day of the semester. At the time of the publication of this catalog, final rules on this new legislation are still pending from the Texas Higher Education Coordinating Board. 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 2011</u>
June 15	Registration Begins
August 12	General Assembly & In-Service
August 19	Late Registration – All Campuses
August 22	Classes Begin
August 22 & 23	Add/Drop for Current Students Only*
September 5	Labor Day Holiday – College Closed
September 6	Official Date of Record
October 7	Professional Development Day - College Closed
November 12	Last day to drop a class with a “W”
November 23	Thanksgiving Holiday – College closes at 3:00 p.m.
November 24 - November 26	Thanksgiving Holiday - College Closed
November 28	Classes Resume after Thanksgiving Holiday
December 3	Final exams for Saturday courses
December 5-8	Final exams (see final exam schedule)
December 9	Commencement Ceremony
December 12	Final Grades, Attendance Rosters & Grade Rolls due at Noon
December 19 - December 30	Christmas & New Year’s Holiday – College Closed Except for Corinth Campus

*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 requests for reasons other than these listed requires approval by an instructional dean or Vice President of Instruction.

<u>Calendar Event</u>	<u>Mini-Mester 2011</u>
June 15	Registration Begins
December 9	Late Registration – All Campuses
December 12	Classes Begin
December 13	Official Date of Record
December 22	Last day to drop with a “W”
December 26	Christmas Holiday Observed – College Closed
December 28	Final Exams – administered during class; Term ends
December 29	Final Grades, Attendance Rosters & Grade Rolls due at Noon

<u>Calendar Event</u>	<u>Spring 2012</u>
November 15	Registration Begins
January 2	New Year’s Holiday Observed – College Closed
January 13	Late Registration – All Campuses
January 16	Martin Luther King Holiday – College Closed
January 17	Classes Begin
January 17 & 18	Add/Drop for Approved Students Only *
January 30	Official Date of Record
March 12 - 17	Spring Break – College Closed
April 14	Last day to drop a class with a “W”
May 5	Final exams for Saturday courses
May 7 - 10	Final exams (see final exam schedule)
May 10 - 11	Commencement Ceremonies
May 14	Final Grades, Attendance Rosters & Grade Rolls due at Noon

*Add/Drop period is officially scheduled for Tuesday and Wednesday 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 requests for reasons other than these listed requires approval by an instructional dean or Vice President of Instruction.

<u>Calendar Event</u>	<u>May-Mester 2012</u>
November 15	Registration Begins
May 11	Late Registration – All Campuses
May 14	Classes Begin
May 15	Official Date of Record
May 25	Last day to drop with a “W”
May 28	Memorial Day Holiday - Classes Dismissed – College Closed
May 29	Final Exams – administered during class; Term ends
May 30	Final Grades, Attendance Rosters & Grade Rolls due at Noon

Calendar Event

April 15	Registration Begins
June 1	Late Registration – All Campuses
June 4	Classes Begin
June 7	Official Date of Record
June 29	Last day to drop with a “W”
July 4	4th of July Holiday Observed – College Closed
July 5	Final exams administered during class; Term ends
July 9	Final Grades, Attendance Rosters & Grade Rolls due at Noon

Calendar Event

April 15	Registration Begins
July 6	Late Registration – All Campuses
July 9	Classes Begin
July 12	Official Date of Record
August 3	Last day to drop with a “W”
August 9	Final exams administered during class; Term ends
August 13	Final Grades, Attendance Rosters & Grade Rolls due at Noon

Calendar Event

April 15	Registration Begins
June 1	Late Registration – All Campuses
June 4	Classes Begin
June 13	Official Date of Record
July 4	4th of July Holiday Observed – College Closed
July 27	Last day to drop with a “W”
August 9	Final exams administered during class; Term ends
August 13	Final Grades, Attendance Rosters & Grade Rolls due at Noon

Summer I 2010 (5-Week Session)

Summer II 2012 (5-Week Session)

Summer III 2012 (10-Week Session)

COLLEGE PERSONNEL

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David Brown, Director of Institutional Research

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

Kim Brown, Director of Student Life

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

Kari Ford, Director of Admissions & Registrar

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Denise Cason, Chief Information Officer

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B.S., Texas Tech U.

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Maria Cecilia Salisbury, Spanish
B.A., M.A., Universidad de Los Andes

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

James Staples, Program Coordinator, Art
B.S., Southeastern Oklahoma State U.; M.A., U. of North Texas

Suzanne Stiles, Program Coordinator, Emergency Medical Services
A.A.S., North Central Texas College; B.S., U. of North Texas

Stacie Stoutmeyer, Sociology
B.A., M.S., U. of North Texas

Shane Studdard, Music
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

Thom Talbott, Dept. Chair, Drama, Dance
B.A., Baker University; M.A., Texas Woman's U.

Becky Terrell, Equine Science
B.S., Texas Tech U.; M.S., Colorado State U.

Dorothy Thompson, Accounting
B.B.A., Texas Woman's U.; M.S., U. of Texas-Dallas

Erica Thompson, English
B.A., Univ of Texas, M.A., Midwestern State 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

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

Brenda Ware, Nursing

B.S.N., UT Health Science Center; M.S.N., UT of Arlington

Kristen Weinzapfel, Assistant Department Chair, English

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

Emily White, Coordinator, First Year Composition, English

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

Aziel Wilson, Math

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

Kevin Wood, Chemistry

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

Crystal R.M. Wright, Dept. Chair, Social Science

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

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

Jill Yoder, Math

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

Shawna Ayers, Degree Audit, Graduation Coordinator

A.S., North Central Texas College; B.G.S., Texas Woman's U.

Open Position, Associate Registrar**Jennifer Burrows, Counselor - Bowie**

M.A., Hardin Simmons

Maria Camacho, Bilingual Retention Specialist

B.S., Texas Woman's U.

Cheryl Capuchina, Learning Resources Specialist

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

Janet Cox, Registration Systems Specialist

B.A., U. of North Texas

Desire DeMange, Student Success Center Counselor

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

Jessica DeRoch, TRIO Coordinator

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

Pamela Flaming, Convergence Grant Coordinator

B.A., U. of Houston; M.S., Texas Woman's U.

Doris Floyd, Science

A.A., North Central Texas College; B.S., Texas Women's U.

Sara Flusche, Program Coordinator, Science Grants

B.S., Texas Women's U.; M.A. U. of Texas–Dallas

Sara Gay, Science

B.S., Texas Woman's U.

Open Position, Coordinator of Residence Life**Janie Grimes, TRIO Direction Counselor**

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

Glen Hearrell, Network Administrator

A.A.S., North Central Texas College

Michael Jacob, SBDC Consultant

B.B.A., Texas Christian U.

Courtney Kana, Counselor - Corinth

M.Ed., U. of North Texas

Andrew Klement, Biology

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

Amy Klohn, Dual Credit Coordinator

B.S., U. of North Texas; M.A., Dallas Baptist

Darren Ladner, Webmaster

B.A., Southeastern Louisiana U.

Pam Livingston, SBDC Business Counselor

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

Sandy Otto, Assistant to President and Board of Regents

A.A., North Central Texas College

Lynn Peters, Payroll & Human Resources Coordinator

A.S., North Central Texas College; B.S., Bellevue U.

Shedrick Pittman-Hassett, Library Systems Administrator

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

Gloria Roberts, Workforce Development Coordinator

B.S., Texas Wesleyan U.; M.B.A., LeTourneau U.

Dr. Michael Robertson, Instructional Designer

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

Yvonne Sandmann, ACCESS Coordinator

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

Mike Scott, Counselor, Corinth

B.A., M.B.S., Southeastern Oklahoma State U.

Karen Silbaugh, Coordinator of Bowie Campus Operations

A.A.S., North Central Texas College

Kenneth Smith, Vocational Training Coordinator

Certificate, Grayson County College

K. Wayne Smith, ACCESS Coordinator

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

Beverly Snow, Associate Director Library Services

B.S., Texas A&M U.-Commerce; M.L.I.S., U. of Texas-Austin

Dax Stokes, Librarian

B.M., U. of Tennessee; M.S., M.M., 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

Dianne Walterscheid, Coordinator of Media Services for Marketing & Public Relations

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

Jill Willi, Chemistry

A.S., North Central Texas College, B.S., Texas Woman's U.

Jim Winslow, Computer Training Coordinator

B. A., U. of Western Washington

Stanja Zywloski, Financial Aid & Veteran Benefits Coordinator

A.A., North Central Texas College; B.A., Ursuline College

Support Staff

Name	Office/Department		
Judi Archer	Advisor	Angela Hearell	Business Office
Victoria Barnhart	Admissions Office	Pam Hoedebeck	Institutional Advancement
Eva Beck	Ag Department	Wanda Holyfield	Business Office
Meredith Bentley	Marketing & Public Relations	Kristen Hott-Barham	Advisor
Teresa Benton	Maintenance	Dana Jones	Bookstore
Nancy Bramlet	Admissions Office	Mary Kaden	Business Office
Sarah Bryant	Financial Aid	Amie Kelley	Business Office
DeeAnn Brown	Admissions Office	Nancy Kirk	VP of Student Services
Melisa Cisneros	Math Department	Karen Lampson	Art
Misty Clark	Allied Health Department	Will Leija	Student Success Center
Penny Cogbill	TRIO/ACCESS	Diana Leman	Advisor
Nycole Comeaux	Admissions	Rita Lusk	Business Office
Iris Cook	Financial Aid	Annjeanette Martin	VP of Instruction
Jason Cook	Information Systems	Stephanie Martin	Financial Aid
Karen Cook	Institutional Advancement	Dana Martinkus	Lifelong Learning
Casey Cove	Health Sciences	Janet Mathis	Dean of Arts & Sciences
Barbara Cox	Cosmetology	Jennifer McCowen	Admissions Office
Toni Deweber	Institutional Advancement	Cheryl McDonald	Dean of Arts & Sciences
Lori Dunn	Lifelong Learning	Chris McLaughlin	Information Systems
Matt Eddington	Information Systems	Becky Miller	eLearning
Bridget Eddowes	Counseling	Joe Miller	Information Services
Jeanette Farr	Human Resources	Susan Miller	Information Systems
Debbie Frost	Marketing & Public Relations	Arvona Mills	Business Office
Pam Fuller	Flower Mound	Justin Miskell	Fitness Center
Barbara Gibson	Small Business Development Center	Monica Montalvan	Financial Aid
Estelle Gilpin	Nursing	Matthew Moore	Information Services
Sheryl Givings	Counseling	Kayra Morgan	Lifelong Learning
Cristina Gottardi	Student Services	Sharon Murphree	Administrative Services
Charles Gunnels	Bookstore	Ryan Nelson	Admissions Office
Tiffany Gunnels	Arts & Sciences	Rickey Nichols	Reprographics Center
Greg Hammonds	Information Systems	Kyle Payne	Bookstore
Sasha Hampton	Student Success	Wendy Perkins	Admissions Office
Franklin Haskins	Financial Aid	Dawn Porter	College Preparatory Studies
Dana Hawkins	Graham Campus	Joan Pulte	Admissions Office
		Raichelle Reed	Vocational Nursing
		Linda Reid	Corinth Maintenance

Jordan Reiter	Business Office
Kate Richardson	Admissions Office
Karen Roos	Information Services
Tangee Rucker	Corinth Dean
Ron Ruiz	Associate of Arts in Teaching
Peggy Salas	Bookstore
Lemuel Sapien	eLearning
Sharon Simmons	Library
Barbara Simpson	Student Success
Beverly Smith	Business Office
Tiffany Smith	Equine Farm
Afton Snuggs	Science
Rodney St. John	Beef Center
Brenda Stephens	Bowie Campus
Dax Stokes	Library
Dona Taylor	English, Speech, Foreign Language
Hysen Tmava	Information Systems
Ashley Vaughn	Library
Tikki Watson-Harris	Admissions Office
Jennifer Warmbrodt	Social Science
Samantha Whalum	Emergency Medical Services
Cindy Willis	Bookstore
Krissa Wilson	Financial Aid
Michelle Winters	Financial Aid
Lawana Woodlock	Fine Arts
Deborah Woolf	Business Office

Maintenance Personnel

David Belz	Assistant Plant Superintendent
Jack Cable	Plant Superintendent
Greg Freeman	Corinth Campus
Homer Holliday	Gainesville Campus
John Kidd	Gainesville Campus
Milton Knauf	Gainesville Campus
Val Lile	Gainesville Campus
Larry Muller	Gainesville Campus
Kenneth Reed	Gainesville Campus
Gary Sorrell	Gainesville Campus
Doug Tillery	Corinth 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. Our new Elnora Smith Greenhouse opened in the spring of 2005.

NCTC Gainesville Campus
1525 West California Street
Gainesville, Texas 76240-4699
(940) 668-7731 • Fax (940) 668-6049
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.

If you are traveling either northbound or southbound on I-35, take Exit 460—Corinth. If you are traveling southbound, turn left to go over the interstate and then turn left (north) onto the access road. Turn right on N. Corinth Street. If you are traveling northbound, turn right on N. Corinth Street. The campus will be on your right. (Refer to map below.)

Pinnell Square and Satellite Campuses

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 is NCTC’s fully-equipped fitness center, MathQuest math emporium, Surgical Technology Program, and Lifelong Learning & Business Development Center. Additionally, academic credit courses for the general public are offered in the evenings at Northwest High School and Little Elm High School.

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.

Opening in January 2000, the Bowie Campus provides students with modern classrooms, computer and science labs, a bookstore, 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 Oil & Gas Technology.

Situated in a wooded hilltop setting, the Bowie Campus is easily reached. If you are traveling from the northwest via SH287, take the Highway 59 Exit, stay on the service road and turn right on Mill Street. If you are traveling from the southeast on SH287, take the FM1125 Exit, stay on the service road and turn left on Mill Street. (Refer to map.)

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

Graham Campus

The Graham Campus is located in the rolling hills of North Texas. Considered by the founder of the community, Colonel Edwin S. Graham, as the “Gem City of the West,” Graham is historically known to be the first pre-planned community in North Texas and was established in 1872. Surrounded by the beautiful Possum Kingdom Lake and the Brazos River, this community has long been led by visionary people with education as a high priority. 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.

The Graham Economic Improvement Corporation and the Graham Industrial board provided the funding for the renovation of an historic library on the campus for the purpose of a nursing program. In August 2009, NCTC started an LVN program on the Graham Campus in this beautifully restored building. The facility is designed with historic preservation in mind, as well as offering the latest in technology and training.

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

Emily Klement
Dean of Bowie & Graham Campuses
email: eklement@nctc.edu

Shelly Key, Director of Graham Campus
skey@nctc.edu

Flower Mound Campus

Located between I-35E and FM 2499 on Cross Timbers Road (Main Street) in Flower Mound, 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

Roy Culberson
Dean of Corinth & Flower Mound Campuses
email: rculberson@nctc.edu

Susan DeWoody
Director of Flower Mound
sdewoody@nctc.edu

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 maintains offices at the Gainesville, Bowie campuses, at the Denton Chamber of Commerce, and a new location across the street from the Corinth campus in the Lifelong Learning & Business Development Center.

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

Career Development Services

Career development services are made available, on request, to students, alumni and employers. They may, for example, utilize the Career Library housed in the Advising Center at each campus as a resource for career information. Requests for such services, as well as a more detailed description of available services and resources, should be directed to the Advising Centers at each campus.

Employers are encouraged to post job opening announcements with the Director of Advisement, located at the Gainesville Campus. Area employers may also post both full-time and part-time job opportunities for NCTC students on the College website, www.nctc.edu. Call the Advising Center at (940) 668-4216 to request a posting.

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, and click on the “For the Community” link.

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.

Directory information is defined as:

1. student’s name
2. address
3. telephone number
4. student email
5. dates of attendance
6. educational institution most recently attended;

7. other information including major field of study and degrees and awards received.

The student 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.

At their January 2011 meeting the NCTC Board of Regents adopted a Tobacco-Free Campus policy. The policy states “The use, distribution or sale of tobacco is prohibited in college buildings, on college premises and in vehicles owned, rented or leased by the college.” **January 1, 2012** is the date for the implementation of the new policy. Please check the website for the most updated information.

A Tobacco Free implementation committee has been formed that includes students, staff and faculty. This committee will be working on the details of notification, signage, enforcement and promoting programs and services that will aid students and staff to decrease or stop tobacco use.

Look for much more information in the near future about this new policy and how it will help NCTC provide a safe and healthy environment for its employees, students and visitors.

ADMISSIONS INFORMATION

General Admission Policy

North Central Texas College is committed to providing quality education to the community and the students who wish to attend to pursue higher education. Students may begin their studies in the Fall (August), Spring (January), or Summer (June) semester. NCTC has an “open admission” policy that allows all students to be admitted, regardless of previous academic history. We encourage students from all walks of life to begin or complete their Associate degree or certificate at NCTC.

Non-citizen students seeking admission at NCTC who do not hold a temporary visa of any category; but holds an undocumented immigrant status that has graduated from a Texas public high school or received a GED in Texas may be eligible for admission. Please contact the Admissions Office for 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 under the admissions link or by using the ApplyTexas Application at: www.applytexas.org. Paper applications can be downloaded from the admissions page of the NCTC web site 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 institutions of higher education must be on file in the Admissions Office by the official date of record or census date 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 when requested.
3. **State 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. More detailed information on residency classification may be obtained from the College for All Texans website, www.collegeforalltexans.com or the NCTC Admissions Office.
 - In-District Resident** — a student who resides 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 Resident** — a student who resides 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 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. Any question concerning the right to classification as a resident of Texas or of Cooke County or Graham ISD should be clarified prior to enrollment at North Central Texas College. Appeals to residency determination must be filed in the NCTC Admissions and Registrar’s Office by the official date of record for reclassification. 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 Admissions and Registrar’s Office. For additional information on rules and regulations determining residence status, visit www.collegefortexans.com or the Texas Higher Education Coordinating Board Web site www.theccb.state.tx.us.

4. Texas Success Initiative (TSI, formerly TASP) :

Students may be granted a partial exemption for TSI based on scores stated above (ACT, SAT, or Exit-Level TAKS) 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.

5. 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 vaccination or booster no later than the 10th day before the first day of the semester. At the time of the publication of this catalog, final rules on this new legislation are still pending from the Texas Higher Education Coordinating Board. Please check the NCTC website for updated information.

6. Admission to Health Science/Nursing Programs :

Admission to a Health Science or Nursing 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* . A more detailed description of the general admissions process for Health Science/Nursing programs is on page 23. Refer also to specific programs for any additional admission requirements.

- b. Graduates from a private or home school must submit an official high school transcript or notarized academic record indicating the date of graduation.
- 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. 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 will complete the GED within one year from the date of enrollment.

3. Special Admission:

Students in one of the following categories may apply for special admission: (NOTE: Applicants should refer to the TSI section of this catalog regarding placement test policies and procedures.)

- a. **Early Admissions:** Only those students who have successfully completed their junior year of high school may be eligible for concurrent study. 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. (See Dual Credit below for more information regarding THEA).

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. **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:
- 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.
 - Apply on-line using the Texas Common Application by using the ApplyTexas application at: www.applytexas.org. Paper applications can be downloaded from the admissions page of the NCTC web site or obtained from the Admissions Office.
 - 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.
 - All home or private schooled students must pass all three sections of the THEA test since they are not required to take the TAKS test or be exempt in all sections on an approved TSI-test (see e. 1-4). Home and private schooled students must hold junior standing, and be at least 16 years of age at the time of enrollment. All other Dual Credit requirements apply.
 - All potential Dual Credit students that are enrolled in a Texas Public high school must pass the section of the THEA that is associated with the course they are wanting to take prior to enrolling at NCTC to be eligible for dual credit courses that count toward an associate degree or level two certificate (those of 42 semester hour credit or longer). Texas Higher Education Assessment (THEA) standards are as follows:
 - Students must score a 270 on the math portion of the test in order to take a college level math course.
 - Students must pass the reading portion of the test to take a college level English course.
 - Students must pass the writing portion of the test in order to take any other college level course.
4. **College Transfer**: Students who are in good academic standing at another accredited institution of higher education are eligible for admission. Credit will be awarded for prior course work according to the following conditions:
- 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.
 - Official transcript(s) reflecting all work taken from all regionally accredited institutions of higher education, as well as THEA scores or TSI status, **MUST** be on file in the NCTC Admissions office by the official day of record.
 - 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. To receive priority processing, students need to complete a "Degree Audit/Transcript Evaluation" form in the Admissions Office.
 - Credit for equivalent courses will be awarded, according to the previously mentioned procedure, for courses that are specific to the student's degree program. Other courses may be accepted in lieu of elective credit needed on 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.
 - Official course descriptions from out-of-state colleges previously attended may be needed to determine transfer credit.
 - The Office of Admissions & Registrar determines the total number of semester hours as well as grade points to be transferred. Students who complete the "Degree Audit/Transcript Evaluation" form will be informed of their transfer credit six to eight weeks after submitting the request. Other students whose transcripts are evaluated administratively (did not submit a request) will be notified via email or in person.
 - Grades of "D" may be accepted from other institutions, depending upon departmental requirements. Grades of "F" and "Incomplete" do not transfer.
 - 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.
 - 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.

5. **Readmission:** Former students are eligible for readmission to North Central Texas College provided they are not currently on disciplinary or academic suspension from another college or university. Students wishing to return after a 12 month period must reapply through the Admissions and Registrar's Office. 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 12 months must complete the admissions application. There are three ways in which a student may complete the application for admissions at North Central Texas College.

1. Apply on-line by going to the NCTC web site at www.nctc.edu and following the directions for electronic submission using the ApplyTexas application.
2. You may also apply from your home. Go to the NCTC web site www.nctc.edu, click on Admissions, click on "New Students", then download the form and mail to the address on top of the application. You may also apply online from the same page.
3. You may obtain an application for admission by visiting any NCTC campus.

Records and documents required for admission should be on file in the Admissions Office at least one week prior to registration. 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 or census date of the semester enrolling first 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 Science programs (Emergency Medical Services, Radiological Technology, or Surgical Technology) or Nursing programs (Associate Degree Nursing or Vocational Nursing) must apply for admission and be accepted both to North Central Texas 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. Once the pre-admission requirements have been met, students must complete an Admissions Packet and submit it to the Admissions Office. In addition:
 - a. Completing the Admissions Packet requires that the applicant:
 - b. Only completed Admissions Packets will be forwarded to the appropriate Health Science or Nursing program coordinator.
4. Applicants will be notified concerning their status with the individual program by the Director of Admissions and the Health Science or Nursing program coordinator prior to the registration period in which the program starts.

Other Regulations Affecting Admissions

A student on disciplinary suspension from another institution cannot be admitted. Students on academic suspension should refer to the Academic Policies – Scholastic Suspension section on page 45.

A student admitted on scholastic probation at North Central Texas College remains on probation until the deficiency is corrected.

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 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 Services, 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. Contact the NCTC International Advisor on the Gainesville campus at international@nctc.edu for information pertaining to the Student and Exchange Visitor Information System (SEVIS).

All international students must contact the International Student Advisor regarding requirements for admissions to

North Central Texas College. Necessary paperwork should be completed prior to the student's arrival on campus.

Practical Training

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

General Admission Requirements

1. For students applying for full-time enrollment at NCTC and issuance of an I-20, all admission records must be on file with the International Admissions Office at least 60 days prior to the first day of regular registration for the semester for which the student is applying.
2. All international students must meet TSI requirements.

Specific Requirements for Students Applying from Outside the United States.

1. 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 525 on the written exam, 197 on the computerized exam, or 71 on the internet-based exam. NCTC code for reporting purposes is 6245.
2. Submit official copies (in English) of complete academic records. These records should describe the course of instruction in terms of years spent in school and types of 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, such as World Evaluation Services (www.wes.org) or International Academic Credential Evaluators, Inc. (www.iacei.net) The evaluation must indicate the student has completed the equivalent of a high school education in the U.S. for admission eligibility.
3. Submit an original, notarized Affidavit of Support (Immigration Form I-134) 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 the student might incur while studying at North Central Texas College. Contact the international advisor at international@nctc.edu for current tuition rates and other expense estimates. The Form I-134 may be printed at http://www.nctc.edu/Forms/pdfs/11_intstudentsupport.pdf.
4. All international students will be required to take the official THEA exam upon arrival to the U.S., unless they are able to prove exemption. Details regarding the THEA exam may be reviewed on the NCTC website.

5. Student must submit a copy of a valid passport including the photo ID page. The date of birth, country of citizenship, and country of residence must be provided.
6. Student must submit a list of any dependent(s) who will be accompanying them to the U.S. with a copy of the photo ID page of the dependent's passport. The date of birth, country of citizenship, and country of residence must be provided.
7. All international students will be required to complete a minimum of twelve semester credit hours each fall and spring semester in order to remain in legal F-1 status. A minimum of nine of the required twelve credit hours must be courses which require direct classroom attendance.
8. Full-time international students must meet with the International Student Advisor on the Gainesville campus upon arrival to the U.S. in order to submit their F-1 visa, I-94 card, and validated I-20 document. The same documents will need to be submitted for dependents.
9. Student must review the F-1 Guidelines with the International Advisor and must agree to adhere to the guidelines set forth by the U.S. Department of Homeland Security.
10. Physical address in home country is required for issuance of an I-20 document
11. Upon arrival in the U.S., the student will be required to complete the NCTC orientation to be eligible for enrollment.

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

Specific Requirements For International Transfer Students

1. Student must submit official transcripts from all colleges and universities previously attended including the most recent grades. A GPA of 2.0 is required for transfer. Students who are on academic suspension will not be eligible for transfer.
2. The NCTC Transfer Clearance Form must be completed by the student's current International Advisor and must indicate that the student is in status and is eligible for transfer. This form may be printed from our website at www.nctc.edu. **NO STUDENT WILL BE ADMITTED WHO IS OUT OF STATUS.**
3. Copies of all previous I-20 documents, front and back page of I-94 card, visa, and a valid passport including photo ID page are required. The same documents are required for any and all dependents.
4. THEA scores or proof of exemption from TSI.
5. Physical address in home country is required for issuance of an I-20 document.

6. Student must review the F-1 Guidelines with the International Advisor and must agree to adhere to the guidelines set forth by the U.S. Department of Homeland Security.
7. Submit an original, notarized affidavit of support (Form I-134) 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 the student might incur while studying at North Central Texas College. Contact the international advisor at international@nctc.edu for current tuition rates and other expense estimates. The Form I-134 may be printed at http://www.nctc.edu/Forms/pdfs/11_intstudentsupport.pdf.
8. Students enrolled in an Intensive English program at another institution must provide a certificate of completion or must meet the minimum TOEFL requirement for NCTC.
9. Students must give 30 day notice to their current International Advisor of their intent to transfer to NCTC at the end of the current semester. Upon acceptance to NCTC, students should coordinate the release of their SEVIS record with their current International Advisor.

Specific Requirements for International Students Applying for Concurrent Enrollment

1. An official letter of approval for concurrent enrollment signed by the international advisor from the host college must be on file with the International Admissions Office for the semester the student intends to enroll at NCTC. This letter must be on file no later than 30 days prior to the first day of regular registration for the given semester. The letter for concurrent enrollment must contain the following information:
 - a. Official seal of host college or university
 - b. Semester for which concurrent enrollment is sought
 - c. Signature of DSO from host college or university
2. Official transcripts from all colleges the student has attended including the most recent grades must be submitted. Updated official transcripts must be submitted each semester that a student applies for concurrent enrollment.
3. THEA scores or proof of exemption from TSI.
4. A copy of the student's current I-20.
5. No student will be considered for concurrent enrollment until all requirements have been met and all documents have been submitted to the International Advisor on the Gainesville campus.

Specific Requirements: Temporary And Permanent Resident Aliens

Temporary and Permanent Resident Aliens seeking admissions 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 Student Advisor at the Gainesville campus with any questions.

For more information contact:

International Admissions

North Central Texas College

1525 W. California St., Gainesville, TX 76240

international@nctc.edu

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

Qualified students may register for all their NCTC courses via the On-Line Registration System. This system can be accessed from any computer connected to the internet. Students can do more than just register! The system also allows you to perform these tasks online:

Who is eligible to register On-Line?

Students qualified to register on-line include those who:

Who Is NOT eligible to register On-Line?

Students will not be considered eligible to register on-line if they:

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-advise” if you meet the eligibility criteria under “Who is eligible to register on-line?” above. Otherwise:

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

Academic Advising

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

All students should request a **degree audit form** from the Admissions Office or go to Campus Connect and run a degree plan to take to their advisors for pre-enrollment advising. (Note that transcripts from all previously attended colleges/universities must be submitted to the Admissions Office for a complete degree audit to be done.) Degree audit requests should be submitted well in advance of an appointment with an advisor to allow time for processing. 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. Students who qualify for on-line registration are not required to see an advisor, but it is recommended for students who have questions or need information about important issues regarding transferring, majors, etc. Students who wish to get a better idea of what major to choose should go to the Advising Center to speak with an advisor or call (940) 668-4216.

Advising personnel assist students who have taken the THEA and who have not yet passed all sections.

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.

Students may be exempt from TSI if they:

Students in the categories mentioned above (5, 7, 8, and 9) must sign a waiver before enrollment.

North Central Texas College reserves the option to administer the THEA or COMPASS exam during a short period of time prior to the beginning of a semester’s registration schedule. This will be in addition to the six normally scheduled THEA examinations held across the state throughout the year. All students should contact the Counseling Center office at either the Gainesville, Corinth or Bowie campuses to obtain information about dates and times of THEA testing.

The official THEA exam 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:

ASSET : Reading Skills – 41; Elementary Algebra – 39; Writing Skills (objective) – 40; and Written Essay – 6.

COMPASS : Reading Skills— 81; Algebra – 60; Writing Skills (objective) – 59; 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 all tests 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.

It is important to note that alternative test scores (ASSET, COMPASS, and ACCUPLACER) will not be used by NCTC unless they are recorded on an official transcript from an accredited institution of higher education. North Central Texas College reserves the option to administer the THEA or COMPASS exam.

Students who do not meet minimum passing standards for any section of the THEA, COMPASS, or other alternative test will be required to enroll in remediation for that area. If a student's THEA or COMPASS 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. 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. 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. 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 re-test on any regularly scheduled test date during the semester for which they are enrolled. They will then be eligible to proceed to college-level course work in the areas for which they receive a passing score.

Transfer Students

Writing

ENGL1301 Composition I

ENGL1302 Composition II

Reading

HIST1301 US History to 1865

HIST1302 US History from 1865

Any sophomore-level Literature

PSYC2301 Introduction to General Psychology

GOVT2301, 2306 American, State and Local Government

GOVT2302, 2305 American National Government

Math

MATH1332 College Math

MATH1333 College Math

MATH1314 College Algebra

MATH1316 Plane Trigonometry

If students so choose, they may re-test on any regularly scheduled test date during the semester. They will then be eligible to proceed to college-level course work in the areas for which they receive a passing score.

General Notes Regarding the Texas Success Initiative (TSI)

Quick THEA

North Central Texas College offers the Quick THEA for those students who have missed the regularly scheduled THEA Test. The Quick THEA is generally scheduled during each semester when there is no THEA Test scheduled. The same time limit, ID requirements, and four-function calculator rule apply to the Quick THEA as to the THEA. An appointment to take the Quick THEA may be

made by contacting the NCTC Business Office on the campus where the test will be taken and paying a \$10 non-refundable fee to schedule a testing date. You will bring a check or money order for \$29, made out to NES, to the test to be sent in with your testing materials.

North Central Texas College reserves the option to offer alternatives to the Q-THEA. COMPASS may be offered in lieu of Q-THEA during periods of regular and late registration. COMPASS scores are immediately available to students and advisors upon completion of the examination. Fees and ID requirements for COMPASS are the same as those required for Q-THEA. Students who do not successfully complete the COMPASS test are subject to the same requirements as those students who do not successfully complete THEA and Q-THEA. THEA and Q-THEA scores are portable, which means students may take the test at North Central Texas College and then use their scores almost immediately for enrollment at other institutions. COMPASS scores are not immediately portable since students must be enrolled in courses at NCTC as of the twelfth class day (official date of record) in order for scores to be applied to the transcript. Students wishing to take Q-THEA during periods of regular and late registration at North Central Texas College may wish to do so at other colleges or universities in order to ensure portability of their test results. Contact the Advising Center at any campus to obtain information about COMPASS as an alternative to THEA and Q-THEA at NCTC.

Students who have taken the THEA (or Quick THEA) and do not have scores prior to registration are barred from enrolling in the following courses: ENGL1301 and 1302, HIST1301 and 1302, any sophomore level literature course, GOVT2305 and 2306, PSYC2301, MATH1332, 1333, 1314, and 1316. These courses may only be taken if passing scores on the appropriate section of the THEA (Quick THEA) are on file in the Registrar's office prior to the end of late registration.

It is important to note that the Quick THEA cannot be retaken for 30 days from the date of the last Quick THEA that the student has taken.

Orientation Policy

College Orientation is REQUIRED of all first-time college students and must be completed prior to enrolling. This non-credit course covers topics relating to THEA, study skills, test-taking skills, academic and career planning, and college policies and procedures. A primary aim of orientation is to equip new students with information which can help them be more successful in college-level work. Completion is required for all new students and students who have only been in dual credit courses. Orientation may be completed online at www.nctc.edu or contact the Advising Center at (940)668-4216 to learn about Live Orientation sessions.

Requesting English Credit by Act/Sat Score

A student whose ACT English score is 26 or higher or whose Verbal SAT score is 580 or higher is eligible to request credit for ENGL1301, Composition I. The student must write an essay on a topic chosen by the English Department and have it graded as satisfactory by the English faculty.

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:

May not be used to reduce the 18 semester hours required in residence for any degree or certificate;

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;

State laws specifies that the degree requirement of 6 semester hours in American history and 6 semester hours may not be reduced below 3 semester hours in each area by examination credit.

Credit is awarded only in areas offered within the current curriculum of NCTC, and is appropriately related to the student's educational program;

Credit by examination may be attempted only once for any given course;

Students utilizing AP credit are required to do so at the beginning of their first long semester at NCTC.

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

Students who have completed police academies and have passed the Texas Certified Law Enforcement Officer Standards (TCLE-OSE) Basic Peace Officer Licensing Examination may be granted credit.

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.

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 registration has been completed, 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

					German Language	3, 4, or 5	Elementary German	GERM 1411, 1412	8
AP EXAM	SCORE	NCTC COURSE NAME	COURSE NUMBER	CREDIT HOURS	Govt & US Politics	3, 4, or 5	American National Govt	GOVT 2305	3
History of Art	3, 4, or 5	Art History I & II	ARTS 1303, 1304	6	History - US	3, 4, or 5	US History to 1865	HIST 1301	3
Biology	3, 4, or 5	General Biology	BIOL 1408	4	History - US	3, 4, or 5	US History from 1865	HIST 1302	3
Chemistry	3, 4, or 5	General Chemistry I & II	CHEM 1411, 1412	8	Statistics	3, 4, or 5	Elementary Statistics	MATH 1342	3
Computer Science	3, 4, or 5	Business Computer Applications	BCIS 1305	3	Math-Calculus AB	3, 4, or 5	Calculus I	MATH 2413	4
Macro Economics	3, 4, or 5	Principles of Macroeconomics	ECON 2301	3	Math-Calculus BC	3, 4, or 5	Calculus II	MATH 2414	4
Micro Economics	3, 4, or 5	Principles of Microeconomics	ECON 2302	3	Music Theory	3, 4, or 5	Music Theory I & II	MUSI 1311, 1312	6
Engl-Lang & Comp	3 or 4	Composition I	ENGL 1301	3	Psychology	3, 4, or 5	Intro to General Psychology	PSYC 2301	3
Engl-Lang & Comp	5	Composition I & Composition II	ENGL 1301 & ENGL 1302	6	Spanish Lang	3, 4, or 5	Elementary Spanish I & II	SPAN 1411, 1412	8
French Language	3, 4, or 5	Elementary French	FREN 1411, 1412	8	Physics B	3, 4, or 5	General Physics I & II	PHYS 1401, 1402	8

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	ACE RECOMMENDED CREDIT-GRANTING SCORE	NCTC REQUIRED SCORE	AMOUNT OF CREDIT GRANTED	EQUIVALENT SCORE
Composition Literature				
American Literature	50	50	6	ENGL 2327,2328
Analyze Interpret Literature	50			
Composition, Freshman	50	50	6	ENGL 1301,1302
English Composition (with or w/out essay)	50	N/C	N/C	
English Literature	50	50	6	ENGL 2322,2323
Humanities				
Science Mathematics				
Algebra	50	50	3	MATH 1314
Algebra-Trigonometry	50	50	5	MATH 1572
Biology	50	50	4	BIOL 1408
Chemistry	50	50	4	CHEM 1411
Calculus w/elementary functions	50	N/C	N/C	N/C
College Mathematics	50	50	3	MATH 1332
Natural Sciences	50	N/C	N/C	N/C
Trigonometry	50	50	3	MATH 1316
Foreign Languages				
French, Level I	50	50	8	FREN 1411,1412
French, Level II	62	62	14	FREN 1411,1412,2311,2312
German, Level I	50	50	8	GERM 1411,1412
German, Level II	63	63	14	GERM 1411,1412,2311,2312
Spanish, Level I	50	50	8	SPAN 1411,1412
Spanish, Level II	66	66	14	SPAN 1411,1412,2311,2312
History Social Sciences				
American Government	50			
Educational Psych, Intro to	50			
History of US to 1877	50	50	3	HIST 1301

History of US from 1877	50	50	3	HIST 1302
Human Growth Development	50	50	3	PSYC 2314
Macroeconomics, Principles of	50	50	3	ECON 2301
Microeconomics, Principles of	50	50	3	ECON 2302
Psychology, Introduction	50	50	3	PSYC 2301
Social Sciences History	50			
Sociology, Introduction	50	50	3	SOCI 1301
Western Civilization I	50	50	3	HIST 2321
Western Civilization II	50	50	3	HIST 2322
Business				
Accounting, Principles of	50	50	6	ACCT 2301
Business Law, Introduction	50	50	3	BUSG 2305
Info Sys Comp Appl	50	50	3	BCIS 1305
Management, Principles of	50	50	3	BMGT 1327
Marketing, Principles of	50	50	3	MRKG 1311

NCTC Credit for IBD Examination

IB EXAMINATION	SCORE	NCTC COURSE	CREDIT HOURS
BIOLOGY (SL)	4, 5, 6 or 7	No credit given at this time, pending further consideration	0
BIOLOGY (HL)	4, 5, 6 or 7	No credit given at this time, pending further consideration	0
BUSINESS & MANAGEMENT	4, 5, 6 or 7	BMGT 1327	3
CHEMISTRY (SL)	4, 5, 6 or 7	CHEM 1411	4
CHEMISTRY (HL)	4, 5, 6 or 7	CHEM 1411 1412	8
COMPUTER SCIENCE	4, 5, 6 or 7	BCIS 1305	3
ECONOMICS (SL)	4, 5, 6 or 7	ECON 2301 2302	6
ECONOMICS (HL)	4, 5, 6 or 7	ECON 2301 2302	6
ENGLISH (SL)			

Language A1 or A2	4, 5, 6 or 7	ENGL 1301 1302	6
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ENGLISH (HL)

Language A1 or A2	4, 5, 6 or 7	ENGL 1301 1302	6
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HISTORY OF THE AMERICAS (HL)	4, 5, 6 or 7	HIST 1301 1302	6
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MATHEMATICS (HL)

Mathematics (HL)	4, 5, 6 or 7	MATH 1314 1316	6
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Mathematics with Further Mathematics	4, 5, 6 or 7	MATH 1314, 1316 1342	9
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Mathematical Methods	4, 5, 6 or 7	MATH 2413	4
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Mathematical Studies	4, 5, 6 or 7	MATH 1324	3
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MODERN LANGUAGES

Language A1 or A2 (SL)

French	4, 5, 6 or 7	FREN 1411 1412	8
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German	4, 5, 6 or 7	No credit given at this time.	0
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Portuguese	4, 5, 6 or 7	No credit given at this time.	0
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Russian	4, 5, 6 or 7	No credit given at this time.	0
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Spanish	4, 5, 6 or 7	SPAN 1411 1412	8
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Language A1 or A2 (HL)

French	4, 5, 6 or 7	FREN 1411, 1412, 2311 2312	14
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German	4, 5, 6 or 7	No credit given at this time.	0
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Portuguese	4, 5, 6 or 7	No credit given at this time.	0
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Russian	4, 5, 6 or 7	No credit given at this time.	0
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Spanish	4, 5, 6 or 7	SPAN 1411, 1412, 2311 2312	14
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Language B (SL)

French	4, 5, 6 or 7	FREN 1411 1412	8
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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
MUSIC	4, 5, 6 or 7	MUSI 1306 1311	6
PHILOSOPHY	4, 5, 6 or 7	PHIL 1301	3
PHYSICS (SL)	4, 5, 6 or 7	PHYS 1401	4
PHYSICS (HL)	4, 5, 6 or 7	PHYS 1401 1402	8
PSYCHOLOGY	4, 5, 6 or 7	PSYC 2301	3
SOCIAL & CULTURAL ANTHROPOLOGY	4, 5, 6 or 7	ANTH 2351	3
THEATRE ARTS	4, 5, 6 or 7	DRAM 1310	3
VISUAL ARTS	4, 5, 6 or	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. **Out-of-District** : 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 North Central Texas College according to guidelines pursuant to Title 3, Texas Education Code: RULES REGULATIONS FOR DETERMINING RESIDENCE*

STATUS, Fall 1995. Students should be aware that these guidelines are subject to further revision. Copies of these guidelines, as published by the Texas Higher Education Coordinating Board, are available for inspection in the Office of the Director of Admissions/Registrar. Questions or disputes regarding interpretation of these guidelines should be directed to this office.

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, click on “Campus Connect — Direct” (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 and look for the e-Cashier logo:

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) Out-of-District Resident*; 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.

**Out-of-district 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 \$12.00 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	\$36.00
General Use Fee	\$12.00
Student Services Fee	\$1.00
Total per Semester Hour*	\$49.00

Out-of-District Texas Residents:

Tuition	\$77.00
General Use Fee	\$12.00
Student Services Fee	\$1.00
Total per Semester Hour*	\$90.00

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

Tuition	\$127.00
General Use Fee	\$12.00
Student Services Fee	\$1.00
Total per Semester Hour*	\$140.00

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

FOR YOUR CONVENIENCE

Estimated Tuition and Fees Schedule — Fall 2011

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

Sem. Credit Hours	In-District (Cooke County)	Out-of- District (Denton County) (Montague County)	Out of State
1	\$49.00	\$90.00	\$140.00
2	98.00	180.00	280.00
3	147.00	270.00	420.00
4	196.00	360.00	560.00
5	245.00	450.00	700.00
6	294.00	540.00	840.00
7	343.00	630.00	980.00
8	392.00	720.00	1120.00
9	441.00	810.00	1260.00
10	490.00	900.00	1400.00
11	539.00	990.00	1540.00
12	588.00	984.00	1680.00
13	598.00	1170.00	1820.00
14	686.00	1260.00	1960.00
15	735.00	1350.00	2100.00
16	784.00	1440.00	2240.00
17	833.00	1530.00	2380.00
18	882.00	1620.00	2520.00
19	931.00	1710.00	2660.00
20	980.00	1800.00	2800.00

Dual Credit

Dual Credit students residing in 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).

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 50% 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 in only courses that are part of the curriculum offered at NCTC, and grants credit for students who successfully complete those VCT courses.

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.

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 \$10.00 fee is assessed for late registration.

Reinstatement Fee

A \$75.00 fee is assessed for students who re-enroll in courses after being dropped for non-payment.

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, including classes held at 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 transitioning to operation by Follett Higher Education Group, effective Fall 2011. All campuses (Gainesville, Corinth, Flower Mound, Bowie and Graham) will be serviced online by the eFollett.com virtual store site. On-site bookstores will be operated on the Gainesville, Corinth and Flower Mound campuses. Please check the NCTC website at www.nctc.edu and www.efollett.com for hours of operation and other pertinent information.

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” on page 50 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.

Charges For Room and Board

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 debt 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.

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 & 7th class days	25% Refund
After 7th 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	Lady 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 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 auto-matically 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 or Bowie: 940-668-4200; Corinth: 940-498-6255). You can also get all the details by checking out the e-Cashier™ online — just log onto the NCTC web site at www.nctc.edu, choose MyNCTC and then click on the link to Campus Connect 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

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:

Office of Admissions & Registrar

Advising, Counseling & Testing Center

International Student Services

Office of Financial Aid

Veterans Services

Placement Services

On-Campus Student Housing

On-Campus Student Dining

Student Activities, Clubs & Organizations

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, part-time 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.

	In District	Out of District
In-State Tuition & Fees*	\$1,470	\$2,700.00
Books & Supplies	1,410.00	1,410.00
Room & Board**	5,454.00	5,454.00
Transportation**	1,926.00	1,926.00
Personal	1,620.00	1,620.00
TOTAL	\$11,880.00	\$13,110.00

**Out-of-state tuition & fees — \$3,750.00*

***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. 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 of their ability to benefit from a college education.

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 NCTC Campus Connect 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 after the first thirty days of class. Refunds will be disbursed to the NCTC Student ID - Debit Master Card. If a student chooses not to activate their debit card, a check will be mailed to the address listed on the student's admissions record.

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/Student_Services/FinAid/Forms.htm.

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 lender 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**

PROG RAM	DES CRI PTI ON	ELIGI BILIT Y	VALUE	TO APPLY	SLEAP/ LEAP	Feder al grant progr am for reside nts of Texas .	Reside nt of Texas, establis hed financi al need.	Approxi mately \$200	
Federal PELL Grant	Avail able to eligib le stude nts with an establ ished need. (Gra nt progr am)	Underg raduate & U.S. citizen or eligible non- citizen. Establi shed financi al need.	Up to \$5,500 per year paid	1. Complete the FAFSA (Free Application for Federal Student Aid) online at: www.fafsa.gov 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.	Direct Loans: Subsidi zed, Unsubs idized and PLUS		Must be enrolle d at least half- time and amount awarde d must not be over Cost of Attend ance.		
Federal Supple mental Educati onal Opportu nity Grant (FSEOG)	Reser ved for stude nts with EXC EPTI ONA L finan cial need. Priori ty given to Pell recipi ents	Underg raduate & U.S. citizen enrolle d at least half- time, with minima l family contrib utions.	Approxi mately \$400		Mary Josephi ne Cox Scholar ship	Schol arshi p does not requir e repay ment.	Cooke County residen t under age 21, scholas tic excelle nce, special compet ency in given field.	Tuition/ fees only, maximu m \$100 per semester .	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. Online application: http://www.nctc.edu/ Student_Services/Fin Aid/scholarships.html Deadlines: April 15 - Fall Semester October 15 - Spring Semester
Federal College Work- Study Progra m	Part- time empl oyment (up to 19 hours weekl y) on camp us, need- based .	Enrolle d at least half- time, U.S. citizen or eligible non- citizen.	Federal minimu m hourly wage rate paid by check monthly .		NCTCF oundati on Scholar ships	Dono rs have establ ished these schol arshi ps that donot requir e repay ment.	Criteria for these scholar ships are varied includi ng academ icachie vement , certain residen cy, financi al need,	Up to \$1,400A verage Scholars hip \$600.	

		specific major, etc.				residents.				
“Best Seat in the House” Scholarships	Scholarships do not require repayment.	Students majoring in the Performing & Visual Arts.	Up to \$500.			NCTC Departmental Scholarships	Scholarships are available from various NCTC depts., including music, drama, dance, art, athletics	Enrolled in the specific dept. at NCTC	Vary depending on program	Contact department chairs for the various departments.
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	\$500 per semester (Fall/Spring)	Scholarship applications available at Gainesville Campus with the Agriculture Dept. or in the NCTC Foundation Office. Deadline: April 1						
<i>For more detailed information about these and other financial assistance programs, call or write:</i>										
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 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.										

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 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 Drop, 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 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. 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
 OR veterans@nctc.edu

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 Admissions 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/resources/verify-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. Veteran Advance Pay option is available at NCTC. For you to receive an advance payment:

You must have an advance payment request on file at your school,

You must be attending school at least half time,

You must have a break of at least 30 days before the start of the term, and

VA must receive your enrollment certification at least 30 days before classes start.

If eligible, you will receive an advance payment for the first partial month plus the first full month of your enrollment. Advance payment checks are sent to your school for you to pick up.

Veterans wishing to apply for this option must complete the following:

Complete the VA application process (outlined above)

REQUEST in writing for advanced pay (forms available in Financial Aid)

Register for classes during early registration

The above requirements must be completed at least 45 days prior to the start of the semester.

Exemptions for Texas Veterans (Hazelwood 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 Hazelwood benefits (Pell and SEOG Grants are not relevant), are not in default on a student loan made or guaranteed by the State of Texas.

To use Hazelwood 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. 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.

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. 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, Room 309, or Financial Aid Office, Room 154 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 and Employment 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, production 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.

Advising Center

Each campus counseling center provides counselors who are qualified to assist students in identifying career interests, researching potential career fields, and assessing

student potential for success and satisfaction in a given employment field. Testing resources are also available to support the career and employment selection process. Visit the NCTC Counseling Center web site for additional information and resources related to career and employment services.

Part and Full-Time Job Placement

Each campus posts part and full-time job vacancy announcements on bulletin boards located in student common areas. Additional job vacancy announcements are available on the NCTC homepage (www.nctc.edu) under "Employment - Student".

Advising, Counseling, & Testing Center

The staff of this office helps the student to formalize educational and/or vocational objectives, assists in the admissions process, provides academic information for use in the selection of appropriate courses and helps to resolve personal problems.

As its name implies, this office also serves as the center for administering tests, including the NCTC Placement Test, 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, the Texas Higher Education Assessment (THEA) and COMPASS 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.

Career Development Services – A Career Library is available on each campus, and a career exploration computer program is available on the Counseling Center web site. In addition, various personality profile instruments, career interest inventories and aptitude assessments are resources that may be utilized by counselors and students as a part of the career exploration process. Professional counselors are available to administer, evaluate and interpret the assessment results. For more information, please contact any campus Advising Center.

Transfer Center

The Transfer Center of NCTC serves 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.

At the Transfer Center, 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. Representatives from the universities work closely with the Transfer advisors of NCTC in setting up individual appointments to evaluate student records and facilitate the university transfer process.

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 first installment – at registration. Students making full payment at registration will have their room/board charges discounted to:

Bonner Hall	\$1,669.00
Hays Hall	\$1,744.00

Installment Schedule: Students wishing to pay room/board charges in installments must make arrangements through the NCTC Business Office prior to registration. 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 2008-2009 are as follows:

Fall Semester	Bonner Hall	Hays Hall
Due at Registration	\$900	\$900
Due September 15	\$400	\$450
Due October 15	\$389	\$414
Total	\$1,689	\$1,764

Spring Semester:

Due at Registration	\$900	\$900
Due February 15	\$400	\$450
Due March 15	\$389	\$414
Total	\$1,689	\$1,764

Summer Semester:

Due prior to move-in \$250 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.

New clubs and organizations are required to petition the Director of Student Life for official recognition. The Director's office will also provide assistance in the formation of clubs and organizations to meet student needs and interests.

American Red Cross Disaster Action Team

ARC DAT participates as a student chapter with the Texoma Chapter by participating in community events and taking part in training and rotation for the Disaster Action Team.

Baptist Student Ministry

BSM is a religious organization dedicated to providing students an opportunity for a maturing Christian experience. Students of all denominations are welcome to join.

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.

Student Organizations at NCTC are easy to start. 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. For more information about starting a club at NCTC, contact the Office of Student Life at (940) 668-3330.

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 and 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 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 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.

NCTC Fitness Center

Physical activity, dance and lifelong learning courses are offered at the NCTC Fitness Center, located in Pinnell Square across from the Corinth Campus. This fully-equipped fitness center is also available to NCTC students, faculty and staff for a nominal fee each semester.

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/Student_Services/Access/AcademicSupportCenter.htm

Office for Students with Disabilities

The Department of Student Success also provides support services for students with disabilities. North Central Texas College is committed to making its degree and certificate programs accessible to all qualified persons in accordance with Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112), the Americans With Disabilities Act (ADA) of 1990, and the ADA Amendments Act (ADAAA) of 2009). To afford each of our students every reasonable opportunity for success, the OSD Department offers a variety of support services to enable students with disabilities and/or special needs to participate in the full range of college experiences. Services are coordinated to fit the individual needs of the student and may include the following: sign language interpreting, note-taking, tutoring, mobility assistance, audio taping, large print materials, readers, scribes, and other reasonable accommodations.

As a resource for the ADA, as well as other legislation regarding disability-related issues, the OSD staff serves as liaison among students, faculty, and college staff to help determine appropriate accommodations in the College environment. If you have a learning, physical or mental disability, and would like accommodations, please contact the OSD Department staff to determine if you qualify for services. A student with a disability is NOT required to

disclose this to college officials if she/he is NOT requesting accommodations.

Disclosure of Disability – In accordance with the ADA, NCTC is committed to making reasonable accommodations for any student who provides appropriate documentation verifying her/his disability. Appropriate documentation is current and includes a diagnosis made by a certified health professional in education, medicine, psychology or other related area. Additionally, documentation should indicate the presence of a learning, physical or mental impairment which substantially limits one or more major life activities. For more information or to disclose a disability, contact information for the OSD Department is listed below.

Mary Martinson, M.A.
Director of Student Success
Gainesville Campus, ASC Building, Room 111
Gainesville, TX 76240
(940) 668-7731, ext. 4377 • mmartinson@nctc.edu

Wayne Smith
OSD Coordinator
Corinth Campus, Room 170
(940) 498-6207
kwsmith@nctc.edu

Yvonne Sandmann
OSD Specialist
Gainesville Campus, Room 110
(940) 668-7731, ext. 4321
ysandmann@nctc.edu

Please refer to the OSD Website for more information:
http://www.nctc.edu/Student_Services/Access/ACCESSProgram.htm

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, supplemental grant aid, 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:

Jessica DeRoche, M.Ed., LPCI, NCC
TRIO Coordinator
Corinth Campus, Room 170

(940) 498-6214 • (940) 498-6212
jderoche@nctc.edu

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

Scott Pulte, M.S.
TRIO Counselor
Gainesville Campus, Room 112
(940) 668-7731, ext. 4905 • 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
OSD Coordinator
Corinth Campus, Room 170
(940) 498-6207
kwsmith@nctc.edu

Yvonne Sandmann
OSD Specialist
Gainesville Campus, Room 110
(940) 668-7731, ext. 4321
ysandmann@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 officially defined as one who is enrolled for a minimum of 12 semester credit hours per Fall, Spring, or combined Summer semester. A course load exceeding 15 semester credit hours is not recommended. 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, or more than 6 semester credit hours in an individual Summer session.

Attendance Regulations

Faculty at NCTC establish their own attendance policies, which are published in the course syllabi. 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 or Compass 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 developmental course will be dropped from all remaining courses for that semester.

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, or "drop", at least by Friday of the 12th week of a Fall or Spring semester, or a proportional number of weeks prior to the end of a flex-entry course or summer session. 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 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

Beginning with the fall 2007 academic term and applying to students who enroll in higher education for the first time during the fall 2007 academic term or any term subsequent to the fall 2007 term, an institution of higher education

may not permit an undergraduate student a total of more than six dropped courses, including any course a transfer student has dropped at another institution of higher education, unless:

1. the institution has adopted a policy under which the maximum number of courses a student is permitted to drop is less than six; or
2. the student shows good cause for dropping more than that number, including but not limited to a showing of;
 - a. severe illness or other debilitating condition that affects the student's ability to satisfactorily complete the course;
 - b. 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;
 - c. 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;
 - d. the active duty service as a member of the Texas National Guard or the armed forces of the United States 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;
 - e. 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; or
 - f. other good cause as determined by the institution of higher education

North Central Texas College approved the following rules in reference to Section 4.10.2.F (Other good causes for dropping) to be applied for the Fall 2007 semester and thereafter. Course drops will not be counted towards the 6 drop limit based on the following:

Other good causes:

Crises beyond person's control such as loss of home due to fire or a natural disaster

Loss of employment

Problems with child care which affects ability to attend class

Misadvising by the North Central Texas College advisor

Complete drop from a program such as Registered Nursing, Cosmetology, etc. as required by the program coordinator

Family illness

Job schedule change

Military deployment

Personal medical reasons

Student initiated complete withdrawal

Administrative drops through the College

Prep Department for non-attendance

Language barriers

Documentation Issues: Students will not be required to provide documentation to support granting an exception as outlined in the law. The student's self-reported reason will be sufficient as documentation of the exception. The student must complete the reason for withdrawing on the withdrawal slip and will be approved by the Registrar. The determination of applying the exception in accordance with the rules will be made by the Registrar or his/her designee.

For purposes of this section, a "member of the student's family" is defined to be the student's spouse, child, grandchild, father, mother, brother, sister, grandmother, grandfather, aunt, uncle, nephew, niece, first cousin, step-parent, step-child, or step-sibling; a "person who is otherwise considered to have a sufficiently close relationship to the student" is defined to include any other relative within the third degree of consanguinity, plus close friends, including but not limited to roommates, housemates, classmates, or other persons identified by the student, for approval by the institution on a case-by-case basis.

For purposes of this section, a "grade" is defined to be the indicator, usually a letter like A, B, C, D, or F or P (for pass) assigned upon the student's completion of a course. A "grade" indicates either that the student has earned and will be awarded credit, if the student has completed the course requirements successfully; or that the student remained enrolled in the course until the completion of the term or semester but failed to provide satisfactory performance required to be awarded credit. A "grade" under this definition does not include symbols to indicate that the course has been left incomplete, whether those symbols indicate a negotiated temporary suspension of the end-of-term deadline for completion of the course requirements commonly designated as "incomplete" status, a dropped course under the conditions designated for this section, or a withdrawal from the institution.

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:
3. review each request and its accompanying documentation.
4. make inquiries and seek recommendations from instructors of record and others as appropriate,
5. decide whether to approve or deny the request, and
6. 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 judgment 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 Grade 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 grade will revert to "F".
4. In the Campus Connect 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.

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.

Scholastic Probation

A student’s grades are reviewed on a semester-by-semester basis to determine if he/she is in good standing. A student will be placed on scholastic probation at the end of the Fall or Spring semester in which the current minimum GPA of 2.0 is not attained.

Scholastic probation may be removed by earning a minimum GPA of 2.0 during the next Fall or Spring semester. If a student fails to earn a minimum 2.0 GPA during a semester in which he/she is on probation, he/she will be placed on academic suspension.

If a student on scholastic probation withdraws from the College and applies for re-entry, he/she will be admitted on scholastic probation and must meet the same minimum requirements as stated above to be removed from scholastic probation. Developmental courses are calculated in the current GPA and are used in the determination of the student’s probationary status.

Scholastic Suspension

If a student fails to earn a minimum GPA of a 2.0 during a semester in which he/she is on scholastic probation, he/she will be placed on scholastic suspension. Students placed on suspension will be eligible for readmission after the lapse of a Fall or Spring semester.

It should be noted that a 2.0 cumulative GPA is required for graduation at North Central Texas College. *Students are expected to know if they have maintained the minimum standard and are eligible to continue college. An ineligible student who registers in the College will be subject to dismissal.* Developmental courses are calculated in the current GPA and are used in the determination of the student’s probationary status.

Scholastic Suspension Appeal Process

There is provision for consideration of allowing both North Central Texas College students and transfer students to enroll before their suspension periods have elapsed.

Students seeking admission while on academic suspension may appeal to the Admissions & Enrollment Management Committee by filing a letter of appeal with the Director or Associate Director of Advisement. The appeal must explain any special or unusual circumstances which caused the student to be suspended other than simply failing to maintain grades. It must also explain how these circumstances have changed to increase the likelihood of academic success.

After reviewing the appeal, Suspension Appeal Committee will reach a decision regarding enrollment and may recommend or require a student: (1) to undergo testing

and/or counseling and/or (2) to enroll in specified courses and/or (3) to enroll only for a limited number of hours. The Committee may also deny enrollment, in which case the student will be required to serve out the suspension prior to enrollment. Students allowed to enroll will be placed on probation.

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 for grade appeal directly to the instructor.
3. If you are not satisfied with the decision of the instructor, an appeal may be made 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 you are not satisfied with the decision of the Department Chair or Program Coordinator, an appeal may be made to the appropriate instructional Dean. All tests, assignments, class notes and other relevant materials must be presented to the instructional Dean.
5. If you are not satisfied with the decision of the instructional Dean, an appeal may be made 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 you are not satisfied with the decision of the Vice President of Instruction, an appeal may be made 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;

Date and place of birth, photographs;

Participation in officially recognized activities and sports;

Field of study;

Weight and height of athletes;

Enrollment status (full-, part-time, etc.);

Degrees and awards received;

Dates of attendance;

Most recent previous school 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 the same 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 Center maintains a library of senior college catalogs and makes them available to interested students. College counselors 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.

Virtual College Of Texas (VCT) Courses

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

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	43-45
	Electives*	12
	Sophomore Level Literature Course	3
	Proficiency with Computers**	3
	Total Minimum Required Hours	61
Associate of Science (AS)	Core Curriculum Courses	43-45
	Electives*	12
	Mathematics Course	3
	Proficiency with Computers**	3
	Total Minimum Required Hours	61
Associate of Arts in Teaching (AAT)	Specific degree requirements for grades EC-6, 4-8, and Secondary are listed on pages 86-88 of the 2010 - 2011 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 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.

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 Campus. 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. Students may request up to 10 official transcripts per year at no charge. After the limit of 10 is reached, there will be a \$2.00 charge per transcript.

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

INSTRUCTIONAL DIVISION

NCTC Instructional Master Plan

Providing vision and focus for the Instructional Division of North Central Texas College (NCTC) is the primary benefit of an Instructional Master Plan, which serves as a roadmap to be used by faculty and administration in making decisions impacting the college's future. Having this clearly-defined and well-developed resource available will help ensure that NCTC's role, scope and mission are fulfilled in accordance with the college's values.

The framework upon which the Instructional Master Plan is built is S.I.M.P.L.E., or Strategic Instructional Mission, Purpose, Leadership Expectations. The use of this particular acronym may seem risky, but it is definitely not intended to imply that the academic rigor at NCTC is simplistic. It is intended to communicate that how we do what we do is indeed relatively straightforward – yet NOT at all easy!

Strategic

In our efforts to be strategic in our thinking and doing, we must incorporate the following concepts into our everyday language:

Smarter...Not Harder

By Design...Not Default

On Purpose ... Not Pointless

Instructional

Instruction at NCTC emanates from a cohesive group of professionals using their collective talents, gifts and experiences to accomplish a shared mission and purpose.

Mission

The mission of the instructional division is to grow and graduate students and to enrich their lives by nurturing their potential through meaningful education.

Purpose

The purpose of the instructional division is to create an exemplary and inspiring learning environment that provides students with the education they need and the chance to believe in themselves and their future.

Leadership

As leaders of the instructional division:

We will work collectively, collaboratively, creatively and collegially.

We will honor practical, purposeful, and proactive communication and decision making within and between each instructional department.

We will transform meetings into time that is productive, focused and energizing.

Expectations

Everyone will purposefully and intentionally communicate among instructional circles to promote awareness of college initiatives and activities.

Everyone will collaborate within their departments as well as between departments, division and campuses for the overall benefit of our students.

Everyone will bring their best everyday along with a commitment to being better. Everyone will actively identify areas of needed improvement. Everyone will participate in professional development. Everyone will seek and implement best practices and be willing to make changes as necessary.

Instructional Division Organization

The Instructional Division at NCTC is made up of four major instructional areas: Arts & Sciences, Advanced and Applied Technologies, Health Sciences and Lifelong Learning. 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 Dean of Arts Sciences and Department Chairs. The instructional programs are organized according to major subject areas or disciplines, as follows:

Department of English, Speech and Foreign Language:

English

Foreign Language

Speech

Department of Fine Arts:

Art

Dance

Drama

Music

Department of Mathematics and Physics:

Math

Physics

Department of Science:

Biology

Chemistry

Department of Physical Education/Athletics

Department of Teaching (AAT)

Education

Early Childhood Education

Department of Social Science

Economics

Philosophy

History

Psychology

Government

Sociology

Humanities

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.

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 page 20 for eligibility requirements.

Advanced and Applied Technologies

Associate of Applied Science (AAS) degrees and certifications are offered through the Advanced & Applied Technologies area, 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

Oil & Gas Production Technologies

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. Degree plans for these programs are listed starting on page 101.

Associate Degree Nursing

Cosmetology

Esthetics

Nail Technology

Emergency Medical Technology

Law Enforcement

Licensed Vocational Nursing

Radiological Technology

Surgical Technology

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).

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 or contact the Office of Honors Studies:

Dr. Lisa Morales
Honors Program Coordinator
Room 351, Corinth Campus
(940) 498-6246 • lmorales@nctc.edu

Professor Jill Swarner
Associate Honors Program Coordinator, Gainesville
Office 119, Gainesville Campus
(940) 498-4301 • jswarner@nctc.edu

Dr. Rochelle Gregory
Associate Honors Program Coordinator, Communications
Office 331, Corinth Campus
(940) 498-6297 • rgregory@nctc.edu

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, 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 satisfactory course completion, the concurrently enrolled student receives a “satisfactory” (S) or “unsatisfactory” (U) rating, rather than a conventional letter grade; the CEUs are posted to the student’s combined transcript.

However, at the onset of a course, a concurrently enrolled student may request that the instructor assign a conventional letter grade in addition to the S/U rating. If the student completes all components of the course—including examinations, fieldwork, lab assignments, and online assignments—the instructor will report both an S/U rating and a conventional letter grade on the course roster at the completion of class. At this point, the conventional letter grade is not posted on the student’s transcript.

Within two years of course completion, a student who has requested a conventional letter grade for a noncredit course may apply to have the CEUs earned for that course converted to regular semester-hour college credit. The student must provide documentation showing receipt of a conventional letter grade. At this point, the letter grade and semester-hour credits earned are posted to the student’s 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 also offers limited scholarships for healthcare courses (Department of Labor Matrix Grant)

and 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

Learning Resource/Library Services

The Learning Resource Centers/Libraries at NCTC contain 47,000+ books, 2,000+ pieces of audiovisual items, 100+ 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 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, audiocassette tape players, and 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 and/or on bulletin boards at each campus.

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. 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.

Virtual College of Texas (VCT) Learning

Resources/Library Services

Students enrolled only in VCT courses are encouraged to contact the librarian at the Gainesville campus to obtain information about resources and services available.

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 50% of course content is provided using the Internet. 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 attend lab or classroom instruction. The rest of instruction is delivered online. 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.

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.

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 and Midwestern State University. Early Childhood—Grade 6 degree program is 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 on pages 68-69, 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 2.75 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.

See Early Childhood to Grad 6 (EC-6), Grades 4-8, and Secondary degree plans on pages ____.

NCTC Core Curriculum and Field of Study Requirements for Early Childhood - Grade 6

WRITTEN COMMUNICATION (Take <u>BOTH</u> courses; Total of 6 hours required)			Check when Completed
ENGL	1301	3 hours	O
ENGL	1302	3 hours	O
ORAL COMMUNICATION (Select <u>ONE</u> course)			
SPCH	1311, 1315, 1318, 1321	3 hours	O
MATHEMATICS			
MATH	1314	3	O

				hours				
NATURAL SCIENCE - with LAB (Select <i>TWO</i> courses; Total of 8 hours required; Bold faced numbers are recommended course selections)					HISTORY (Take <i>BOTH</i> courses; Total of 6 hours required)			
BIOL	1408 , 1411, 1413, 2401, 2402, 2406 , 2420				HIST	1301	3 hours	O
CHEM	1411, 1412, 1413, 2423, 2425	4 hours	O		HIST	1302	3 hours	O
HORT	1401	4 hours	O		GOVERNMENT (Take <i>BOTH</i> courses; Total of 6 hours required)			
PHYS	1401, 1402, 1412, 1415 , 2425, 2426				GOVT	2305	3 hours	O
HUMANITIES (Select <i>ONE</i> course)					GOVT	2306	3 hours	O
ENGL	2307, 2322, 2323, 2327, 2328, 2332, 2333, 2341, 2342, 2343	3 hours	O		SOCIAL AND BEHAVIORAL SCIENCES (Select <i>ONE</i> course)			
PHIL	1301, ITAL 2312, SPAN 2312, FREN2312				ANTH	2346, 2351 ECON 2301, 2302 HIST 2301, 2321, 2322	3 hours	O
VISUAL & PERFORMING ARTS (Select <i>ONE</i> 3 credit course -- or 3 one credit courses)					PSYC	2301, 2306, 2314, 2315, SOCI 1301, 1306, 2301, 2319		
ARTS	1301, 1303, 1304, 1311, 1316, 2316, 2326, 2341, 2346				INSTITUTIONALLY DESIGNATED OPTION (Select 1 option)			
DANC	1151, 1152, 2151, 2152, 2303	3 hours	O		Option 1 - BIOL 1322 <i>or</i> PHED 1301 <i>or</i> PHED 1338			
DRAM	1310, 1330, 1351, 1352, 2331, 2366				Option 2 - Two (2) physical activity courses (see choices on back)			
MUSI	1131, 1141, 1154, 1171, 1301, 1306				Option 3 - Two (2) dance technique courses (see choices on back)			
					Associate of Arts in Teaching (Early Childhood Grade 6) requires the above Core Curriculum <i>in addition to</i> the following for a minimum of 62 hours:			
					ADDITIONAL LAB SCIENCE	(Suggested Courses: BIOL 1408, BIOL 2306, PHYS 1415)	4 hours	O
					FIELD OF STUDY	EDUC	3	O

	1301*	hours	
	EDUC	3	O
	2301*	hours	
FUNDAMENTALS OF MATH I and II (prerequisite: MATH 1314 with Grade of "C")	MATH 1350	3 hours	O
	MATH 1351	3 hours	O
Additional 3-4 hour elective	(TECA courses suggested)	3-4 hours	O
Additional Courses Available (not required for AAT):	TECA 1303*, TECA 1318*, TECA 1311*, 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.

For further information, please refer to the catalog (pages 70-71, 85-88).

NCTC Core Curriculum and Field of Study Requirements for Grades 4 - 8

WRITTEN COMMUNICATION (Take <u>BOTH</u> courses; Total of 6 hours required)		Check when Completed	
ENGL	1301	3 hours	O
ENGL	1302	3 hours	O
ORAL COMMUNICATION (Select <u>ONE</u> course)			

SPCH	1311, 1315, 1318, 1321	3 hours	O
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MATHEMATICS

MATH	1314	3 hours	O
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NATURAL SCIENCE - with LAB (Select **TWO** courses; Total of 8 hours required; Bold faced numbers are recommended course selections)

BIOL	1408, 1411, 1413, 2401, 2402, 2406, 2420		
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CHEM	1411, 1412, 1413, 2423, 2425	4 hours	O
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HORT	1401	4 hours	O
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PHYS	1401, 1402, 1412, 1415, 2425, 2426		
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HUMANITIES (Select **ONE** course)

ENGL	2307, 2322, 2323, 2327, 2328, 2332, 2333, 2341, 2342, 2343	3 hours	O
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PHIL	1301, ITAL 2312, SPAN 2312, FREN2312		
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VISUAL & PERFORMING ARTS (Select **ONE** 3 credit course -- or 3 one credit courses)

ARTS	1301, 1303, 1304, 1311, 1316, 2316, 2326, 2341, 2346		
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DANC	1151, 1152, 2151, 2152, 2303	3 hours	O
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DRAM	1310, 1330,		
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	1351, 1352, 2331, 2366			ADDITIONAL LAB SCIENCE	(Suggested Courses: BIOL 1408, BIOL 2306, PHYS 1415)	4 hours	O
MUSI	1131, 1141, 1154, 1171, 1301, 1306						
HISTORY (Take <u>BOTH</u> courses; Total of 6 hours required)							
HIST	1301	3 hours	O	FIELD OF STUDY	EDUC 1301*	3 hours	O
HIST	1302	3 hours	O		EDUC 2301*	3 hours	O
GOVERNMENT (Take <u>BOTH</u> courses; Total of 6 hours required)				FUNDAMENTALS OF MATH I and II	MATH 1350	3 hours	O
GOVT	2305	3 hours	O	(prerequisite: MATH 1314 with Grade of "C")	MATH 1351	3 hours	O
GOVT	2306	3 hours	O	Additional 3-4 hour elective	(TECA course suggested)	3-4 hours	O
SOCIAL AND BEHAVIORAL SCIENCES (Select <u>ONE</u> course)				Additional Courses Available (not required for AAT):	TECA 1354		
ANTH	2346, 2351 ECON 2301, 2302 HIST 2301, 2321, 2322	3 hours	O				
PSYC	2301, 2306, 2314, 2315, SOCI 1301, 1306, 2301, 2319			Please see an advisor in the Teacher Education Department about transferability of the TECA courses.			
INSTITUTIONALLY DESIGNATED OPTION (Select 1 option)				*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.			
Option 1 BIOL 1322 <u>or</u> PHED 1301 <u>or</u> PHED 1338				For further information, please refer to the catalog (pages 70-71, 85-88).			
Option 2 Two (2) physical activity courses (see choices on back)		Option 1, 2 or 3	O	NCTC Core Curriculum and Field of Study Requirements for Teaching Secondary (Grades 8 - 12)			
Option 3 - Two (2) dance technique courses (see choices on back)							
Associate of Arts in Teaching (Early Childhood Grade 6) requires the above Core Curriculum <u>in addition</u> to the following for a minimum of 62 hours:							
				WRITTEN COMMUNICATION	(Take		Check when

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.

For further information, please refer to the catalog (pages 70-71, 85-88).

NCTC Core Curriculum and Field of Study Requirements for Teaching Secondary (Grades 8 - 12)

required)

ENGL	1301	3 hours	O
ENGL	1302	3 hours	O

ORAL COMMUNICATION(Select ONE course)

SPCH	1311, 1315, 1318, 1321	3 hours	O
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MATHEMATICS (Select ONE course)

MATH	1314, 1316, 1324, 1325, 1332, 1342, 2412, 2413, 2414	3 hours	O
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NATURAL SCIENCE - - with LAB (Select TWO courses; Total of 8 hours required; Bold faced numbers are recommended course selections)

BIOL	1408 , 1411, 1413, 2401, 2402, 2406 , 2420		
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CHEM	1411, 1412, 1413, 2423, 2425	4 hours	O
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HORT	1401	4 hours	O
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PHYS	1401, 1402, 1412, 1415 , 2425, 2426		
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HUMANITIES (Select ONE course)

ENGL	2307, 2322, 2323, 2327, 2328, 2332, 2333, 2341, 2342, 2343	3 hours	O
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PHIL	1301, ITAL 2312, SPAN 2312, FREN 2312		
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VISUAL & PERFORMING(Select ONE 3 credit course -- or 3 one credit courses)

ARTS	1301, 1303, 1304, 1311, 1316, 2316,		
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2326, 2341,
2346

DANC	1151, 1152, 2151, 2152, 2303	3 hours	O
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DRAM	1310, 1330, 1351, 1352, 2331, 2366		
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MUSI	1131, 1141, 1154, 1171, 1301, 1306		
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HISTORY (Take BOTH courses; Total of 6 hours required)

HIST	1301	3 hours	O
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HIST	1302	3 hours	O
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GOVERNMENT (Take BOTH courses; Total of 6 hours required)

GOVT	2305	3 hours	O
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GOVT	2306	3 hours	O
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SOCIAL AND BEHAVIORAL SCIENCES (Select ONE course)

ANTH	2346, 2351 2301, 2302 2301, 2321, 2322	ECON HIST 3 hours	O
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PSYC	2301, 2306, 2314, 2315, SOCI 1301, 1306, 2301, 2319		
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INSTITUTIONALLY DESIGNATED OPTION (Select 1 option)Option 1 - BIOL 1322 or PHED 1301 or PHED 1338

Option 2 - Two (2) physical activity courses (see choices on back)

Option
1, 2 or
3

Option 3 - Two (2) dance technique courses (see choices on back)

Associate of Arts in Teaching Secondary requires the above Core Curriculum in addition to the following for

a minimum of 62 hours:

ADDITIONAL LAB 4 hours O
SCIENCE (Suggested Courses:
 BIOL 1408, BIOL 2306, PHYS
 1415)

FIELD OF EDUC 1301 3 hours O
STUDY *
 EDUC 2301 3hours O
 *

**SECONDARY CONTENT SPECIFIC COURSES - 9-
 12 hours of course work in your intended teaching
 field.**

(See an advisor _____ 3 O
 in the Teacher hours
 Education
 Department for
 more
 information.)
 _____ 3 O
 hours
 _____ 3 O
 hours
 _____ 3 O
 hours

*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.

For further information, please refer to the catalog (pages
 70-71, 85).

NCTC CORE CURRICULUM

NCTC Core Curriculum

To complete the 43 - 45 hour Core Curriculum, a student must earn the required number of semester credit hours according to the parameters described below.

2011-2012

Communication - 2 courses

ENGL 1301	COMPOSITION I	3
ENGL 1302	COMPOSITION II	3

6 credit hours - Take each course listed above.

Communications – 1 course

SPCH 1311	INTRO TO SPEECH COMM	3
SPCH 1315	PUBLIC SPEAKING	3
SPCH 1318	INTERPERSONAL COMM	3
SPCH 1321	BUSINESS & PROFF SPEECH	3

Mathematics - 1 course

MATH 1314	COLLEGE ALGEBRA	3
MATH 1316	TRIGONOMETRY	3
MATH 1324	MATHEMATICS FOR BUSINESS ANALYSIS	3
MATH 1325	BUSINESS CALCULUS	3
MATH 1332	COLLEGE MATHEMATICS	3
MATH 1342	ELEMENTARY STATISTICS	3
MATH 2412	PRE-CALCULUS MATHEMATICS	4
MATH 2413	CALCULUS I	4
MATH 2414	CALCULUS II	4

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

Natural Science - 2 courses

BIOL 1408	GENERAL BIOLOGY	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

BIOL 2420	MICROBIOLOGY	4
CHEM 1411	GENERAL CHEMISTRY I	4
CHEM 1412	GENERAL CHEMISTRY II	4
CHEM 1413	CHEMISTRY FOR THE HEALTH SCIENCES	4
CHEM 2423	ORGANIC CHEMISTRY I	4
CHEM 2425	ORGANIC CHEMISTRY II	4
HORT 1401	HORTICULTURE	4
PHYS 1401	GENERAL PHYSICS I	4
PHYS 1402	GENERAL PHYSICS II	4
PHYS 1415	PHYSICAL SCIENCE	4
PHYS 2425	ENGINEERING PHYSICS I	4
PHYS 2426	ENGINEERING PHYSICS II	4

8 credit hours - Select two courses from the list above.

Some courses require a prerequisite course.

Humanities - 1 course

ENGL 2307	CREATIVE WRITING	3
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
ENGL 2341	FICTION, FILM, POETRY, OR DRAMA	3
ENGL 2342	CLASSICAL BACKGROUNDS I	3
ENGL 2343	CLASSICAL BACKGROUNDS II	3
FREN 2312	INTERMEDIATE FRENCH II	3
HUMA 1301	INTRODUCTION TO THE HUMANITIES I	3
PHIL 1301	INTRODUCTION TO PHILOSOPHY	3
SPAN 2312	INTERMEDIATE SPANISH II	3

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

Visual and Performing Arts - 1 course

ARTS 1301	ART APPRECIATION	3
ARTS 1303	ART HISTORY I	3
ARTS 1304	ART HISTORY II	3
ARTS 1311	DESIGN I	3
ARTS 1316	DRAWING I	3
ARTS 2316	PAINTING I	3
ARTS 2326	SCULPTURE I	3
ARTS 2341	JEWELRY AND METALWORKING I	3
ARTS 2346	CERAMICS I (POTTERY)	3
DANC 1151	DANCE PERFORMANCE I	1
DANC 1152	DANCE PERFORMANCE II	1
DANC 2151	DANCE PERFORMANCE III	1
DANC 2152	DANCE PERFORMANCE IV	1
DANC 2303	DANCE APPRECIATION I	3
DRAM 1310	THEATER APPRECIATION	3
DRAM 1330	STAGECRAFT	3
DRAM 1351	ACTING I	3
DRAM 1352	ACTING II	3
DRAM 2331	STAGECRAFT II	3
DRAM 2366	FILM APPRECIATION	3
MUEN 1131	WIND ENSEMBLE	3
MUEN 1141	NORTH CENTRAL TEXAS CHORUS	1
MUEN 1154	COLLEGE SINGERS	1
MUEN 1171	JAZZ BAND	1
MUSI 1301	MUSIC FUNDAMENTALS	3
MUSI 1306	MUSIC APPRECIATION	3

Select one 3 SCH course or three 1 SCH courses from the list above; 1 SCH courses should not all be taken during the same semester or term.

History

HIST 1301	U.S. HISTORY TO 1865	3
HIST 1302	U.S. HISTORY FROM 1865	3

6 credit hours - Take each course listed above.

Government - 2 courses

GOVT 2305	AMERICAN NATIONAL GOVERNMENT	3
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GOVT 2306	AMERICAN, STATE AND LOCAL GOVERNMENT	3
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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 ECONOMICS (MACRO)	3
ECON 2302	PRINCIPLES OF ECONOMICS (MICRO)	3
HIST 2301	TEXAS HISTORY	3
HIST 2321	WORLD CIVILIZATIONS I	3
HIST 2322	WORLD CIVILIZATIONS II	3
PSYC 2301	INTRODUCTION TO GENERAL PSYCHOLOGY	3
PSYC 2306	HUMAN SEXUALITY	3
PSYC 2314	DEVELOPMENTAL PSYCHOLOGY	3
PSYC 2315	PSYCHOLOGY OF ADJUSTMENT	3
SOCI 1301	INTRODUCTION TO SOCIOLOGY	3
SOCI 1306	CONTEMPORARY SOCIAL PROBLEMS	3
SOCI 2301	MARRIAGE AND FAMILY RELATIONS	3
PSYC 2319	SOCIAL PSYCHOLOGY	3

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

Institutionally Designated Option 1

BIOL 1322	BASIC NUTRITION	3
PHED 1301	FOUNDATIONS OF SPORT AND PHYSICAL ACTIVITY	3
PHED 1338	CONCEPTS OF PHYSICAL FITNESS	3

2 - 3 credit hours - Wellness - Choose one of the three options.

Institutionally Designated Option 2

two PHED physical activity courses (various courses ranging from PHED 1108 - PHED 2101) for one credit hour each; Two physical activity courses may be taken in one semester as long as the courses are not the same subject matter.

Choose one of the three options.

Institutionally Designated Option 3

DANC 1141	BALLET DANCE TECHNIQUE I	1
DANC 1142	BALLET DANCE TECHNIQUE II	1
DANC 1145	MODERN DANCE TECHNIQUE I	1
DANC 1146	MODERN DANCE TECHNIQUE II	1
DANC 1147	JAZZ DANCE TECHNIQUE I	1
DANC 1148	JAZZ DANCE TECHNIQUE II	1

two Dance Technique courses for one credit hour each from the list above.

Choose one of the three options.

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 Advanced and Applied Technology.

Tech-Prep Credit

Technical graduates from area high schools may be eligible for college credit by applying for Tech Prep credit. For information, contact the Tech Prep office at (940) 668 – 7731, ext. 3314.

Tech Prep is a statewide program funded by Carl D. Perkins Tech Prep Education funds. The program is based on common standards and guidelines for awarding technical-program college credit for high school coursework and to prepare students for careers in high-demand, high-skilled, high-wage occupations.

Texoma Tech Prep provides the coordination link between NCTC and area high schools to align post-secondary Workforce Education Course Manual (WECM) courses with the secondary Texas Essential Knowledge and Skills (TEKS) courses.

Articulation agreements between Independent School Districts in the Texoma Tech Prep Consortium and NCTC allow high school students to earn articulated credit for up to two years from the date of their high school graduation. College credits for courses approved for articulation that are taught by the high school for immediate high school credit and potential college credit will be awarded at the time a student enrolls at NCTC in an associate degree or certificate program. Students are required to earn a B or better in the articulated course, complete a petition, and provide a completed high school transcript to Texoma Tech Prep.

Agriculture Management (Certificate)

The following are required for certification.

Degree Requirements

First Semester

	AGRICULTURE BUSINESS	3
AGRI 1309	COMPUTERS IN AGRICULTURE	3
	PLANT OR CROP SCIENCE	4

AGAH 1397	AGRICULTURAL SPANISH	3
AGAH 1453	BEEF CATTLE PRODUCTION	4
		17

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

	AGRICULTURAL ELECTIVE	2
AGRI 2321	LIVESTOCK EVALUATION I	3
	AGRICULTURE MECHANICS	3
AGCR 1441	FORAGE AND PASTURE MANAGEMENT	4
AGMG 2480	COOPERATIVE EDUCATION- AGRICULTURAL BUSINESS AND MANAGEMENT, GENERAL	4
		16

Agriculture Elective: Elective from AGRI, AGAH, AGME, HORT, HALT, AGEQ.

Agriculture Mechanics: Choose one from Ag. Power Units, Ag. Construction or Farm and Ranch Shop Skills.

**AGMG2480 will constitute the capstone experience.*

Total Credit Hours: 33

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 63 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

ENGL 1301	COMPOSITION I	3
MATH 1342	ELEMENTARY STATISTICS	3
BUSG 1301	INTRODUCTION TO BUSINESS	3
BMGT 1307	HIGH PERFORMANCE WORK TEAMS	3
MRKG 1301	CUSTOMER RELATIONS	3
		15

First Year - Second Semester

ENGL 1302	COMPOSITION II	3
IBUS 1305	INTRODUCTION TO INTERNATIONAL BUSINESS AND TRADE	3
ARTS XXXX	VISUAL & PERFORMING ART CORE	3
BMGT 1327	PRINCIPLES OF MANAGEMENT	3
BMGT 2309	LEADERSHIP	3
POFT 2312	BUSINESS CORRESPONDENCE AND COMMUNICATION	3
		18

Second Year - First Semester

SPCH 1321	BUSINESS AND PROFESSIONAL SPEECH	3
ACCT 2301	PRINCIPLES OF ACCOUNTING I	3
BUSG 1304	PERSONAL FINANCE	3
HRPO 2301	HUMAN RESOURCE MANAGEMENT	3
MRKG 1311	PRINCIPLES OF MARKETING	3
		15

Second Year - Second Semester

ECON 2301	PRINCIPLES OF ECONOMICS (MACRO)	3
ACCT 2302	PRINCIPLES OF ACCOUNTING II	3
BCIS 1305	BUSINESS COMPUTER	3

APPLICATIONS

BUSG 2305	BUSINESS LAW/CONTRACTS	3
BUSG 2380	COOPERATIVE EDUCATION - BUSINESS,GENERAL	3
		15

** BUSG 2380 will constitute the capstone experience.*

Total Credit Hours: 63

Business Management (Certificate)

Degree Requirements

First Year - First Semester

ACCT 2301	PRINCIPLES OF ACCOUNTING I	3
BUSG 1304	PERSONAL FINANCE	3
HRPO 2301	HUMAN RESOURCE MANAGEMENT	3
BUSG 1301	INTRODUCTION TO BUSINESS	3
BMGT 1307	HIGH PERFORMANCE WORK TEAMS	3
		15

First Year - Second Semester

ACCT 2302	PRINCIPLES OF ACCOUNTING II	3
BMGT 1345	COMMUNICATION SKILLS FOR MANAGERS	3
IBUS 1305	INTRODUCTION TO INTERNATIONAL BUSINESS AND TRADE	3
BMGT 1327	PRINCIPLES OF MANAGEMENT	3
BMGT 2309	LEADERSHIP	3
BUSG 2305	BUSINESS LAW/CONTRACTS	3
BUSG 2380	COOPERATIVE EDUCATION - BUSINESS,GENERAL	3
		21

** BUSG 2380 will constitute the capstone experience.*

Total Credit Hours: 36

Business Management-NON-Profit Management (Certificate)

Degree Requirements

First Year - Fall Semester

ACNT 1303	INTRODUCTION TO ACCOUNTING I	3
BMGT 1307	HIGH PERFORMANCE WORK TEAMS	3
MRKG 1301	CUSTOMER RELATIONS	3
HRPO 2301	HUMAN RESOURCE MANAGEMENT	3
MRKG 1311	PRINCIPLES OF MARKETING	3
		15
First Year - Spring Semester		
ACNT 2330	GOVERNMENTAL AND NOT-FOR-PROFIT ACCOUNTING	3
BMGT 1327	PRINCIPLES OF MANAGEMENT	3
BMGT 2309	LEADERSHIP	3
POFT 2312	BUSINESS CORRESPONDENCE AND COMMUNICATION	3
BUSG 1301	INTRODUCTION TO BUSINESS	3
		15
Summer III - 10 Week Session		
BUSG 2380	COOPERATIVE EDUCATION - BUSINESS, GENERAL	3
		3

**BUSG2380 will constitute the capstone experience and may be taken Spring Semester if needed.*

Total Credit Hours: 33

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 Networking degree program provides study in Computer Maintenance, Computer Networking, Server Administration, Network Security, and Cisco Academy. This degree program also provides the student with academic classes designed to provide the student with a well-rounded education. The CISCO academy classes utilize the curriculum provided by CISCO, and require that students attend daily classes.

The Certificate in Game Design will provide study in the Game Design, Game Development, Animation, Artificial Intelligence, and Game Programming using a variety of programming languages and platforms.

The Certificate Programs for CITE, Networking, and CISCO provide similar classes to the degree program, however there are no academic classes in those individual curriculums. 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 30 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 62 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: 32 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.

Degree Requirements

First Year - First Semester

GAME 1306	DESIGN AND CREATION OF GAMES	3
POFI 2301	WORD PROCESSING	3
ITSC 1316	LINUX INSTALLATION AND CONFIGURATION	3
IMED 1345	INTERACTIVE MULTIMEDIA I	3
IMED 1316	WEB PAGE DESIGN I	3
ITNW 1337	INTRODUCTION TO THE INTERNET	3

		18
First Year - Second Semester		
GAME 1343	GAME AND SIMULATION PROGRAMMING I	3
ITSE 1302	COMPUTER PROGRAMMING	3
MATH XXXX	MATHEMATICS CORE	3
ARTS XXXX	VISUAL & PERFORMING ART CORE	3
POFI 1349	SPREADSHEETS	3

		15
Second Year - First Semester		
ARTC 1302	DIGITAL IMAGING I	3
ENGL 1301	COMPOSITION I	3
ITSW 1307	INTRODUCTION TO DATABASE	3
ITSC 1325	PERSONAL COMPUTER HARDWARE	3
GOVT XXXX	GOVERNMENT CORE	3
	OR	
HIST XXXX	HISTORY CORE	3

		15
Second Year - Second Semester		
ITSC 2331	INTEGRATED SOFTWARE APPLICATIONS III	3
EECT 1300	TECHNICAL CUSTOMER SERVICE	3
ITSC 2302	INTERMEDIATE WEB PROGRAMMING	3
ITSC 2280	COOPERATIVE EDUCATION	2

11

**ITSC2280 will constitute the capstone experience.*

Total Credit Hours: 59

Computers Information Systems and Technology (Certificate)

A minimum of 32 semester hours is required for graduation with a certificate in Computer Information Systems and Technology.

Degree Requirements

First Semester

ARTC 1302	DIGITAL IMAGING I	3
IMED 1316	WEB PAGE DESIGN I	3

ITNW 1337	INTRODUCTION TO THE INTERNET	3
ITSW 1307	INTRODUCTION TO DATABASE	3
GAME 1306	DESIGN AND CREATION OF GAMES	3
ITSC 1325	PERSONAL COMPUTER HARDWARE	3

18

Second Semester

GAME 1343	GAME AND SIMULATION PROGRAMMING I	3
ITSE 1302	COMPUTER PROGRAMMING	3
EECT 1300	TECHNICAL CUSTOMER SERVICE	3
ITSC 2280	COOPERATIVE EDUCATION	2

11

**ITSC2280 will constitute the capstone experience.*

Total Credit Hours: 29

Computers 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.

Degree Requirements

First Semester

GAME 1306	DESIGN AND CREATION OF GAMES	3
GAME 1309	INTRODUCTION TO ANIMATION PROGRAMMING	3
GAME 1303	INTRO TO GAME DESIGN AND DEVELOPMENT	3
ITSW 1307	INTRODUCTION TO DATABASE	3
IMED 1345	INTERACTIVE MULTIMEDIA I	3

15

Second Semester

GAME 1343	GAME AND SIMULATION PROGRAMMING I	3
GAME 1359	GAME AND SIMULATION PROGRAMMING I	3
GAME 2342	GAME DEVELOPMENT USING C++	3

GAME 2303	ARTIFICIAL INTELLIGENCE PROGRAMMING	3
GAME 2359	GAME AND SIMULATION GROUP PROJECT	3
		15

**GAME2359 will constitute the capstone experience.*

Total Credit Hours: 30

Networking Technology (Degree) - Network Operating Systems Major

Corinth Campus Only

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 30 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
ITNW 1358	NETWORK+	3
ITNW 1308	IMPLEMENTING AND SUPPORTING CLIENT OPERATION SYSTEMS	3
GOVT XXXX	GOVERNMENT CORE	3
		12

First Year - Second Semester

ITNW 1353	SUPPORTING NETWORK SERVER INFRASTRUCTURE	3
ENGL 1301	COMPOSITION I	3
ITNW 1354	IMPLEMENTING AND SUPPORTING SERVER ENVIRONMENT	3
MATH XXXX	MATHEMATICS CORE	3
ARTS XXXX	VISUAL & PERFORMING ART CORE	3
		15

Second Year - First Semester

ITSC 1325	PERSONAL COMPUTER HARDWARE	3
ITCC 1401	EXPLORATION 1: NETWORK	4

	FUNDAMENTALS	
ITCC 1404	EXPLORATION 2: ROUTING PROTOCOLS AND CONCEPTS	4
SPCH XXXX	COMMUNICATIONS CORE	3
		14

Second Year - Second Semester

ITCC 2408	EXPLORATION 3: LAN SWITCHING AND WIRELESS	4
ITCC 2410	EXPLORATION 4: ACCESSING THE WAN	4
ITSY 1342	INFORMATION TECHNOLOGY SECURITY	3
EECT 1300	TECHNICAL CUSTOMER SERVICE	3
ITSC 2280	COOPERATIVE EDUCATION	2
		16

**ITSC2280 will constitute the capstone experience.*

Total Credit Hours: 57

Networking Technology (Certificate) - Network Operating Systems Major

Corinth Campus Only

A minimum of 30 hours is required for graduation with a certificate in Networking Technology.

Degree Requirements

First Semester

ITSC 1316	LINUX INSTALLATION AND CONFIGURATION	3
ITSC 1325	PERSONAL COMPUTER HARDWARE	3
ITNW 1358	NETWORK+	3
SPCH 1321	BUSINESS AND PROFESSIONAL SPEECH	3
ITNW 1308	IMPLEMENTING AND SUPPORTING CLIENT OPERATION SYSTEMS	3
		15

Second Semester

BMGT 1307	HIGH PERFORMANCE WORK TEAMS	3
ITSY 1342	INFORMATION TECHNOLOGY SECURITY	3
ITNW 1353	SUPPORTING NETWORK SERVER	3

	INFRASTRUCTURE	
EECT 1300	TECHNICAL CUSTOMER SERVICE	3
ITNW 1354	IMPLEMENTING AND SUPPORTING SERVER ENVIRONMENT	3
		15

Capstone for this course will consist of passing comprehensive departmental exams, or actual work experience.

Total Credit Hours: 30

Networking Technology (Certificate) - Cisco Major

Corinth Campus Only

A minimum of 31 hours is required for graduation with a certificate in Computer Information Systems and Technology.

Degree Requirements

First Year - First Semester

ITSC 1316	LINUX INSTALLATION AND CONFIGURATION	3
ITSC 1325	PERSONAL COMPUTER HARDWARE	3
ITNW 1358	NETWORK+	3
ITCC 1401	EXPLORATION 1: NETWORK FUNDAMENTALS	4
ITCC 1404	EXPLORATION 2: ROUTING PROTOCOLS AND CONCEPTS	4
		17

First Year - Second Semester

ITNW 1353	SUPPORTING NETWORK SERVER INFRASTRUCTURE	3
ITSY 1342	INFORMATION TECHNOLOGY SECURITY	3
ITCC 2408	EXPLORATION 3: LAN SWITCHING AND WIRELESS	4
ITCC 2410	EXPLORATION 4: ACCESSING THE WAN	4
		14

Capstone for this course will consist of passing comprehensive departmental exams, or actual work experience.

Total Credit Hours: 31

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, both during the day and at night at the Corinth and Gainesville campuses. 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 going during the daytime. Or 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-three (63) 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 63 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 63 semester hours is required for graduation with an Associate of Applied Science Degree.

Degree Requirements

First Year - First Semester

DFTG 2317	DESCRIPTIVE GEOMETRY	3
DFTG 1305	TECHNICAL DRAFTING	3
DFTG 1309	BASIC COMPUTER-AIDED DRAFTING	3
ENGL XXXX	COMMUNICATIONS CORE	3
MATH XXXX	MATHEMATICS CORE	3
		15

First Year - Second Semester

DFTG 2302	MACHINE DRAFTING	3
DFTG 1317	ARCHITECTURAL DRAFTING/RESIDENTIAL	3
DFTG 2319	INTERMEDIATE COMPUTER-AIDED DRAFTING	3

DFTG 1333	MECHANICAL DRAFTING	3
ENGL XXXX	COMMUNICATIONS CORE	3
SPCH XXXX	COMMUNICATIONS CORE	3
		18

Second Year - First Semester

DFTG 2300	INTERMEDIATE ARCHITECTURAL DRAFTING- RESIDENTIAL	3
DFTG 1391	SPECIAL TOPICS IN DRAFTING	3
DFTG 2306	MACHINE DESIGN	3
DFTG 1358	ELECTRICAL/ELECTRONIC DRAFTING	3
GOVT XXXX	GOVERNMENT CORE	3
	OR	
HIST XXXX	HISTORY CORE	3
		15

Second Year - Second Semester

DFTG 2340	SOLID MODELING/DESIGN	3
DFTG XXXX	ADVANCED DRAFTING ELECTIVE	3
DFTG XXXX	ADVANCED DRAFTING ELECTIVE	3
DFTG XXXX	ADVANCED DRAFTING ELECTIVE	3
DFTG 2338	FINAL PROJECT	3
		15

Advanced Drafting Electives: DFTG2323 Pipe Drafting, DFTG2332 Advanced Computer-Aided Drafting, DFTG2358 Advanced Machine Design, DFTG2328 Architectural Drafting-Commercial, DFTG2330 Civil Drafting

DFTG2338 will constitute the capstone experience.

Total Credit Hours: 63

Drafting Technology (Certificate)

The following are required for certification.

Degree Requirements

First Year - First Semester

DFTG 1305	TECHNICAL DRAFTING	3
DFTG 1309	BASIC COMPUTER-AIDED DRAFTING	3
DFTG 1333	MECHANICAL DRAFTING	3

DFTG 2317	DESCRIPTIVE GEOMETRY	3
DFTG 1317	ARCHITECTURAL DRAFTING/RESIDENTIAL	3
		15

First Year - Second Semester

DFTG 2340	SOLID MODELING/DESIGN	3
DFTG 2319	INTERMEDIATE COMPUTER- AIDED DRAFTING	3
DFTG 2302	MACHINE DRAFTING	3
DFTG 2306	MACHINE DESIGN	3
DFTG 2338	FINAL PROJECT	3
		15

**DFTG2338 will constitute the capstone experience.*

Total Credit Hours: 30

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 72 semester hours is required for graduation with an Associate of Applied Science Degree.

Degree Requirements

First Year - First Semester

ENGL 1301	COMPOSITION I	3
	EQUESTRIAN I REQUIREMENT	3
AGEQ 1411	EQUINE SCIENCE I (HORSE PRODUCTION AND MANAGEMENT)	4
AGEQ 1305	EQUINE ENTERPRISE MANAGEMENT	3
AGRI 1309	COMPUTERS IN AGRICULTURE	3

Equestrian I Requirement: AGEQ 1319 or AGEQ 1300 or AGEQ 1371

First Year - Second Semester

AGEQ 1315	HORSE EVALUATION I	3
	AGRICULTURAL COURSE	3
	EQUESTRIAN II REQUIREMENT	3
	INSTITUTIONAL CORE REQUIREMENT	3
	HUMANITIES-FINE ART	3
AGEQ 2311	EQUINE SCIENCE II (ADVANCED HORSE PRODUCTION AND MANAGEMENT)	3

18*Agricultural Course: Choose one from: Ag. Economics or Ranch Business**Equestrian II Requirement: AGEQ 2339 or AGEQ 2359 or AGEQ 1471**Institutional Core Requirement: Choose one course from the Core Curriculum in either GOVT, HIST or Social & Behavioral Sciences**Humanities/Fine Art: Choose one course from the Core Curriculum from Humanities or Visual & Performing Arts*

First Year - Third Semester

	AGRICULTURE MECHANICS	3
	CORE COLLEGE MATH	3
AGEQ 1401	EQUINE BEHAVIOR AND TRAINING I	4
	NATURAL SCIENCE	4
AGAH 1397	AGRICULTURAL SPANISH	3

17*Agriculture Mechanics: Choose one from: Ag. Power Units, Ag. Construction or Farm and Ranch Shop Skills**Core College Math: Choose one course from the Core Curriculum in Mathematics**Equine Elective: Choose one from: AGEQ1271, AGEQ1291, AGEQ1322, AGEQ1371, AGEQ1391, AGEQ2215, AGEQ2401**Natural Science: Choose one course from the Core Curriculum in Natural Science*

First Year - Fourth Semester

AGRI 1419	INTRODUCTORY ANIMAL SCIENCE	4
AGEQ 1450	EQUINE REPRODUCTION	4

SPCH 1315	PUBLIC SPEAKING	3
AGEQ 2310	EQUINE BUSINESS MANAGEMENT	3
AGEQ 2386	INTERNSHIP - EQUINE SCIENCE	3
		17

*Equine Elective: Choose one from: AGEQ1271, AGEQ1291, AGEQ1322, AGEQ1370, AGEQ1371, AGEQ1391, AGEQ2215, AGEQ2401***AGEQ2386 will constitute the capstone experience.*

Total Credit Hours: 52

Equine Business Management (Degree)**Graduation Requirements:** A minimum of 71 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 1305	EQUINE ENTERPRISE MANAGEMENT	3
ENGL 1301	COMPOSITION I	3
		16

Equestrian Requirement: Choose AGEQ 1319 or AGEQ 1300 or AGEQ 1371

Second Semester

AGEQ 1315	HORSE EVALUATION I	3
BMGT 1327	PRINCIPLES OF MANAGEMENT	3
ACCT 2301	PRINCIPLES OF ACCOUNTING I	3
	OR	
ACNT 1303	INTRODUCTION TO ACCOUNTING I	3
	EQUINE ELECTIVE	2
	HUMANITIES-FINE ART	3
	CORE COLLEGE MATH	3
		18

Natural Science: Choose one course from the Core Curriculum in Natural Science

Equine Elective: Choose one from: AGEQ1271, AGEQ1291, AGEQ1322, AGEQ1371, AGEQ1391, AGEQ2215, AGEQ2401

Humanities/Fine Art: Choose one course from the Core Curriculum from Humanities or Visual & Performing Arts

Third Semester

SPCH 1315	PUBLIC SPEAKING	3
AGAH 1397	AGRICULTURAL SPANISH	3
BUSG 1304	PERSONAL FINANCE	3
	AGRICULTURE BUSINESS	3
	INSTITUTIONAL CORE REQUIREMENT	3
		15

Institutional Core Requirement: Choose one course from the Core Curriculum in either GOVT, HIST or Social & Behavioral Sciences

Fourth Semester

	AGRICULTURE SCIENCE ELECTIVE	4
BMGT 1345	COMMUNICATION SKILLS FOR MANAGERS	3
AGEQ 2310	EQUINE BUSINESS MANAGEMENT	3
BMGT 2309	LEADERSHIP	3
AGEQ 2386	INTERNSHIP - EQUINE SCIENCE	3
		16

Agriculture Science Elective: Choose one from: Equine Science II, Animal Science or Equine Reproduction

Core College Math: Choose one course from the Core Curriculum in Mathematics

**AGEQ2386 will constitute the capstone experience.*

Total Credit Hours: 65

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.

Degree Requirements

First Semester

AGEQ 1305	EQUINE ENTERPRISE MANAGEMENT	3
	EQUESTRIAN I REQUIREMENT	3

AGEQ 1411	EQUINE SCIENCE I (HORSE PRODUCTION AND MANAGEMENT)	4
AGEQ 1401	EQUINE BEHAVIOR AND TRAINING I	4
	AGRICULTURE MECHANICS	3
		17

Equestrian I Requirement: AGEQ 1319 or AGEQ 1300 or AGEQ 1371

Agriculture Mechanics: Choose one from Ag. Power Units, Ag. Construction or Farm and Ranch Shop Skills

Second Semester

AGEQ 1315	HORSE EVALUATION I	3
AGEQ 2310	EQUINE BUSINESS MANAGEMENT	3
AGEQ 2311	EQUINE SCIENCE II (ADVANCED HORSE PRODUCTION AND MANAGEMENT)	3
AGEQ 1450	EQUINE REPRODUCTION	4
	EQUESTRIAN II REQUIREMENT	3
		16

AGEQ1315: AGEQ 2339 or AGEQ 2259 or AGEQ 1471

Equestrian II Requirement: AGEQ 2339 or AGEQ 2259 or AGEQ 1471

Third Semester

	EQUINE ELECTIVE	2
AGAH 1397	AGRICULTURAL SPANISH	3
AGEQ 2386	INTERNSHIP - EQUINE SCIENCE	3
		8

Equine Elective: Choose one from AGEQ1271, AGEQ1291, AGEQ1322, AGEQ 1370, AGEQ1371, AGEQ1391, AGEQ2215, AGEQ2401

**AGEQ2386 will constitute the capstone experience.*

Total Credit Hours: 41

Equine Science – Breeding Farm Management (Certificate)

Graduation Requirements: A minimum of 42 semester hours is required for graduation with a Breeding Farm Management Certificate.

Degree Requirements

First Semester

	EQUESTRIAN I REQUIREMENT	3
AGEQ 1411	EQUINE SCIENCE I (HORSE PRODUCTION AND MANAGEMENT)	4
AGEQ 1401	EQUINE BEHAVIOR AND TRAINING I	4
AGRI 1309	COMPUTERS IN AGRICULTURE	3
	AGRICULTURE MECHANICS	3
		17

Equestrian I Requirement: AGEQ 1319 or AGEQ 1300 or AGEQ 1371

Agriculture Mechanics: Choose one from: Ag. Power Units, Ag. Construction or Farm and Ranch Shop Skills

Second Semester

AGEQ 1315	HORSE EVALUATION I	3
AGEQ 2310	EQUINE BUSINESS MANAGEMENT	3
AGEQ 2311	EQUINE SCIENCE II (ADVANCED HORSE PRODUCTION AND MANAGEMENT)	3
AGCR 1441	FORAGE AND PASTURE MANAGEMENT	4
AGEQ 1450	EQUINE REPRODUCTION	4
		17

Third Semester

	EQUINE ELECTIVE	2
AGAH 1397	AGRICULTURAL SPANISH	3
AGEQ 2386	INTERNSHIP - EQUINE SCIENCE	3
		8

Equine Elective: Choose one from: AGEQ1271, AGEQ1291, AGEQ1322, AGEQ1370, AGEQ1371, AGEQ1391, AGEQ2215, AGEQ2401

**AGEQ2386 will constitute the capstone experience.*

Total Credit Hours: 42

Farm and Ranch Management (Degree)

Gainesville Campus

Graduation Requirements: A minimum of 64 semester hours is required for graduation with an Associate of Applied Science Degree.

Degree Requirements

First Semester

ENGL 1301	COMPOSITION I	3
AGRI 1131	THE AGRICULTURE INDUSTRY	1
AGRI 1309	COMPUTERS IN AGRICULTURE	3
AGRI 1407	AGRONOMY	4
	AGRICULTURAL COURSE	3
		14

Agricultural Course: Choose one from Ag. Economics or Ranch Business

Second Semester

	CORE COLLEGE MATH	3
	INSTITUTIONAL CORE REQUIREMENT	3
SPCH 1315	PUBLIC SPEAKING	3
AGRI 1419	INTRODUCTORY ANIMAL SCIENCE	4
AGMG 2301	LIVESTOCK BUSINESS MANAGEMENT	3
		16

Core College Math: Choose one course from the Core Curriculum in Mathematics

Institutional Core Requirement: Choose one course from the Core Curriculum in either GOVT, HIST or Social & Behavioral Sciences

Agricultural Elective: Elective from AGRI, AGAH, AGME, HORT, HALT, AGEQ

Third Semester

AGRI 1413	PLANT PROTECTION	4
AGAH 1397	AGRICULTURAL SPANISH	3
	AGRICULTURE MECHANICS	3
AGAH 1453	BEEF CATTLE PRODUCTION	4
	AGRICULTURAL ELECTIVE	2
		16

Agriculture Mechanics: Choose one from: Ag. Power Units, Ag. Construction or Farm and Ranch Shop Skills

Agriculture Elective: Elective from AGRI, AGAH, AGME, HORT, HALT, AGEQ

Fourth Semester

	HUMANITIES-FINE ART	3
AGCR 1441	FORAGE AND PASTURE MANAGEMENT	4
	AGRICULTURAL ELECTIVE	2
AGAH 2313	PRINCIPLES OF FEEDS AND FEEDING	3
AGMG 2480	COOPERATIVE EDUCATION- AGRICULTURAL BUSINESS AND MANAGEMENT, GENERAL	4
		16

Humanities/Fine Art: Choose one course from the Core Curriculum in Humanities or Visual & Performing Arts

Agriculture Elective: Elective from AGRI, AGAH, AGME, HORT, HALT, AGEQ

**AGMG2480 will constitute the capstone experience.*

Total Credit Hours: 62

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.

Degree Requirements

First Semester		
FMKT 1301	FLORAL DESIGN	3
HALT 1331	WOODY PLANTS	3
HORT 1401	HORTICULTURE	4
HALT 1392	NATURALISTIC GARDENING (SPECIAL TOPICS IN HORTICULTURAL SCIENCE)	3

HORTICULTURE ELECTIVE		3
		16
<i>Horticulture Elective: see list below</i>		
Second Semester		
HALT 1303	HERBACEOUS PLANTS	3
HALT 1422	LANDSCAPE DESIGN	4
HALT 2308	GREENHOUSE MANAGEMENT	3
HORTICULTURE ELECTIVE		3
		13

Horticulture Elective: see list below

Summer Semester

HALT 2280	COOPERATIVE EDUCATION	2
		2

**HALT2280 will constitute the capstone experience.*

Horticulture Management Electives

Select from list below:

AGAH1397 - Agricultural Spanish
 AGCR1419 - Soil Science
 AGRI1309 - Computers in Agriculture
 AGRI1413 - Plant Protection
 AGRI2301 - Agriculture Power Units
 AGRI2303 - Agricultural Construction I
 FMKT2331 - Advanced Floral Design
 HALT1309 - Interior Plants
 HALT1333 - Landscape Irrigation
 HALT2307 - Food Crops
 HALT2331 - Advanced Landscape Design

Total Credit Hours: 31

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 62 semester hours is required for graduation with an Associate of Applied Science Degree in Office Systems Technology.

Degree Requirements

First Year - First Semester

ENGL 1301	COMPOSITION I	3
BCIS 1305	BUSINESS COMPUTER APPLICATIONS	3
POFT 1329	KEYBOARDING AND DOCUMENT FORMATTING	3
POFI 2301	WORD PROCESSING	3
ACNT 1303	INTRODUCTION TO ACCOUNTING I	3
		15

First Year - Second Semester

POFT 2312	BUSINESS CORRESPONDENCE AND COMMUNICATION	3
ACNT 1311	INTRODUCTION TO COMPUTERIZED ACCOUNTING	3
POFI 1349	SPREADSHEETS	3
POFI 2331	DESKTOP PUBLISHING FOR THE OFFICE	3
ITSW 1313	INTRODUCTION TO DATA ENTRY	3
POFT 1319	RECORDS AND INFORMATION MANAGEMENT I	3
POFT 2280	COOPERATIVE EDUCATION - ADMINISTRATIVE ASSISTANT AND SECRETARIAL SCIENCE	2
		20

Second Year - First Semester

ITSW 1307	INTRODUCTION TO DATABASE	3
POFT 1309	ADMINISTRATIVE OFFICE PROCEDURES I	3
MATH XXXX	MATHEMATICS CORE	3
POFT 1328	BUSINESS AND PROFESSIONAL PRESENTATIONS	3

POFT 1325	BUSINESS MATH AND MACHINE APPLICATIONS	3
		15

Second Year - Second Semester

SPCH XXXX	COMMUNICATIONS CORE	3
ARTS XXXX	VISUAL & PERFORMING ART CORE	3
ECON 2301	PRINCIPLES OF ECONOMICS (MACRO)	3
ITSW 1313	INTRODUCTION TO DATA ENTRY	3
POFT 1319	RECORDS AND INFORMATION MANAGEMENT I	3
POFT 2280	COOPERATIVE EDUCATION - ADMINISTRATIVE ASSISTANT AND SECRETARIAL SCIENCE	2
		17

**POFT2280 will constitute the capstone experience.*

Total Credit Hours: 67

Office Systems Technology (Certificate)

Graduation Requirements: A minimum of 38 hours is required for graduation with a certificate of completion in Office Systems Technology.

Degree Requirements

First Semester

POFT 1329	KEYBOARDING AND DOCUMENT FORMATTING	3
POFT 1309	ADMINISTRATIVE OFFICE PROCEDURES I	3
POFT 1328	BUSINESS AND PROFESSIONAL PRESENTATIONS	3
ACNT 1303	INTRODUCTION TO ACCOUNTING I	3
POFT 1325	BUSINESS MATH AND MACHINE APPLICATIONS	3
POFI 2301	WORD PROCESSING	3
		18

SRGT1201: (Prior approval required before registration. Orientation required. Contact Coordinator for instructions).

Second Semester

POFT 2312	BUSINESS CORRESPONDENCE AND COMMUNICATION	3
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ACNT 1311	INTRODUCTION TO COMPUTERIZED ACCOUNTING	3
POFI 1349	SPREADSHEETS	3
POFI 2331	DESKTOP PUBLISHING FOR THE OFFICE	3
ITSW 1313	INTRODUCTION TO DATA ENTRY	3
POFT 1319	RECORDS AND INFORMATION MANAGEMENT I	3
POFT 2280	COOPERATIVE EDUCATION - ADMINISTRATIVE ASSISTANT AND SECRETARIAL SCIENCE	2
		20

**POFT2280 will constitute the capstone experience.*

Total Credit Hours: 38

Office Systems Technology - Technology Medical (Certificate)

Graduation Requirements: A minimum of 37 hours is required for graduation with a certificate of completion in Office Systems Technology.

**(Prior approval required before registration. Orientation required. Contact Coordinator for instructions).*

Degree Requirements

First Semester

POFT 1329	KEYBOARDING AND DOCUMENT FORMATTING	3
POFI 2301	WORD PROCESSING	3
POFT 1309	ADMINISTRATIVE OFFICE PROCEDURES I	3
ACNT 1303	INTRODUCTION TO ACCOUNTING I	3
POFT 1325	BUSINESS MATH AND MACHINE APPLICATIONS	3
SRGT 1201	MEDICAL TERMINOLOGY	2
		17

Second Semester

POFI 1349	SPREADSHEETS	3
ACNT 1311	INTRODUCTION TO COMPUTERIZED ACCOUNTING	3
POFT 2312	BUSINESS CORRESPONDENCE AND COMMUNICATION	3
POFM 1327	MEDICAL INSURANCE	3

ITSW 1313	INTRODUCTION TO DATA ENTRY	3
POFT 1319	RECORDS AND INFORMATION MANAGEMENT I	3
POFT 2280	COOPERATIVE EDUCATION - ADMINISTRATIVE ASSISTANT AND SECRETARIAL SCIENCE	2
		20

**POFT2280 will constitute the capstone experience.*

Total Credit Hours: 37

Oil and Gas Production Technology (Degree)

Bowie Campus

Degrees and Certificates in Oil and Gas Production Technology are designed to provide students the necessary curriculum for job in the Oil and Gas industry. Training and coursework provides a diversity of knowledge that can be applied in many areas of the Oil and Gas Industry. The Oil & Gas coursework will be a combination of core academic courses and highly specialized technical classes. The academic support courses for this program can be completed at any of our campuses—Gainesville, Corinth or Bowie. However, the technical courses will, initially, be taught at our Bowie Campus in newly expanded facilities, such as a vocational training area as well as a large multi-purpose classroom designed expressly for the Oil & Gas technical courses.

Safety training as designed and mandated by OSHA will be a major component. Other courses will address work teams, communication and leadership as well the experiential training for the oil and gas industries. These courses prepare students for entry-level careers as part of a production team charged with safe and efficient extraction and flow of product. 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 will be highly experiential, allowing students to gain knowledge from lecture and hands-on application of concepts both in the lab setting and in the field. 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 Oil & Gas Production 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

BCIS 1305	BUSINESS COMPUTER APPLICATIONS	3
PTRT 1301	INTRODUCTION TO PETROLEUM INDUSTRY	3
PTRT 1313	INDUSTRIAL SAFETY	3
ENGL 1301	COMPOSITION I	3
MATH XXXX	MATHEMATICS CORE	3
		15

First Year - Second Semester

ARTS XXXX	VISUAL & PERFORMING ART CORE	3
PTRT 1307	RECOVERY AND PRODUCTION METHODS	3
PTRT 1303	DRILLING	3
PTRT 2323	NATURAL GAS PRODUCTION	3
CETT 1302	ELECTRICITY PRINCIPLES	3
		15

Second Year - First Semester

PTRT 1324	PETROLEUM INSTRUMENTATION	3
CNBT 1311	CONSTRUCTION METHODS & MATERIALS	3
PTRT 1317	NATURAL GAS PROCESSING I	3
PTRT 2332	ARTIFICIAL LIFT	3
SPCH XXXX	COMMUNICATIONS CORE	3
		15

Second Year - Second Semester

PTRT 2331	WELL COMPLETIONS	3
OSHT 1391	SPECIAL TOPICS IN OCCUPATIONAL SAFETY & HEALTH	3
	SOCIAL SCIENCE CORE	3
BMGT 2309	LEADERSHIP	3

PTRT 2380	COOPERATIVE EDUCATION - PETROLEUM TECHNOLOGY/TECHNICIAN	3
PTRT 1391	SPECIAL TOPICS IN PETROLEUM	3
		18

**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 would be awarded the Associate of Applied Science degree in Oil & Gas Production Technology.

Total Credit Hours: 63

Oil and Gas Production Technology (Certificate)

Bowie Campus

Program Requirements: The Oil & Gas Production Technology certificate program is THEA exempt.

Certification Requirements: 30 semester hours is required for completion of the Oil & Gas Production Technology certificate.

Degree Requirements

Second Semester

PTRT 1303	DRILLING	3
PTRT 1317	NATURAL GAS PROCESSING I	3
PTRT 1321	OIL FIELD HYDRAULICS	3
PTRT 1324	PETROLEUM INSTRUMENTATION	3
PTRT 2331	WELL COMPLETIONS	3
		15

First Semester

CETT 1302	ELECTRICITY PRINCIPLES	3
PTRT 1301	INTRODUCTION TO PETROLEUM INDUSTRY	3
PTRT 1313	INDUSTRIAL SAFETY	3
PTRT 1317	NATURAL GAS PROCESSING I	3
PTRT 2323	NATURAL GAS PRODUCTION	3
		15

Total Credit Hours: 30

CURRICULA HEALTH SCIENCES

North Central Texas College's Division of Health 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.
- **Nail Tech (MA)** - for students wishing to qualify for licensure as Manicurist.
- **Instructor of Cosmetology, Esthetics or Nail Technology (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.

Law Enforcement - for students wishing to obtain a certificate 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 Science/Nursing Programs

Admission to a Health Science 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 Science or Nursing program. A more detailed description of the general admissions process for Health Science/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 National League for Nursing Accrediting Commission (NLNAC: 3343 Peachtree Rd., NE Ste. 500, 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: Complete (either by mail, online or in person) and submit PRIOR TO REGISTRATION an Application for Admission to NCTC and official transcripts from all educational institutions you have attended. Furnish official THEA scores OR proof of exemption based on TAAS, SAT or ACT scores. Students who have earned an associate's or bachelor's degree or higher are exempt from THEA testing. The latest Schedule of Classes will provide the most up-to-date information regarding college preadmission testing. 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 college's nursing web page at: www.nctc.edu (go to "I'm looking for information about . . ." Scroll down to *Nursing*, then click on *Associate Degree Nursing*). This web site has additional information regarding the nursing program. Applying for the Next Class has more detailed information regarding testing, immunizations, and a checklist of things to be gathered before entering the program.

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. Contact the nursing office to obtain your pin number so that you may register on-line during early registration.

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. Please take time to read this section very carefully — particularly those references to earning “priority points”.

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 to the ADN Program Office at the Gainesville Campus an Associate Degree Nursing application. A degree audit and copies of transcripts of all courses must be provided at the time the ADN Application is completed. It 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 above). 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 a pre-admission exam.

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. 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 twice—one time in any given semester). 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 must submit the following documents to the Nursing office at least 5 days prior to the first class day:

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 required immunizations of Tetanus-diphtheria toxoid (TD) (within 10 years); Measles/mumps/rubella (MMR) plus second

dose of measles; Tuberculin Test (TB) (within 1 year) or Chest X-Ray (within 2 years); Varicella (chicken pox) (positive IgG titer or 2 doses as an adult; and 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). Hepatitis A is strongly recommended. Seasonal flu vaccines are due by October 1. Clinical agencies may require additional tests or titers prior to using their facilities.

Proof of major medical 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 or who has any prior convictions must file paperwork with the Board of Nursing BEFORE entering the ADN Program. BON regulations stipulate that a person convicted of a felony may not be permitted to take the state licensing exam. Don't spend two years in school and then discover that 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 a Declaratory Order to the Board of Nursing and receive resolution from the BON prior to entering the nursing program. Contact the ADN Program Coordinator for more details.

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.

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
15 hours	2 priority points
7 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: Chemistry (one year of High School OR one semester of College Chemistry) and Computer Literacy (one year of High School BCIS, one semester College Computers [BCIS1305] or successful completion of the Computer Department Exam) are prerequisites to the Nursing Program and are not included in the actual Nursing Curriculum; therefore, these courses are not counted in figuring Nursing Curriculum Coursework hours or Grade Point Average. Non-nursing coursework includes: Anatomy & Physiology I & II, Elementary Statistics (or College Algebra), Microbiology, Developmental Psychology, Composition I, Composition II, a 3-hour Humanities or Fine Arts Elective, and Speech. All coursework must be completed with a "C" or better.

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 71 semester credit hours — 41 in Nursing courses and 30 in prerequisites and required support courses.

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.

Graduation: ADN students completing requirements for their Associate of Applied Science Degree are required, as are all graduates, to participate in the College's formal commencement ceremonies.

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, Lewisville, Carrollton, and Decatur. Students must be prepared to drive to ANY of these locations for clinicals; sites close to your home are not always available.

Associate Degree Nursing**Degree Requirements****Course of Study - Prerequisite Courses**

	CHEMISTRY	
	COMPUTER LITERACY	
BIOL 2401	HUMAN ANATOMY AND PHYSIOLOGY I	4
BIOL 2402	HUMAN ANATOMY AND PHYSIOLOGY II	4
MATH 1342	ELEMENTARY STATISTICS	3
	OR	
MATH 1314	COLLEGE ALGEBRA	3
		14

Chemistry: One year of High School or one semester of College Chemistry

Computer Literacy: One year of High School BCIS, one semester College Computers (BCIS1305) or successful completion of the Computer Department Exam

First Year - First Semester

BIOL 2420	MICROBIOLOGY	4
RNSG 1219	INTEGRATED NURSING SKILLS I	2
RNSG 1213	INTRODUCTION TO THE PROFESSION OF NURSING	2
RNSG 1300	HEALTH ASSESSMENT ACROSS THE LIFESPAN	3
RNSG 1361	CLINICAL NURSING I	3
		14

First Year - Second Semester

PSYC 2314	DEVELOPMENTAL PSYCHOLOGY	3
ENGL 1301	COMPOSITION I	3

RNSG 2504	INTEGRATED CARE OF THE CLIENT WITH COMMON HEALTH CARE NEEDS	5
RNSG 1562	CLINICAL NURSING II	5
		16
Minimester		
RNSG 1163	CLINICAL - PSYCHIATRIC NURSING	1
		1
Second Year - First Semester		
ENGL 1302	COMPOSITION II	3
RNSG 2514	INTEGRATED CARE OF THE CLIENT WITH COMPLEX HEALTH CARE NEEDS	5
RNSG 2561	CLINICAL NURSING III	5
	HUMANITIES ELECTIVE	3
	OR	
	FINE ARTS ELECTIVE	3
		19
Second Year - Second Semester		
RNSG 2535	INTEGRATED CLIENT CARE MANAGEMENT	5
RNSG 2562	CLINICAL NURSING IV	5
SPCH 1315	PUBLIC SPEAKING	3
	OR	
SPCH 1321	BUSINESS AND PROFESSIONAL SPEECH	3
		13

BIOL2420, PSYC2314, ENGL1301, ENGL1302, Humanities or Fine Arts Elective, and SPCH1315: 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. 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.

Total Credit Hours: 77

Transition From Vocational To Professional Nursing

Degree Requirements

Prerequisite Courses

	CHEMISTRY	
	COMPUTER LITERACY	
BIOL 2401	HUMAN ANATOMY AND PHYSIOLOGY I	4
BIOL 2402	HUMAN ANATOMY AND PHYSIOLOGY II	4
MATH 1342	ELEMENTARY STATISTICS	3
	OR	
MATH 1314	COLLEGE ALGEBRA	3
		14

Chemistry: One year of High School or one semester of College Chemistry

Computer Literacy: One year of High School BCIS, one semester College Computers (BCIS1305) or successful completion of the Computer Department Exam

First Long Semester

BIOL 2420	MICROBIOLOGY	4
PSYC 2314	DEVELOPMENTAL PSYCHOLOGY	3
ENGL 1301	COMPOSITION I	3
RNSG 1300	HEALTH ASSESSMENT ACROSS THE LIFESPAN	3
RNSG 1227	TRANSITION FROM VOCATIONAL TO PROFESSIONAL NURSING	2
RNSG 1262	CLINICAL NURSING FOR TRANSITION STUDENTS	2
RNSG 2504	INTEGRATED CARE OF THE CLIENT WITH COMMON HEALTH CARE NEEDS	5
		22

Minimester

RNSG 1163	CLINICAL - PSYCHIATRIC NURSING	1
		1

Second Long Semester

ENGL 1302	COMPOSITION II	3
RNSG 2514	INTEGRATED CARE OF THE CLIENT WITH COMPLEX HEALTH CARE NEEDS	5
RNSG 2561	CLINICAL NURSING III	5
	HUMANITIES ELECTIVE	3
	OR	

FINE ARTS ELECTIVE		3
		16
Third Long Semester		
SPCH 1315	PUBLIC SPEAKING	3
SPCH 1321	BUSINESS AND PROFESSIONAL SPEECH	3
RNSG 2535	INTEGRATED CLIENT CARE MANAGEMENT	5
RNSG 2562	CLINICAL NURSING IV	5
		16

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. 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

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 five (5) 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 from Vocational to Professional Nursing. Students will also take RNSG1300 Health Assessment Across the Lifespan, RNSG1262 Clinical Nursing for Transition Students and RNSG2504 Integrated Care of the Client with Common Health Care Needs 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 one and a half years. A hybrid/on-line transition track option begins in the summer. Application deadline is March 1 - April 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:

http://www.nctc.edu/What_We_Teach/AppSci/ADN/adn.html

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:

4. A letter stating the reason for transfer.
5. Course descriptions and/or course syllabi for previous nursing courses.
6. Resume of previous clinical experience to include documentation of skills provided by the faculty of the transferring school.
7. 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.

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.

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 considers grievances and appeals for readmission on an individual basis. Refer to the NCTC Associate Degree Nursing Student Handbook for more detailed information about this procedure.

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.

$$90-100 = A \bullet 81-89 = B \bullet 75-80 = C$$

$$66-74 = D \bullet 65 \text{ or lower} = F$$

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.

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 — as much as \$1200 or more the first semester of clinicals. Keep in mind that the ADN program is an integrated course of study, meaning you’ll buy most of your nursing books during the first semester of clinicals. Therefore, book costs will be

considerably less in later semesters. For students not yet officially admitted to the ADN Program and who will be taking general education and Level I non-clinical courses, textbook costs will vary according to which particular courses are taken, but on average plan to spend a minimum of about \$50 per semester hour for books.

Supplies and Incidentals: Once admitted to clinicals, ADN students will need to buy uniforms, patches, a lab coat, shoes, stethoscope, lab kit and bandage scissors. 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. Some of these expenses will not be incurred until the latter part of the program. 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.

Total Credit Hours: 69

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:

Degree 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 RELATED THEORY	4
		16

Second Semester

CSME 2401	THE PRINCIPLES OF HAIR COLORING AND RELATED THEORY	4
CSME 2410	ADVANCED HAIRCUTTING AND RELATED THEORY	4
CSME 1451	ARTISTRY OF HAIR, THEORY AND PRACTICE	4
CSME 2443	SALON DEVELOPMENT	4
		16

Third Semester

CSME 2237	ADVANCED COSMETOLOGY TECHNIQUES	2
CSME 2439	ADVANCED HAIR DESIGN	4
CSME 2441	PREPARATION FOR TEXAS DEPARTMENT OF LICENSING AND REGULATIONS	4
		10

**CSME2441 will constitute the capstone experience.*

Total Credit Hours: 42

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:

Degree Requirements

First Semester

CSME 1520	ORIENTATION TO FACIAL SPECIALIST	5
CSME 1348	PRINCIPLES OF SKIN CARE	3
CSME 1521	PRINCIPLES OF FACIALS/AESTHETICS TECHNOLOGY I	5
		13

Second Semester

CSME 1547	PRINCIPLES OF SKIN CARE/FACIALS AND RELATED THEORY	5
CSME 1545	PRINCIPLES OF FACIALS/AESTHETICS TECHNOLOGY II	5
CSME 2531	PRINCIPLES OF FACIALS/AESTHETICS TECHNOLOGY III	5

15

**CSME2531 will constitute the capstone experience.*

Total Credit Hours: 28

Nail Technician (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 Nail Technician certification:

Degree Requirements

First Semester

CSME 1430	ORIENTATION TO NAIL TECHNOLOGY	4
CSME 1431	PRINCIPLES OF NAIL TECHNOLOGY I	4
CSME 1443	MANICURING AND RELATED THEORY	4
		12

Second Semester

CSME 2430	NAIL ENHANCEMENT	4
CSME 1441	PRINCIPLES OF NAIL TECHNOLOGY II	4
		8

Total Credit Hours: 20

Cosmetology, Esthetics and Nail Technology Student Instructor (500 Clock Hour Course)

Prior to enrolling in the Student Instructor course applicant requirements are:

Hold a valid Texas Cosmetology Operator, Esthetics or Nail Technology License.

Have a minimum of 1 year of documented salon experience.

Take the departmental aptitude tests.

Have obtained a high school diploma or its equivalent.

Interview with the Department's Program Coordinator

Provide copy of license, two (2) personal references and a resume.

Apply to NCTC and complete the required orientation.

Apply to the Texas Dept. of Licensing and Regulations, which requires a \$25 permit fee.

Uniforms are required for each of these programs. Kits and books are available in campus bookstore.

Cosmetology Instructor (Certificate)

The following are required for certification:

Degree Requirements

First Semester

CSME 1534	COSMETOLOGY INSTRUCTOR I	5
CSME 1535	ORIENTATION TO THE INSTRUCTION OF COSMETOLOGY	5
		10

Second Semester

CSME 2514	COSMETOLOGY INSTRUCTOR II	5
		5

**CSME2514 will constitute the capstone experience.*

Total Credit Hours: 15

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.**

- Candidate must have a least 36 months of experience in ICU, CCU, or ER.
1. Must have a current ACLS card.
 2. Hold a License to practice in the state of Texas (RRT, RN, PA).
 3. Completed an Associates or Bachelors Degree.
 4. Have a complete physical which includes: drug screen and immunizations.
 5. 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.

- Complete an Internship
- 1. 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)

Degree Requirements

First Semester

EMSP 1338	INTRODUCTION TO ADVANCED PRACTICE	3
EMSP 2261	CLINICAL I - EMERGENCY MEDICAL TECHNICIAN/PARAMEDIC	2
EMSP 2544	CARDIOLOGY	5
EMSP 2135	ADVANCED CARDIAC LIFE SUPPORT	1
PHED	PHYSICAL EDUCATION	1
		12

Second Semester

EMSP 2262	CLINICAL II - EMERGENCY MEDICAL TECHNICIAN/PARAMEDIC	2
EMSP 1356	PATIENT ASSESSMENT AND AIRWAY MANAGEMENT	3
EMSP 1355	TRAUMA MANAGEMENT	3
EMSP 2434	MEDICAL EMERGENCIES	4
		12

Third Semester

EMSP 2563	*CLINICAL - EMT-P INTERNSHIP	5
EMSP 2352	EMERGENCY MEDICAL SERVICES RESEARCH	3
EMSP 2338	EMERGENCY MEDICAL OPERATIONS	3
PHED	PHYSICAL EDUCATION	1
		12

EMSP2563: Capstone Experience

Total Credit Hours: 36

Paramedicine (Degree)

Degree Requirements

First Semester

GOVT 2305	AMERICAN NATIONAL GOVERNMENT	3
ENGL 1301	COMPOSITION I	3
EMSP 1160	CLINICAL - EMERGENCY	1

MEDICAL TECHNICIAN/TECHNOLOGY

EMSP 1501	EMERGENCY MEDICAL TECHNICIAN	5
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VNSG 1420	ANATOMY AND PHYSIOLOGY FOR ALLIED HEALTH	4
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16

Second Semester

ENGL 1302	COMPOSITION II	3
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EMSP 2261	CLINICAL I - EMERGENCY MEDICAL TECHNICIAN/PARAMEDIC	2
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EMSP 1338	INTRODUCTION TO ADVANCED PRACTICE	3
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EMSP 2544	CARDIOLOGY	5
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EMSP 2135	ADVANCED CARDIAC LIFE SUPPORT	1
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14

Third Semester

EMSP 2262	CLINICAL II - EMERGENCY MEDICAL TECHNICIAN/PARAMEDIC	2
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EMSP 1355	TRAUMA MANAGEMENT	3
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EMSP 1356	PATIENT ASSESSMENT AND AIRWAY MANAGEMENT	3
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EMSP 2434	MEDICAL EMERGENCIES	4
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PHED	PHYSICAL EDUCATION	1
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HUMA	HUMANITIES-VISUAL ARTS ELECTIVE	3
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OR

ARTS	PERFORMING ARTS ELECTIVE	3
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19

Fourth Semester

SPCH 1315	PUBLIC SPEAKING	3
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EMSP 2563	*CLINICAL - EMT-P INTERNSHIP	5
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EMSP 2352	EMERGENCY MEDICAL SERVICES RESEARCH	3
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EMSP 2338	EMERGENCY MEDICAL OPERATIONS	3
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MATH 1314	COLLEGE ALGEBRA	3
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OR

MATH 1342	ELEMENTARY STATISTICS	3
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20

*EMSP2563: Capstone Experience***Capstone experience*

Total Credit Hours: 69

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
		10

Late Entry Classes - First Semester

EMSP 2135	ADVANCED CARDIAC LIFE SUPPORT	1
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
		16

Minimester

EMSP 2563	*CLINICAL - EMT-P INTERNSHIP	5
		5

*EMSP2563: Capstone Experience***Capstone experience*

Total Credit Hours: 31

Associate of Arts Degree - Criminal Justice

Graduation Requirements : A minimum of 64 semester hours are required for graduation with an Associates of Arts Degree in Criminal Justice. This program is attached to the Associates in 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	U.S. HISTORY TO 1865	3
	HUMANITIES ELECTIVE	3
	MATHEMATICS	3
PHED	PHYSICAL EDUCATION	1
		16

First Year - Second Semester

CRIJ 1306	COURT SYSTEM AND PRACTICES	3
ENGL 1302	COMPOSITION II	3
HIST 1302	U.S. HISTORY FROM 1865	3
SPCH 1315	PUBLIC SPEAKING	3
	VISUAL AND PERFORMING ARTS	3
PHED	PHYSICAL EDUCATION	1
		16

Second Year - Third Semester

CRIJ 1310	FUNDAMENTALS OF CRIMINAL LAW	3
GOVT 2305	AMERICAN NATIONAL GOVERNMENT	3
	SCIENCE	4
	SOCIAL AND BEHAVIORAL SCIENCE	3
BCIS 1305	BUSINESS COMPUTER APPLICATIONS	3
		16

Second Year - Fourth Semester

CRIJ 2313	CORRECTIONAL SYSTEMS AND	3
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	PRACTICES	
CRIJ 2328	POLICE SYSTEMS AND PRACTICES	3
	SCIENCE	4
	ELECTIVE	3
		13

Total Credit Hours: 61

Law Enforcement (Certificate)

This certificate is attached to the Associate in 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.

Degree 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 AND PRACTICES	3
CRIJ 2328	POLICE SYSTEMS AND PRACTICES	3
		15

Second Semester

CJSA 1342	CRIMINAL INVESTIGATION	3
CRIJ 1310	FUNDAMENTALS OF CRIMINAL LAW	3
CRIJ 1306	COURT SYSTEM AND PRACTICES	3
	ANY TWO CRIMINAL JUSTICE ELECTIVES	6
		15

Total Credit Hours: 30

Law Enforcement (Degree)

Graduation Requirements : A minimum of 63 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 the fields of **law enforcement, corrections, probation/parole, forensics and investigation.**

NOTE: NCTC will allow law enforcement students who meet the following requirements an opportunity to take and successfully pass with a minimum score of 70, a departmental exam to receive credit for (4) four law enforcement classes totaling 12 hours: complete a Texas Certified Police Academy and pass the State Licensing Exam for Texas Peace Officers. The (4) classes that a student may test out of are: CRIJ1301 Introduction to Criminal Justice, CRIJ2328 Police Systems and Practices, CJSA1342 Criminal Investigation, and CRIJ1310 Fundamentals of Criminal Law. Please see page 31-32 for more information on departmental testing.

Degree Requirements

First Year - First Semester

ENGL 1301	COMPOSITION I	3
BCIS 1305	BUSINESS COMPUTER APPLICATIONS	3
CRIJ 1301	INTRODUCTION TO CRIMINAL JUSTICE	3
CJSA 1348	ETHICS IN CRIMINAL JUSTICE	3
CJSA 1317	JUVENILE JUSTICE SYSTEM	3
		15

First Year - Second Semester

ENGL 1302	COMPOSITION II	3
CJSA 1342	CRIMINAL INVESTIGATION	3
CRIJ 1306	COURT SYSTEM AND PRACTICES	3
	ANY CRIMINAL JUSTICE ELECTIVE	3
MATH 1314	COLLEGE ALGEBRA	3
	OR	
MATH 1342	ELEMENTARY STATISTICS	3
		18

Second Year - First Semester

SPCH 1315	PUBLIC SPEAKING	3
SOCI 1301	INTRODUCTION TO SOCIOLOGY	3
CRIJ 2313	CORRECTIONAL SYSTEMS AND PRACTICES	3
CRIJ 2328	POLICE SYSTEMS AND PRACTICES	3
ENGL 2311	TECHNICAL WRITING	3
		15

Second Year - Second Semester		
GOVT 2305	AMERICAN NATIONAL GOVERNMENT	3
PSYC 2301	INTRODUCTION TO GENERAL PSYCHOLOGY	3
CRIJ 1310	FUNDAMENTALS OF CRIMINAL LAW	3
CJSA 2334	CONTEMPORARY ISSUES IN CRIMINAL JUSTICE	3
CJSA 1325	CRIMINOLOGY	3
	ANY CRIMINAL JUSTICE ELECTIVE	3
		18

**CJSA2334 will constitute the capstone experience.*

Total Credit Hours: 66

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 Cherly Gary, Program Chair at cgary@nctc.edu or (940) 498-6238.

Select from list below:

CJSA2300	Legal Aspect of Law Enforcement
CJSA1308	Criminalistics
CJCR1304	Probation and Parole
CJSA1393	Introduction to Forensics
CJSA2388	Internship

Radiological Technology Program

Gainesville Campus

The Radiological Technology Program is a two-year, 72 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

grades in Anatomy and Physiology I and II.

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. BIOL2402 Anatomy and Physiology II
 - c. MATH1314 College Algebra or
 - d. 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:

Points For GPA in academic support courses in the curriculum:

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:

3	A
2	B
1	C

Points For a grade of:

3	A
2	B
1	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:
 - b. For BIOL2402 Anatomy and Physiology II, 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
BIOL 2402	HUMAN ANATOMY AND PHYSIOLOGY II	4
ENGL 1301	COMPOSITION I	3
MATH 1314	COLLEGE ALGEBRA	3

		14
First Year - First Semester		
SPCH 1315	PUBLIC SPEAKING	3
RADR 1201	INTRODUCTION TO RADIOGRAPHY	2
RADR 1411	BASIC RADIOGRAPHIC PROCEDURES	4
RADR 1303	PATIENT CARE	3
RADR 1160	CLINICAL I	1
		13
First Year - Second Semester		
RADR 1313	PRINCIPLES OF RADIOGRAPHIC IMAGING I	3
RADR 2401	INTERMEDIATE RADIOGRAPHY PROCEDURES	4
RADR 2313	RADIATION BIOLOGY AND PROTECTION	3
RADR 1361	CLINICAL II	3
		13
Second Year - First Semester		
RADR 2305	PRINCIPLES OF RADIOGRAPHY II	3
RADR 2217	RADIOGRAPHIC PATHOLOGY	2
RADR 2461	CLINICAL IV	4
PSYC 2301	INTRODUCTION TO GENERAL PSYCHOLOGY	3
		12
Second Year - Second Semester		
RADR 2333	ADVANCED MEDICAL IMAGING	3
RADR 2335	RADIOGRAPHIC TECH SEMINAR	3
RADR 2462	CLINICAL V	4
	HUMANITIES OR VISUAL AND PERFORMING ARTS ELECTIVE	3
		13

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 THEA is not required.

There are only 2 courses that may be taken in advance. Medical Terminology (SRGT 1201) 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 and pass the THEA college entrance test or have previously attended college before registering for it. Both semesters must be taken and in order. It does count as college 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 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/What_We_Teach/AppSci/SurgTech/surgtech.html 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 (Certificate)

Degree 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	5

	TECHNIQUES	
SRGT 1261	CLINICAL - SURGICAL/OPERATING ROOM TECHNICIAN (INTRODUCTORY)	2
SRGT 1201	MEDICAL TERMINOLOGY	2
		18
Second Semester		
SRGT 1441	SURGICAL PROCEDURES I	4
SRGT 1442	SURGICAL PROCEDURES II	4
SRGT 1661	CLINICAL - SURGICAL/OPERATING ROOM TECHNICIAN (INTERMEDIATE)	6
		14
Third Semester		
SRGT 1662	CLINICAL - SURGICAL/OPERATING ROOM TECHNICIAN (ADVANCED)	6
		6

**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:

Act As A Provider of Care To:

Assist in determining health status needs

Assist in formulating goals/outcomes

Implement plan of care within parameters of scope of education and collaboration

Implement teaching plans for clients with common health problems

Assist in evaluating clients responses and outcomes

Provide direct care to clients in structured settings

Use problem solving approach for decision making

Act As A Coordinator of Care To:

Assist in coordinating resources for provision of care

Collaborate with clients and health care team members

Participate in identification of need for community resources

Participate in support of structured health care settings

Act As A Member of A Profession To:

Demonstrate accountability for own nursing practice

Participate as an advocate for improving the health care team

Demonstrate behaviors that promote vocational nursing

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 \$5,500.

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)

Degree 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
		13

**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
		11

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
		16

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
		10

**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
		16

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
		16

Total Credit Hours: 82

COURSES

ACCT - Accounting

ACCT 2301 - PRINCIPLES OF ACCOUNTING I (3 credit hours)

Fundamentals of financial accounting concepts and interpretation of accounting data; analysis of financial statements; income and cash flow analysis; nature of assets, liabilities and equities; understanding and use of the accounting process. Course will include computer applications. Recommended prerequisite: MATH1314 and BCIS1305 or equivalent. 48 lecture hours.

ACCT 2302 - PRINCIPLES OF ACCOUNTING II (3 credit hours)

Managerial use of accounting information; terminology, activity and cost behavior; use of accounting information for pricing; product and investment decisions, budgeting and quality control. Course will include computer applications. Recommended prerequisite: MATH1314 and BCIS1305 or equivalent. Required prerequisite: ACCT2301. 48 lecture hours.

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. Course will include computer applications. Recommended prerequisite: BCIS1305 or equivalent. 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. Utilize an application software to perform accounting tasks; maintain records and prepare and analyze reports for a business entity; complete a comprehensive project; and explain the components of general ledger software. 48 lecture hours.

ACNT 1313 - COMPUTERIZED ACCOUNTING APPLICATIONS (3 credit hours)

A study of utilizing the computer to develop and maintain accounting record keeping systems, make management decisions, and process common business applications with emphasis on utilizing a spreadsheet and/or data base package/program. 48 lecture hours.

Prerequisite: ACNT 1303.

ACNT 1329 - PAYROLL AND BUSINESS TAX ACCOUNTING (3 credit hours)

A study of payroll procedures, tax entities, and reporting requirements of local, state, and federal taxing authorities in a manual and computerized environment. Course may include computer applications. Recommended prerequisite: BCIS1305 or equivalent. 48 lecture hours.

Prerequisite: ACNT 1303.

ACNT 1391 - SPECIAL TOPICS IN ACCOUNTING (INTERNATIONAL ACCOUNTING) (3 credit hours)

Topics address recently identified current events, skills, knowledge and/or attitudes and behavior pertinent to the technology or occupation and relevant to the professional development of the student. Course may include computer applications. Recommended prerequisite: BCIS1305 or equivalent. 48 hour lecture hours.

Prerequisite: ACNT 1303.

ACNT 2309 - COST ACCOUNTING (3 credit hours)

A study of budgeting and cost control systems including a detailed study of manufacturing cost accounts and reports, job order costing, and process costing. Includes introduction to alternative costing methods such as activity-based and just-in-time costing. Course may include computer applications. Recommended prerequisite: BCIS1305 or equivalent. Required prerequisite: ACNT1303. 48 lecture hours.

Prerequisite: ACNT 1303.

ACNT 2330 - GOVERNMENTAL AND NOT-FOR-PROFIT ACCOUNTING (3 credit hours)

Basic concepts and techniques of fund accounting, financial reporting for governmental and not-for-profit entities. Accounting cycle for funds and account groups. Governmental and not-for-profit financial statements. Course may include computer applications.

Recommended prerequisite: BCIS1305 or equivalent. 48 lecture hours.

Prerequisite: ACNT 1303.

ACNT 2331 - INTERNAL CONTROL AND AUDITING (3 credit hours)

A study of internal control and auditing standards and processing used by internal auditors, managers, and independent public accountants. Course may include computer applications. Recommended prerequisite: BCIS1305 or equivalent. Required prerequisite: ACNT1303. 48 lecture hours.

Prerequisite: ACNT 1303.

AGAH - Equine Science

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 introductory conversational Spanish course specifically designed for agricultural students. The main goal of this course is to give students some basic grammatical and 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 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 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 1305 - EQUINE ENTERPRISE MANAGEMENT (3 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. 48 lecture 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 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 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 1450 - EQUINE REPRODUCTION (4 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: AGEQ2305; AGAH 1443, AGEQ 2311.

AGEQ 1471 - LOCAL NEEDS - PRINCIPLES OF RANCH HORSE RIDING 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 2215 - HORSE EVALUATION II (2 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 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 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 (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. 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 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 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 1311 - DAIRY SCIENCE (3 credit hours)

Survey of the dairy industry including dairy breeds, standards for selection and culling, herd replacements, feeding, management, physiology, and health maintenance. Food value for milk, tests for composition and quality, and use and processing of market milk and dairy products. 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 1327 - POULTRY SCIENCE (3 credit hours)

Introduction to the poultry industry. Practices and principles in the production and marketing of turkeys,

layers, broilers, and specialized fowl. Management, automated equipment, product technology, incubation, and production economics. 32 lecture hours + 32 laboratory 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 AND 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)

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 and ethnology. 48 lecture hours.

ANTH 2351 - CULTURAL ANTHROPOLOGY (3 credit hours)

Key concepts, methods and theory in the study of cultural diversity, social institutions, linguistics, and culture change among world peoples. Focus on understanding the forces that shape cultures and societies. 48 lecture hours.

ARTC - Computer Information Systems & Technology

ARTC 1302 - DIGITAL IMAGING I (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.

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.

ARTS 1303 - ART HISTORY I (3 credit hours)

A critical and analytical study of the great historical works of art in architecture, sculpture, painting, and minor arts from the prehistoric times to the Renaissance. 48 lecture hours.

ARTS 1304 - ART HISTORY II (3 credit hours)

Survey of the history of art from Renaissance to the present. Special consideration is given to the form and content of a work of art, as well as the social and cultural context in which the work is created. 48 lecture hours.

ARTS 1311 - DESIGN I (3 credit hours)

A basic course in the theory and practice of design including fundamentals of line, form, space, texture and color with emphasis on two-dimensional form. 32 lecture hours + 64 laboratory hours.

ARTS 1312 - DESIGN II (3 credit hours)

A continuation of ARTS1311 with emphasis on three-dimensional design. 32 lecture hours + 64 laboratory hours.

ARTS 1316 - DRAWING I (3 credit hours)

A beginning course using a variety of media and techniques exploring the descriptive and expressive possibilities of drawing objects and the environment. 32 lecture hours + 64 laboratory hours.

ARTS 1317 - DRAWING II (3 credit hours)

Expansion of ARTS1316 stressing greater facility in materials and techniques and an increase of graphic skills by means of line, full value, and creative studies. 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)

Students are exposed to traditional and contemporary methods of sculpture. These methods include carving,

modeling, mold making, casting, forge work, metal forming and fabrication, wood working and mixed media. Sculpture prepares students interested in working with any or all of these methods for professional careers requiring a creative component and knowledge of design, tools, processes, and equipment. 32 lecture hours + 64 laboratory hours.

ARTS 2327 - SCULPTURE II (3 credit hours)

A continuation of ARTS2326. 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)

Pottery construction using coil and slab methods and use of the potter's wheel, compounding of glazes, glazing and firing. 32 lecture hours + 64 laboratory hours.

ARTS 2347 - CERAMICS II (POTTERY) (3 credit hours)

Continuation of ARTS2346 with opportunity to specialize in one area. 32 lecture hours + 64 laboratory hours.

ARTS 2366 - WATERCOLOR PAINTING I (3 credit hours)

Development of painting skills, techniques, and aesthetic sensibilities to artistic expression in watercolor medium. 32 lecture hours + 64 laboratory hours.

ARTS 2367 - WATERCOLOR PAINTING II (3 credit hours)

Continuation of Arts 2366. 32 lecture hours + 64 laboratory hours.

BCIS - Computer Science

BCIS 1305 - BUSINESS COMPUTER APPLICATIONS (3 credit hours)

Computer terminology, hardware, software, operating systems, and information systems relating to the business

environment. The main focus of this course is on business applications of software, including word processing, 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 - BASIC NUTRITION (3 credit hours)

A study of the basic principles of nutrition in health and disease. The course is designed to develop a good background in the science of nutrition that can be used as a basis for decisions in the dietary planning for health and disease, provide for the acquisition of practical knowledge concerning selection of foods according to nutritive values, and provide the ability to apply techniques of education and dietary counseling so that the principles of normal and therapeutic nutrition can be interpreted to the layman. 48 lecture hours.

BIOL 1408 - GENERAL BIOLOGY (4 credit hours)

A survey of key concepts including biological chemistry, cell structure and function, genetics, evolution and ecology. An overview of the plants and animals is included with special emphasis given to the morphology and physiology of man. The course includes the dissecting of fetal pigs. For non-science majors. 48 lecture hours + 48 laboratory hours.

BIOL 1411 - GENERAL BOTANY (4 credit hours)

Fundamental structures and functions of plants with emphasis on their levels of organization. Physiology of seed plants with emphasis on photosynthesis, respiration, nutrition, reproduction and identification. Environmental features, agricultural and industrial importance and phylogenetic sequence included. 48 lecture hours + 48 laboratory hours.

BIOL 1413 - GENERAL ZOOLOGY (4 credit hours)

A study of representatives of the animal kingdom with special consideration devoted to cytology, morphology, physiology and ecology of the organism. The course includes the dissecting of an assortment of animals. Laboratory and lecture are correlated for a more comprehensive understanding of the phylogenetic relationship within the animal kingdom. 48 lecture hours + 48 laboratory hours.

BIOL 2401 - HUMAN ANATOMY AND PHYSIOLOGY I (4 credit hours)

A study of the structure and function of the body and its relationship to health and disease. Designed to meet requirements of physical education and nursing education majors. Laboratory experience includes experiments in vertebrate physiology and the dissection of a mammal. 48 lecture hours + 32 laboratory hours.

BIOL 2402 - HUMAN ANATOMY AND PHYSIOLOGY II (4 credit hours)

A continuation of BIOL2401. 48 lecture hours + 32 laboratory hours.

Prerequisite: BIOL 2401.

BIOL 2406 - ENVIRONMENTAL BIOLOGY (4 credit hours)

An introduction to basic ecological principles and techniques. Aquatic and terrestrial communities will be studied with emphasis upon biotic interrelationships and the effects of pollution upon various biotic communities. The laboratory will combine experimental studies with field investigations. 48 lecture hours + 32 laboratory hours.

BIOL 2420 - MICROBIOLOGY (4 credit hours)

A study of the morphology, physiology and taxonomy of microorganisms. Special emphasis is placed upon the human immune system. Laboratory includes the fundamental procedures of sterilizations, cultures and identification of common bacteria. 48 lecture hours + 32 laboratory hours.

Prerequisite: BIOL 1408 OR BIOL 2401.

BMGT - Business & Business Management

BMGT 1191 - SPECIAL TOPICS IN BUSINESS ADMINISTRATION AND MANAGEMENT, GENERAL (1 credit hour)

Topics address recently identified current events, skills, knowledge, and/or attitudes 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.

BMGT 1307 - HIGH PERFORMANCE WORK TEAMS (3 credit hours)

Basic principles of building and sustaining teams in organizations including team dynamics and process involvement. 48 lecture hours.

BMGT 1309 - INFORMATION AND PROJECT MANAGEMENT (3 credit hours)

Critical path methods for planning and controlling projects. Includes time/cost tradeoffs, resource utilization, stochastic consideration, task determination, time management, scheduling management, status reports, budget management, customer service, professional attitude, and project supervision. 32 lecture hours + 32 lab hours.

BMGT 1327 - PRINCIPLES OF MANAGEMENT (3 credit hours)

Concepts, terminology, principles, theories, and issues in the field of management. In addition, outcomes will include various theories, processes, and functions of management, current topics in management, and case studies of Fortune 500 Companies. 48 lecture hours.

BMGT 1345 - COMMUNICATION SKILLS FOR MANAGERS (3 credit hours)

Comprehensive study of advanced communication skills for managers in business and industry, including advanced techniques in reading, writing, listening, and speaking. Emphasis on clear, concise written and spoken communication in terms of business letters, memos, and reports, as well as oral presentations; techniques for time management; prioritizing reading materials, and comprehending the main ideas and salient details of technical materials, including journals and reports, and other work-related materials. 48 lecture hours.

BMGT 1391 - SPECIAL TOPICS IN BUSINESS ADMINISTRATION AND MANAGEMENT (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. 48 lecture hours.

BMGT 2303 - PROBLEM SOLVING AND DECISION MAKING (3 credit hours)

Decision making and problem solving processes in organizations, utilizing logical and creative problem solving techniques. Application of theory is provided by experimental activities such as small group discussions, case studies, and the use of other managerial decision aids. 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 inspire and influence. 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 - PERSONAL FINANCE (3 credit hours)

The course will present a study of the financial problems encountered in managing family and business financial affairs. Topics include financial security for the family, budgeting, use of credit, home ownership, financial tangles, and 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 2307 - LEGAL AND SOCIAL ENVIRONMENT OF BUSINESS (3 credit hours)

The role of law in business and society including government regulations of business, legal reasoning, sources of law, social policy, legal institutions, antitrust, security regulations, consumer protection, environmental laws, worker health and safety, employment discrimination, and other laws affecting business. 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 - Oil and Gas Production 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. Identify basic principles of electricity (A/C and D/C), voltage, current, and circuitry; apply Ohm's law to electrical calculations; use test equipment to measure continuity voltage, and current values; and use electrical safety practices. 48 lecture hours.

CHEM - Chemistry

CHEM 1411 - GENERAL CHEMISTRY I (4 credit hours)

A survey of basic chemical concepts, theories and practices; fundamental laws, periodic table, valence, stoichiometry, states of matter, oxidation and reduction. 48 lecture hours + 48 laboratory hours.

Prerequisite: Two years of high school algebra or concurrent enrollment in MATH 1314 or consent of instructor.

CHEM 1412 - GENERAL CHEMISTRY II (4 credit hours)

A continuation of CHEM1411. Kinetics, thermodynamics, electrochemistry, acids and bases, chemical families, nuclear chemistry and introduction to organic chemistry. 48 lecture hours + 48 laboratory hours.

Prerequisite: CHEM 1411.

CHEM 1413 - CHEMISTRY FOR THE HEALTH SCIENCES (4 credit hours)

The course is designed for nursing students and others who plan careers in health-related fields. Topics in inorganic, organic and biological chemistry, including basic chemical concepts and theories, nomenclature and reactions of organic compounds, and introduction to the chemistry of carbohydrates, lipids, proteins, nucleic acids and metabolism. 48 lecture hours + 48 laboratory hours.

CHEM 2423 - ORGANIC CHEMISTRY I (4 credit hours)

An introduction to the chemistry of carbon compounds: nomenclature, functional groups, structure and spectroscopy, reaction mechanisms, radicals, kinetics and thermodynamics. 48 lecture hours + 48 laboratory hours.

Prerequisite: CHEM 1412 or consent of instructor.

CHEM 2425 - ORGANIC CHEMISTRY II (4 credit hours)

A continuation of CHEM2423. Aromatic systems, electrophilic and nucleophilic substitution, carboxylic acids and derivatives, amines and sulfides, reactive intermediates, carbonyl compounds and enolates, heterocyclic and biochemical compounds. 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.

CJLE - Law Enforcement

CJLE 1327 - INTERVIEWING AND REPORT WRITING FOR CRIMINAL JUSTICE PROFESSIONS (3 credit hours)

Instruction and skill development in interviewing, note-taking, and report writing in the criminal justice context. Development of skills to conduct investigations by witnesses, victims, and suspects properly. Organization of information regarding incidents into effective written reports. 48 lecture hours.

CJSA - Law Enforcement

CJSA 1308 - CRIMINALISTICS I (3 credit hours)

Introduction to the field of criminalistics. The topics include the application of scientific and technical methods in the investigation of crime including location, identification, and handling of evidence for scientific analysis. 48 lecture hours.

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 - INTRODUCTION TO FORENSICS (3 credit hours)

An introductory course in the collection, preservation and analysis of forensic 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 and significance of physical evidence and analysis of evidence such as hair, fiber, trace, tool, firearms and explosives. 48 lecture hours.

CJSA 2300 - LEGAL ASPECTS OF LAW ENFORCEMENT (3 credit hours)

Police authority, responsibility, constitutional constraints, laws of arrest, search and seizure, and police liability. 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.

CNBT - Oil and Gas Production Technology

CNBT 1311 - CONSTRUCTION METHODS & MATERIALS (3 credit hours)

Introduction to construction materials and methods and their applications. Identify construction materials; list their applications; and identify and compare the various methods of construction. 48 lecture hours.

COSC - Computer Science

COSC 1436 - PROGRAMMING FUNDAMENTALS I (4 credit hours)

Introduces the fundamental concepts of structured programming. Topics include software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing and debugging. This course assumes computer literacy. 48 lecture hours + 32 laboratory hours.

Prerequisite: BCIS 1305 or department exam.

COSC 1437 - PROGRAMMING FUNDAMENTALS II (4 credit hours)

Review of control structures and data types with emphasis on structured data types. Applies the object-oriented programming paradigm, focusing on the definition and use of classes along with the fundamentals of object-oriented design. Includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering. 48 lecture hours + 32 laboratory hours.

Prerequisite: COSC 1436.

COSC 2425 - COMPUTER ORGANIZATION AND MACHINE LANGUAGE (4 credit hours)

Basic computer organization; machine cycle, digital representation of data and instructions; assembly language programming, assembler, loader, macros, subroutines and program linkages. 48 lecture hours + 32 laboratory hours.

Prerequisite: COSC 1436.

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: COSC 1437.

CRIJ - Law Enforcement

CRIJ 1301 - INTRODUCTION TO CRIMINAL JUSTICE (3 credit hours)

History and philosophy of criminal justice and ethical considerations; crime defined; its nature and impact; overview of the criminal justice system; law enforcement; court system; prosecution and defense; trial process; and corrections. 48 lecture hours.

CRIJ 1306 - COURT SYSTEM AND PRACTICES (3 credit hours)

Examination of the role of the judiciary in the criminal justice system. Topics include the structure of the American court system, prosecution, right to counsel, pretrial release, grand jury process, adjudication process, types and rules of evidence, and sentencing concepts. 48 lecture hours.

CRIJ 1310 - FUNDAMENTALS OF CRIMINAL LAW (3 credit hours)

A study of the nature of criminal law; philosophical and historical development; major definitions and concepts; classification of crime; elements of crimes and penalties using Texas statutes as illustrations; criminal responsibility. (TCLEOSE) 48 lecture hours.

CRIJ 2313 - CORRECTIONAL SYSTEMS AND PRACTICES (3 credit hours)

A study of the roles of corrections in the criminal justice system. Topics include organization and theory of correctional systems, institutional operations, management, alternatives to institutionalization, treatments and rehabilitation, and current and future issues. 48 lecture hours.

CRIJ 2328 - POLICE SYSTEMS AND PRACTICES (3 credit hours)

Exploration of the profession of police officer. Topics include organization of law enforcement systems, the police role, police discretion, ethics, police-community interaction, and current and future issues. 48 lecture hours.

CSME - Cosmetology**CSME 1348 - PRINCIPLES OF SKIN CARE (3 credit hours)**

An introduction to the theory and practice of skin care. 32 lecture hours + 32 laboratory hours.

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 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 1451 - ARTISTRY OF HAIR, THEORY AND PRACTICE (4 credit hours)

Instruction in the artistry of hair design. Topics include theory, techniques, and application of hair design. 16 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 color. 32 lecture hours + 128 laboratory hours.

CSME 1520 - ORIENTATION TO FACIAL SPECIALIST (5 credit hours)

An overview of the skills and knowledge necessary for the field of facials and skin care. 80 lecture hours.

CSME 1521 - PRINCIPLES OF FACIALS/AESTHETICS TECHNOLOGY I (5 credit hours)

An introduction to the principles of facial/esthetic technology. Topics include anatomy, physiology, theory, and related skills of facial/esthetic technology. 64 lecture hours + 32 laboratory 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 1545 - PRINCIPLES OF FACIALS/AESTHETICS TECHNOLOGY II (5 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 facials/esthetic technology. 32 lecture hours + 144 laboratory hours.

CSME 1547 - PRINCIPLES OF SKIN CARE/FACIALS AND RELATED THEORY (5 credit hours)

In-depth coverage of the theory and practice of skin care, facials, and cosmetics. 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 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 2410 - ADVANCED HAIRCUTTING AND RELATED THEORY (4 credit hours)

Advanced concepts and practice of haircutting. Topics include haircuts utilizing scissors, razor, and/or clippers. 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 2439 - ADVANCED HAIR DESIGN (4 credit hours)

Advanced concepts in the theory and practice of hair design. 16 lecture hours + 144 laboratory hours.

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.

CSME 2531 - PRINCIPLES OF FACIALS/AESTHETICS TECHNOLOGY III (5 credit hours)

Advanced concepts and principles of skin care and other related technologies. 32 lecture hours + 144 laboratory hours.

DANC - Dance

DANC 1101 - DANCE COMPOSITION I (1 credit hour)

Applied study of the principles of dance composition and the dance making process, with emphasis upon the creation and performance of solo, duet and/or trio dances. 48 laboratory hours.

DANC 1102 - DANCE COMPOSITION II (1 credit hour)

Continuation of DANC1101. 48 laboratory hours.

DANC 1141 - BALLET DANCE TECHNIQUE I (1 credit hour)

Introduction to ballet dance through a study of its vocabulary, style and technique. Fundamental exercises and analysis of time, space and dynamics as they apply to elements of dance with emphasis on structural alignment and integration. 48 laboratory hours.

DANC 1142 - BALLET DANCE TECHNIQUE II (1 credit hour)

Continuation of DANC1141. 48 laboratory hours.

DANC 1145 - MODERN DANCE TECHNIQUE I (1 credit hour)

Introduction to modern dance through a study of its vocabulary, style and technique. Fundamental exercises and analysis of time, space and dynamics as they apply to elements of dance with emphasis on structural alignment and integration. 48 laboratory hours.

DANC 1146 - MODERN DANCE TECHNIQUE II (1 credit hour)

Continuation of DANC1145. 48 laboratory hours.

DANC 1147 - JAZZ DANCE TECHNIQUE I (1 credit hour)

Introduction to jazz dance through a study of its vocabulary, style and technique. Fundamental exercises and analysis of time, space and dynamics as they apply to elements of dance with emphasis on structural alignment and integration. 48 lecture hours.

DANC 1148 - JAZZ DANCE TECHNIQUE II (1 credit hour)

Continuation of DANC1147. 48 lecture hours.

DANC 1151 - DANCE PERFORMANCE I (1 credit hour)

An introductory laboratory course giving credit to students for their experiences in rehearsal and performance of dance as an art form. The course is threefold in content: studio rehearsals, technical and dress rehearsal, and performance. 48 laboratory hours.

DANC 1152 - DANCE PERFORMANCE II (1 credit hour)

Continuation of DANC1151. 48 laboratory hours.

DANC 2147 - JAZZ DANCE TECHNIQUE III (1 credit hour)

Continuation of DANC1147 and DANC1148. 48 lecture hours.

DANC 2148 - JAZZ DANCE TECHNIQUE IV (1 credit hour)

Continuation of DANC1147, DANC1148, and DANC2147. 48 lecture hours.

DANC 2151 - DANCE PERFORMANCE III (1 credit hour)

Continuation of DANC1151 and DANC 1152. 48 laboratory hours.

DANC 2152 - DANCE PERFORMANCE IV (1 credit hour)

Continuation of DANC1151, DANC 1152 and DANC 2151. 48 laboratory hours.

DANC 2303 - DANCE APPRECIATION I (3 credit hours)

The aesthetics of dance as a performing art. Emphasis placed on the development of an appreciation for dance as a form of communication and as a reflection of contemporary society (its interrelationships with culture and other art forms). Satisfied the Humanities/Visual and Performing Arts requirement of the College Core Curriculum. 48 lecture hours.

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)

A study of the principles of layout of 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 - SPECIAL TOPICS IN DRAFTING (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. 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)

Examination of the graphical solution 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, interfacing 2D and/or 3D environments and extracting data. 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)

Exploration of the use of system customization for drawing production enhancement and the principles of data manipulation. Presentation of advanced applications, such as three-dimensional objects creation and linking graphic entities to external nongraphic data. 32 lecture hours + 32 laboratory hours.

Prerequisite: DFTG 1305, DFTG 1309, DFTG 2319.

DFTG 2338 - FINAL PROJECT (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: DFTG 1305, DFTG 1309, DFTG 2306.

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 - THEATER APPRECIATION (3 credit hours)

Theatre as an art form is presented from the historical, literary and production points of view in order to deepen the student's understanding and appreciation of Theatre.

The course includes viewing and critiquing plays, musicals, motion pictures, and television dramas. 48 lecture hours.

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 (3 credit hours)

This course studies and applies the basic techniques of set construction, theatrical lighting, sound technology, stage rigging and backstage organization. The student will be introduced to the various theatre disciplines outlined above and have the opportunity for actual hands-on experience with building basic theatrical scenery and handling theatre lighting and sound equipment. 48 lecture hours.

DRAM 1351 - ACTING I (3 credit hours)

This course introduces students to the skills and techniques of acting. Through improvisation and exercises, students learn character motivation and development, concentration, movement, line interpretation, vocal delivery and projection, blocking, and ensemble interaction. The course balances exercises that develop acting techniques and character development with exercises that release imaginative expression. 48 lecture hours.

DRAM 1352 - ACTING II (3 credit hours)

With the focus on performance, this course employs the skills acquired in Acting I and emphasizes scene study and textural analysis, allowing students to concentrate on the method and technique of building a character. Performance of scenes and monologues offer challenges in textual interpretation, vocal expression, and physical embodiment. 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 - FILM APPRECIATION (3 credit hours)

An introductory course in motion pictures which surveys the film industry as a business, a means of communication, but most importantly as an art form. The course places an emphasis on the analysis of the visual and aural aspects of selected motion pictures, the dramatic aspects of narrative films, and the historical growth and sociological effect of film as an art. 48 lecture hours.

ECON - Economics**ECON 1303 - CONSUMER ECONOMICS (3 credit hours)**

The goal of this course is to familiarize students with consumer issues and make direct applications of economic concepts such as supply and demand, business fluctuations, and interest rates to consumer topics. Specifically, the course addresses the economic issues involved with purchases of homes, cars, and consumer durables. It explains both monetary and fiscal policy and how consumers are affected by government policy. Health, auto, and life insurance are discussed from theoretical and applied perspectives. Finally, personal investment, saving, and retirement goals and vehicles are introduced and discussed. 48 lecture hours.

ECON 2301 - PRINCIPLES OF ECONOMICS (MACRO) (3 credit hours)

An introduction to the principles of macroeconomics. This course explores Classical, Keynesian and other models in economics. Emphasis given to national income, money and banking, monetary and fiscal policy, economic fluctuations and growth. Other topics include but not limited to introductory international trade and finance, employment, comparative economic systems and economic decision-making. 48 lecture hours.

ECON 2302 - PRINCIPLES OF ECONOMICS (MICRO) (3 credit hours)

An introduction to the principles of microeconomics. Emphasis given to price theory, income distribution, costs and productions, and theory of the firm. Other topics include but not limited to introductory international trade

and finance, comparative economic systems and techniques of economic analysis. 48 lecture hours.

EDUC - Education**EDUC 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 PSYC 1300. The student may register for either EDUC1300 or PSYC1300 but may receive credit for only one of the two. 48 lecture hours.

EDUC 1301 - INTRODUCTION TO THE TEACHING PROFESSION (3 credit hours)

An enriched, integrated pre-service course and content experience that provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields; provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse students populations; provides students with support from college and school faculty for the purpose of introduction to and analysis of the culture of schooling and classrooms; 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 hour lab.

EDUC 2301 - INTRODUCTION SPECIAL POPULATIONS (3 credit hours)

An enriched, integrated pre-service course and content experience that 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; provides students with opportunities to participate in early field observations of P-12 special populations; 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 with special populations. 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 wellbeing 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 2135 - ADVANCED CARDIAC LIFE SUPPORT (1 credit hour)

Skill development for EMS personnel practicing on a critical care paramedic ambulance. Establishes a systematic approach for management of the patient experiencing cardiac difficulties according to American Heart Association protocols. 32 laboratory hours.

Corequisite: EMSP 2544.

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

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 1301 - COMPOSITION I (3 credit hours)

Principles and techniques of expository and persuasive writing; critical thinking and textual analysis; essays and research methods. 48 lecture hours.

Prerequisite: Satisfactory placement test score or passing grade in ENGL 0305.

ENGL 1302 - COMPOSITION II (3 credit hours)

Continuation of ENGL1301. Advanced techniques of expository and persuasive writing; critical thinking and textual analysis; essays and research methods. 48 lecture hours.

Prerequisite: ENGL 1301.

ENGL 2307 - CREATIVE WRITING (3 credit hours)

Elective for students interested in original and imaginative writing; a study of one or more of the genres of poetry,

short story, novel, drama, screenplay with practice in the writing of one or more genres. 48 lecture hours.

Prerequisite: ENGL 1302 OR special permission of instructor.

ENGL 2308 - ADVANCED CREATIVE WRITING (3 credit hours)

Elective for students interested in advanced practice in original and imaginative writing; a study of one or more of the genres of poetry, short story, novel, drama, and screenplay. 48 lecture hours.

Prerequisite: ENGL 2307.

ENGL 2311 - TECHNICAL WRITING (3 credit hours)

The study of the fundamentals of clear writing in general. A study of presentations of technical information to non-technical audiences through samples of such writing and through practice in specific tasks, such as process analyses, object descriptions, instructions, reports, manuals and business correspondence. 48 lecture hours.

Prerequisite: ENGL 1301.

ENGL 2322 - BRITISH LITERATURE I (3 credit hours)

General survey of major British literary masterpieces from the Anglo-Saxon period through the 18th century; reports and essays. 48 lecture hours.

Prerequisite: ENGL 1302.

ENGL 2323 - BRITISH LITERATURE II (3 credit hours)

General survey of major British literary masterpieces from the beginning of the Romantic period to the present century; reports and essays. 48 lecture hours.

Prerequisite: ENGL 1302.

ENGL 2327 - AMERICAN LITERATURE I (3 credit hours)

The study of major writers and their works from the colonial period through the Civil War Period, including the philosophical and cultural background to the works; reports and essays. 48 lecture hours.

Prerequisite: ENGL 1302.

ENGL 2328 - AMERICAN LITERATURE II (3 credit hours)

The study of major writers and their works from the Civil War Period to the present, including the philosophical and

cultural background to the works; reports and essays. 48 lecture hours.

Prerequisite: ENGL 1302.

ENGL 2332 - WORLD LITERATURE I (3 credit hours)

Study of selected masterpieces of world literature from the ancient world through the Renaissance; reports and essays. 48 lecture hours.

Prerequisite: ENGL 1302.

ENGL 2333 - WORLD LITERATURE II (3 credit hours)

Study of selected masterpieces of world literature from the Neo-Classical period to the present day; reports and essays. 48 lecture hours.

Prerequisite: ENGL 1302.

ENGL 2341 - FILM (3 credit hours)

Studies in film. Emphasis on critical analysis; reports and essays. 48 lecture hours.

Prerequisite: ENGL 1302.

ENGL 2341 - POETRY (3 credit hours)

Studies in the literary genre of poetry. Emphasis on critical analysis; reports and essays. 48 lecture hours.

Prerequisite: ENGL 1302.

ENGL 2341 - DRAMA (3 credit hours)

Studies in the literary genre of drama. Emphasis on critical analysis; reports and essays. 48 lecture hours.

Prerequisite: ENGL 1302.

ENGL 2341 - FICTION (3 credit hours)

Studies in the literary genre of fiction. Emphasis on critical analysis; reports and essays. 48 lecture hours.

Prerequisite: ENGL 1302.

ENGL 2341 - FICTION, FILM, POETRY, OR DRAMA (3 credit hours)

ENGL 2341 represents four different courses. Each course is 48 lecture hours and 3 credit hours.

Fiction: Studies in the literary genre of fiction. Emphasis on critical analysis; reports and essays.

Film: Studies in film. Emphasis on critical analysis; reports and essays.

Poetry: Studies in film. Emphasis on critical analysis; reports and essays.

Drama: Studies in the literary genre of drama. Emphasis on critical analysis; reports and essays.

Prerequisite: ENGL 1302.

ENGL 2342 - CLASSICAL BACKGROUNDS I (3 credit hours)

Analysis of mythological and philosophical roots of modern literature. Emphasis on critical reading; reports and essays. 48 Lecture hour.

Prerequisite: ENGL 1302.

ENGL 2343 - CLASSICAL BACKGROUNDS II (3 credit hours)

Advanced analysis of mythological and philosophical roots of modern literature. Emphasis on critical reading; reports and essays. 48 Lecture hours.

Prerequisite: ENGL 1302.

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's; 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. 48 lecture 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 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 1359 - GAME AND SIMULATION PROGRAMMING I (3 credit hours)

Design and development of 2D game and simulation programs including user interface design, mathematical elements, image and file structure, and software development techniques. Introduces the basics of 3D graphics related to game and simulation programming. 32 lecture hours + 32 lab hours.

GAME 2303 - ARTIFICIAL INTELLIGENCE PROGRAMMING (3 credit hours)

Basic techniques in artificial intelligence related to game and simulation programming. Includes knowledge representation and inference techniques, expert systems, path finding algorithms, and search techniques for problem solving. 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.

GAME 2359 - GAME AND SIMULATION GROUP PROJECT (3 credit hours)

Creation of a game and/or simulation project utilizing a team approach. Includes the integration of design, art, audio, programming, and quality assurance. 32 lecture hours + 32 lab hours.

GOVT - Government**GOVT 2305 - AMERICAN NATIONAL GOVERNMENT (3 credit hours)**

A survey of the political system of the United States including: the United States Constitution, the three branches of the government; political theory, political parties, interest groups and the media. This course is required for graduation and teacher certification. 48 lecture hours.

GOVT 2306 - AMERICAN, STATE AND LOCAL GOVERNMENT (3 credit hours)

A survey of the state and local political structures of Texas including: the geographical and political environment of Texas, the three branches of state government, the federal system, county and municipal governments, special districts, the Texas Constitution and a comparison of Texas' political system with other states. This course is required for graduation and teacher certification. 48 lecture hours.

GRPH - Graphic Arts**GRPH 1357 - DIGITAL IMAGING II (3 credit hours)**

An in-depth investigation of digital imaging on the computer using imaging editing and/or image creation software. Manipulation, creation, and editing of digital images. Topics include: image capture, high-end work stations, image bit-depth, interaction with service bureaus and printing industries. 32 lecture hours + 32 laboratory hours.

GRPH 1359 - OBJECT-ORIENTED COMPUTER GRAPHICS (3 credit hours)

Mastery of the tools and transformation options of an industry standard draw program to create complex illustrations and follow them through to the color output stage. Mastery in the use of basic elements of good layout and design principles and use of the capabilities specific to vector (object oriented) drawing software to manipulate both text and graphics with emphasis on the use of Bezier curves. Acquisition of images via scanning and the creative use of clip art is included. 32 lecture hours + 32 laboratory hours.

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 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 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 - U.S. HISTORY TO 1865 (3 credit hours)

A general survey of American history from the earliest discovery period through the Civil War and Reconstruction. This course is required for graduation and teacher certification. 48 lecture hours.

HIST 1302 - U.S. HISTORY FROM 1865 (3 credit hours)

A continuation of HIST 1301. A general survey of American history from Reconstruction to the present. This course is required for graduation and teacher certification. 48 lecture hours.

HIST 2301 - TEXAS HISTORY (3 credit hours)

Survey of Texas from the Spanish exploration to the present. Special emphasis on economic, social, political and military history of Texas Revolution and Republic. 48 lecture hours.

HIST 2321 - WORLD CIVILIZATIONS I (3 credit hours)

A general survey of the origins, development and significance of various cultures from prehistoric times to about 1650. This course is required for history majors and recommended for all education majors. 48 lecture hours.

HIST 2322 - WORLD CIVILIZATIONS II (3 credit hours)

A continuation of HIST2321. A survey of the history of civilization from 1650 to the present, including the development of nationalism, imperialism and contemporary developments. This course is required for history majors and recommended for all education majors. 48 lecture hours.

HORT - Horticulture Management

HORT 1401 - HORTICULTURE (4 credit hour)

A scientific and practical approach to plant production and growth. Principles of propagating plants, including vegetables, ornamentals and fruits. Also methods of handling seed; starting plants by the use of cuttings, layers, buds, grafts and bulbs; ways of propagating specific plants; factors influencing growth of plants after transplanting. Topics such as sites, soils, fertilizers, pruning, nutrition, pests and greenhouse production will be covered. 48 lecture hours + 32 laboratory hours.

HRPO - Business & Business Management

HRPO 1301 - CUSTOMER RELATIONS (3 credit hours)

Topics address general principles of customer service including skills, knowledge, attitudes, and behaviors pertinent to the professional development of the student. 48 lecture hours.

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)

An interdisciplinary, multi-perspective assessment of cultural, political, philosophical, and aesthetic factors critical to the formulation of values and the historical development of the individual and of society. 48 lecture hours.

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 MULTIMEDIA I (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.

ITAL - Italian

ITAL 1411 - ELEMENTARY ITALIAN 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 Italian-speaking communities. 48 lecture hours + 32 laboratory hours.

ITAL 1412 - ELEMENTARY ITALIAN II (4 credit hours)

Continuation of ITAL1411 with emphasis on elementary listening, speaking, reading, and writing skills applied to two main communicative goals: narration of present or past situations and events, and expression of feelings, hypotheses and opinions. Daily life situations and events and the understanding of the Italian-speaking communities are main thematic components of the course. 48 lecture hours + 32 laboratory hours.

Prerequisite: ITAL 1411 or one year of high school Italian.

ITCC - Computer Information Systems & Technology

ITCC 1401 - EXPLORATION 1: NETWORK FUNDAMENTALS (4 credit hours)

A course introducing the architecture, structure, functions, components, and models of the internet. Describes the use of OSI and TCP layered models to examine the nature and roles of protocols and services at the applications, network, data link, and physical layers. Covers the principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations.. Build simple LAN topologies by applying basic principles of cabling; perform basic configurations of network devices, including routers

and switches; and implementing IP addressing schemes. 48 lecture hours + 32 laboratory hours.

ITCC 1404 - 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.

ITCC 2408 - 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.

ITCC 2410 - 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.

ITNW - Computer Information Systems & Technology

ITNW 1308 - IMPLEMENTING AND SUPPORTING CLIENT OPERATION SYSTEMS (3 credit hours)

Skills development in the management of client as desktop operating systems. 32 lecture hours + 32 laboratory hours.

ITNW 1337 - INTRODUCTION TO THE INTERNET (3 credit hours)

Introduction to the Internet with emphasis on using the World Wide Web to locate, transfer, and publish

information. Survey of emerging technologies on the Internet. 32 lecture hours + 32 laboratory hours.

ITNW 1353 - SUPPORTING NETWORK SERVER INFRASTRUCTURE (3 credit hours)

Installing, configuring, managing, and supporting a network infrastructure. Implementing routing; implementing, managing, and maintaining Dynamic Host Configuration Protocol (DHCP), Domain Name System (DNS), securing Internet Protocol (IP) traffic with Internet Protocol security (IPSec) and certificates; and managing and monitoring network access. 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. Manage accounts, run SNMP, and safeguard data in a Windows Server 2003 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 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.

ITSC 2302 - INTERMEDIATE WEB PROGRAMMING (3 credit hours)

Intermediate applications for web authoring. Topics may include server side includes (SSI), Perl, HTML, Java, JavaScript and/or ASP. 32 lecture hours + 32 lab hours.

ITSC 2331 - INTEGRATED SOFTWARE APPLICATIONS III (3 credit hours)

Designed for advanced users with emphasis on a wide range of productivity tasks including complex assignments that require advanced formatting and functionality. 32 lecture hours + 32 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.

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 1313 - INTRODUCTION TO DATA ENTRY (3 credit hours)

Training in data input. Includes source documents, conversion of source data into computer input media, input record layout design, and input coding. 32 lecture hours + 32 laboratory hours.

Prerequisite: BCIS 1305 or equivalent..

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.

MATH - Mathematics (College Preparatory)

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)

Concepts instructed in this course are algebraic including polynomials and rational expressions, linear expressions and inequalities, exponents and radicals, absolute value equations and inequalities, factoring, and quadratic equations and graphs. This course does not count toward graduation at NCTC. 48 Lecture hours.

Prerequisite: MATH 0305 passed with a C or better or satisfactory.

MATH 1314 - COLLEGE ALGEBRA (3 credit hours)

Equations and inequalities; functions and graphs; polynomial functions; exponential and logarithmic functions; systems of equations; sequences and series; applications. 48 lecture hours.

Prerequisite: MATH 0310 or satisfactory placement test score.

MATH 1316 - TRIGONOMETRY (3 credit hours)

Designed for a four-year degree in Business Administration. Equations and inequalities; functions and graphs; exponential and logarithmic functions; matrix algebra; linear programming; sets and probability; mathematics of finance; applications. 48 lecture hours.

Prerequisite: MATH 0310 or satisfactory placement test score.

MATH 1324 - MATHEMATICS FOR BUSINESS ANALYSIS (3 credit hours)

48 lecture hours

Prerequisite: MATH0310 or satisfactory placement test score.

MATH 1325 - BUSINESS CALCULUS (3 credit hours)

Limits and derivatives; indefinite and definite integrals; curve sketching; optimization and other applications. 48 lecture hours.

Prerequisite: MATH 1324 or MATH 1314.

MATH 1332 - COLLEGE MATHEMATICS (3 credit hours)

Sets; logic; number systems; number theory; functions; measurement; geometric concepts; introductory probability and statistics. 48 lecture hours.

Prerequisite: MATH 0310 or satisfactory placement test score.

MATH 1342 - ELEMENTARY STATISTICS (3 credit hours)

Presentation and interpretation of data; sampling; analysis of variance; probability; binomial and normal distributions; estimation and testing of hypotheses; correlation and regression; the use of statistical software. 48 lecture hours.

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 with grade of 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: MATH 1314 with grade of C or better.

MATH 2318 - LINEAR ALGEBRA (3 credit hours)

Finite dimensional vector spaces, linear transformations and matrices, quadratic forms, eigenvalues, and eigenvectors. 64 lecture hours.

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 MATHEMATICS (4 credit hours)

Polynomial and rational functions; exponential and logarithmic functions; trigonometric functions; graphs and introductory analytic geometry; applications. A course to prepare science and engineering majors for the study of calculus. 80 lecture hours.

Prerequisite: MATH 0310 or satisfactory placement test score.

MATH 2413 - CALCULUS I (4 credit hours)

Limits and continuity; differentiation and integration of algebraic, trigonometric, and transcendental functions; applications of differentiation; approximation and numerical integration; Fundamental Theorem of Calculus. 64 lecture hours.

Prerequisite: MATH 2412 or both MATH 1314 and MATH 1316.

MATH 2414 - CALCULUS II (4 credit hours)

A continuation of MATH2413. Applications of integration; techniques of integration; sequences and series; L'Hopital's rule and improper integrals; sequences and series; conics, parametric equations, and polar coordinates. 64 lecture hours.

Prerequisite: MATH 2413.

MATH 2415 - CALCULUS III (4 credit hours)

A continuation of MATH2414. Vector analysis and vector fields; partial differentiation and multiple integration and applications; 3-dimensional analytic geometry; polar, cylindrical, and spherical coordinates; line and surface integrals; the theorems of Green and Stokes; the divergence 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.

MRKG 1313 - PUBLIC RELATIONS (3 credit hours)

Exploration of theories, techniques, and processes of public relations including means of influencing methods of building good will, analysis of media, obtaining publicity, and implementation of public relations programs. Course

outcomes include the preparation and presentation of an activity using basic public relations principles. 48 lecture hours.

MUEN - Music

MUEN 1131 - WIND ENSEMBLE (3 credit hours)

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). Satisfies the college core curriculum requirement. 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). Satisfies college core curriculum. 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). Satisfies the college core curriculum requirement. 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 or1274.

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 - MUSIC FUNDAMENTALS (3 credit hours)

Introduction to elements of music, staff, clefs, key signatures, scales, time signatures and notation; meter and rhythm; theory applications at keyboard. Credit in this course may not be applied to a music degree. Primarily designed to meet the needs of elementary education majors, this course is open to all interested students. 48 lecture hours.

MUSI 1306 - MUSIC APPRECIATION (3 credit hours)

An introductory course for non-music majors covering elements of music, a brief study of musical forms, historical periods and composers. An effort is made to

develop the listening repertoire. This is not a performance course, and the ability to read music is not required. 48 lecture hours.

MUSI 1308 - MUSIC LITERATURE (3 credit hours)

A survey of music literature in all styles and periods with detailed study of selective works, followed by a study of composers and an analysis of standard repertoire from the ancient Greeks to the Renaissance. 48 lecture hours.

MUSI 1309 - MUSIC LITERATURE (3 credit hours)

A survey of music literature in all styles and periods with detailed study of selective works, followed by a study of composers and an analysis of standard repertoire from the Renaissance to the present. 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.

MUSI 1311 - THEORY I (3 credit hours)

Introduction to analysis, part writing, figured bass realization, and harmonization beginning with melody and three- or four-part exercises. 48 lecture hours.

Prerequisite: MUSI 1301 or satisfactory score on placement exam. Corequisite: Must be taken concurrently with MUSI 1116 and MUSI 1174 or 1274.

MUSI 1312 - THEORY II (3 credit hours)

Continuation of analysis, part writing, figured bass realization, and harmonization covering harmonic vocabulary of 18th Century music and smaller forms of the Baroque period. 48 lecture hours.

Prerequisite: MUSI 1311 and MUSI 1116. Corequisite: Must be taken concurrently with MUSI 1117 and MUSI 1174 or 1274.

MUSI 2116 - ADVANCED SIGHT SINGING AND EAR TRAINING I (1 credit hour)

Reinforcement of theoretical concepts presented in MUSI 2311 via singing, ear training, keyboard skills, and conducting experiences. 16 lecture hours.

Prerequisite: MUSI 1312 and MUSI 1117. Corequisite: Must be taken concurrently with MUSI 2311 and MUSI 1174 or 1274.

MUSI 2117 - ADVANCED SIGHT-SINGING AND EAR TRAINING II (1 credit hour)

Reinforcement of theoretical concepts presented in MUSI2312 via singing, ear training, keyboard skills, and conducting experiences. 16 lecture hours.

Prerequisite: MUSI 2311 and MUSI 2116. Corequisite: Must be taken concurrently with MUSI 2312 and MUSI1174 or 1274.

MUSI 2262 - DICTION II (2 credit hours)

Study of the International Phonetic Alphabet and the phonetics of French and German to promote the ability to sing in those languages. 32 lecture hours.

MUSI 2311 - THEORY III (3 credit hours)

Analysis, part writing, figured bass realization and harmonization covering harmonic vocabulary of the late eighteenth and nineteenth centuries, larger forms of the Baroque era and forms of the Classic and Romantic eras. 48 lecture hours.

Prerequisite: MUSI 1312 and MUSI 1117. Corequisite: Must be taken concurrently with MUSI 2116 and MUSI1174 or 1274.

MUSI 2312 - THEORY IV (2 credit hours)

Analysis, part writing and harmonization covering musical practice of the late Romantic and Twentieth Century periods. MUAP1279 Applied Woodwinds.

Prerequisite: MUSI 2311 and MUSI 2116. Corequisite: Must be taken concurrently with MUSI 2117 and MUSI1174 or 1274.

- **AGRICULTURAL COURSE (3 credit hours)**

- **AGRICULTURE BUSINESS (3 credit hours)**

- **AGRICULTURAL ELECTIVE (2 credit hours)**

- **AGRICULTURE MECHANICS (3 credit hours)**

- **AGRICULTURE SCIENCE ELECTIVE (4 credit hours)**

AND - ()

- **ANY CRIMINAL JUSTICE ELECTIVE (3 credit hours)**

- **ANY TWO CRIMINAL JUSTICE ELECTIVES (6 credit hours)**

ARTS XXXX - VISUAL & PERFORMING ART CORE (3 credit hours)

- **CHEMISTRY ()**

One year of High School or one semester of College Chemistry.

- **COMPUTER LITERACY ()**

One year of High School BCIS, one semester College Computers (BCIS1305) or successful completion of the Computer Department Exam

- CORE COLLEGE MATH (3 credit hours)

DFTG XXXX - ADVANCED DRAFTING ELECTIVE (3 credit hours)

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- ELECTIVE (3 credit hours)

ENGL XXXX - COMMUNICATIONS CORE (3 credit hours)

- EQUESTRIAN II REQUIREMENT (3 credit hours)

- EQUESTRIAN I REQUIREMENT (3 credit hours)

- EQUINE ELECTIVE (2 credit hours)

- FINE ARTS ELECTIVE (3 credit hours)

GOVT XXXX - GOVERNMENT CORE (3 credit hours)

HIST XXXX - HISTORY CORE (3 credit hours)

- HORTICULTURE ELECTIVE (3 credit hours)

- ANY HUMANITIES, VISUAL, OR ARTS PERFORMING ARTS ELECTIVE (3 credit hours)

- HUMANITIES ELECTIVE (3 credit hours)

- HUMANITIES-FINE ART (3 credit hours)

- HUMANITIES OR VISUAL AND PERFORMING ARTS ELECTIVE (3 credit hours)

HUMA - HUMANITIES-VISUAL ARTS ELECTIVE (3 credit hours)

- INSTITUTIONAL CORE REQUIREMENT (3 credit hours)

MATH 1342 - ELEMENTARY STATISTICS OR (3 credit hours)

- MATHEMATICS (3 credit hours)

MATH XXXX - MATHEMATICS CORE (3 credit hours)

- NATURAL SCIENCE (4 credit hours)

- OR ()

- OR ()

ARTS - PERFORMING ARTS ELECTIVE (3 credit hours)

PHED - PHYSICAL EDUCATION (1 credit hour)

- PLANT OR CROP SCIENCE (4 credit hours)

- SCIENCE (4 credit hours)

- SOCIAL AND BEHAVIORAL SCIENCE (3 credit hours)

- SOCIAL SCIENCE CORE (3 credit hours)

SPCH XXXX - COMMUNICATIONS CORE (3 credit hours)

- VISUAL AND PERFORMING ARTS (3 credit hours)

OSHT - Oil and Gas Production Technology

OSHT 1391 - SPECIAL TOPICS IN OCCUPATIONAL SAFETY & HEALTH (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.

OSHT 2401 - OSHA REGULATIONS - GENERAL INDUSTRY (4 credit hours)

A study of Occupational Safety and Health Administration (OSHA) regulations pertinent to general industry. End-of-Course Outcomes: Identify the OSHA regulations which apply to general industry; and exhibit proficiency in retrieving specific information from Title 29 C.F.R. Part 1910 regulations. 64 lecture hours.

PHED - Physical Education & Recreation

PHED 1108 - BOWLING I ()

PHED 1109 - BOWLING II ()

PHED 1110 - GOLF I ()

PHED 1111 - GOLF II ()

PHED 1114 - VARSITY SPORTS I ()

PHED 1115 - VARSITY SPORTS II ()

PHED 1116 - VARSITY CONDITIONING I ()

PHED 1117 - VARSITY CONDITIONING II ()

PHED 1118 - JOGGING/WALKING I* ()

PHED 1119 - JOGGING/WALKING II* ()

PHED 1120 - AEROBIC WORKOUT I ()

PHED 1121 - AEROBIC WORKOUT II ()

PHED 1124 - WEIGHT TRAINING I/JOGGING ()

PHED 1125 - WEIGHT TRAINING II/JOGGING ()

PHED 1126 - MARTIAL ARTS I ()

PHED 1127 - MARTIAL ARTS II ()

PHED 1134 - BASKETBALL I ()

PHED 1135 - BASKETBALL II ()

PHED 1140 - CARDIO FITNESS I ()

PHED 1141 - CARDIO FITNESS II ()

PHED 1146 - YOGA I ()

PHED 1147 - YOGA II ()

PHED 1148 - PILATES I ()

PHED 1149 - PILATES II ()

PHED 1301 - FOUNDATIONS OF SPORT AND PHYSICAL ACTIVITY (3 credit hours)

Orientation to the field of Physical Fitness and Sport. Includes the study and practice of activities and principles that promotes physical fitness. 48 lecture hours.

PHED 1308 - SPORTS OFFICIATING (3 credit hours)

Sports Officiating I instructs the student in rules, interpretation, and mechanics of officiating football, volleyball and basketball. It provides the student with the opportunity to develop knowledge, skills and the mechanics to become a certified high school official.

PHED 1309 - SPORTS OFFICIATING II (3 credit hours)

Sports Officiating II instructs the student in rules, interpretation, and mechanics of officiating baseball and softball. It provides the student with the opportunity to develop knowledge, skills and the mechanics to become a certified high school official. 48 lecture hours.

PHED 1321 - Coaching/Sports/Athletics (3 credit hours)

Coaching/Sports/Athletics is a study of the history, theories, philosophies, rules, and terminology of competitive sports. Includes coaching techniques. 48 lecture hours.

PHED 1338 - CONCEPTS OF PHYSICAL FITNESS (3 credit hours)

This course will introduce the basic concepts of fitness, nutrition, exercise physiology, psychology, epidemiology, health promotion and disease prevention. The students will gain knowledge to make intelligent choices that contribute to a healthy lifestyle. The course will incorporate both lecture and physical activity laboratories. 48 lecture hours.

PHED 2100 - RACQUETBALL I ()

PHED 2101 - RACQUETBALL II ()

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)

Introduction to the study of ideas and their logical structure, including arguments and investigations about abstract and real phenomena. Includes introduction to the history, theories, and methods of reasoning from the Pre-Socratics to present. 48 lecture hours.

PHIL 2303 - INTRODUCTION TO LOGIC (3 credit hours)

Nature and methods of clear and critical thinking and methods of reasoning such as deduction, induction, scientific reasoning and fallacies. 48 lecture hours.

PHIL 2306 - INTRODUCTION TO ETHICS (3 credit hours)

Classical and contemporary theories concerning human conduct in society and moral and ethical standards. 48 lecture hours.

PHYS - Physical Science

PHYS 1401 - GENERAL PHYSICS I (4 credit hours)

48 lecture hours + 48 laboratory hours.

Prerequisite: Background in algebra AND trigonometry.

PHYS 1402 - GENERAL PHYSICS II (4 credit hours)

A continuation of PHYS1401, including the study of thermodynamics, electricity and magnetism, light and optics. 48 lecture hours + 48 laboratory hours.

Prerequisite: PHYS 1401.

PHYS 1415 - PHYSICAL SCIENCE (4 credit hours)

An introduction to the principles and applications of mechanics, heat, sound, light, electricity and atomic nature of matter. Recommended for elementary education majors and business majors. 48 lecture hours + 32 laboratory hours.

PHYS 2425 - ENGINEERING PHYSICS I (4 credit hours)

For pre-engineering, physics, mathematics and chemistry majors. A study of mechanics. 48 lecture hours + 48 laboratory hours.

Prerequisite: MATH 2413 (or concurrent enrollment in MATH 2413).

PHYS 2426 - ENGINEERING PHYSICS II (4 credit hours)

A continuation of PHYS2425. Heat and thermodynamics; electricity; magnetism. 48 lecture hours; 48 laboratory hours.

Prerequisite: PHYS 2425 and MATH 2414 (or concurrent enrollment in MATH2414).

POFI - Office Systems Technology

POFI 1349 - SPREADSHEETS (3 credit hours)

In-depth coverage in the use of a spreadsheet software application. 32 lecture hours + 32 laboratory hours.

POFI 2301 - WORD PROCESSING (3 credit hours)

In-depth coverage of word processing software application. 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.

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 - Business & Business Management

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 the use of electronic calculators and business mathematical functions. Emphasis on business problem-solving skills using spreadsheet software and/or electronic calculator/keyboard. 48 lecture hours.

POFT 1328 - BUSINESS AND PROFESSIONAL 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 - KEYBOARDING AND DOCUMENT FORMATTING (3 credit hours)

Skill development in the operation of the keyboard by touch applying proper keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels formatting basic documents. 48 lecture hours.

POFT 1331 - BUSINESS MACHINE 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 1349 - ADMINISTRATIVE OFFICE PROCEDURES II (3 credit hours)

Advanced office application with special emphasis on decision-making, goal setting, management theories, and critical thinking. 48 lecture hours.

Prerequisite: POFT 1309 Administrative Office Procedures I, or Departmental Approval.

POFT 2280 - COOPERATIVE EDUCATION - ADMINISTRATIVE ASSISTANT AND SECRETARIAL SCIENCE (2 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.

POFT 2312 - BUSINESS CORRESPONDENCE AND COMMUNICATION (3 credit hours)

Emphasis is on the development of presentation skills and writing skills to produce effective business documents. 48 lecture hours.

PSYC - Learning Frameworks (College Preparatory)

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 - INTRODUCTION TO GENERAL PSYCHOLOGY (3 credit hours)

An introduction to the scientific study of human and animal behavior, with the emphasis on the basic processes of learning, perception, motivation, emotion, personality and adjustment. 48 lecture hours.

PSYC 2306 - HUMAN SEXUALITY (3 credit hours)

The study of psychological, sociological, and physiological aspects of human sexuality. 48 lecture hours.

PSYC 2314 - DEVELOPMENTAL PSYCHOLOGY (3 credit hours)

A study of physical, cognitive, personality and interpersonal development of a person from conception to the end of the life cycle, with an emphasis on developmental principles and tasks. 48 lecture hours.

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 2319 - SOCIAL PSYCHOLOGY (3 credit hours)

A study of the social and cultural bases of human behavior, interpersonal influences, group membership and the relations between persons and social systems. 48 lecture hours.

PSYC 2371 - CURRENT ISSUES IN PSYCHOLOGY (3 credit hours)

An in-depth study of specific contemporary issues in psychology such as gerontology, sex-roles, and death and dying. 48 lecture hours.

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 implemented. Instruction in volume calculations, hydrostatic pressures, formation pressures, and problems in down hole drilling operations. 48 lecture hours.

PTRT 1307 - RECOVERY AND PRODUCTION METHODS (3 credit hours)

Petroleum recovery and production methods. End-of-Course Outcomes: Describe natural flow and artificial lift methods; identify the components of lift systems; and describe basic recovery methods. 48 lecture hours.

PTRT 1309 - CORROSION BASICS (3 credit hours)

Principles of corrosion such as basic electrochemistry processes. Addresses the deterioration of materials, devices, or pieces of oil field (or other) machinery/equipment. Emphasis on terminology associated with metallic and nonmetallic corrosion. End-of-Course Outcomes: Distinguish between the causes of corrosion; state methods by which corrosion can be

identified, monitored, and controlled. Communicate potential field problems and recommend the most reliable solutions. 48 lecture 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 such as confined space entry, emergency action, lock out/tag out, and other work related subjects. End-of-Course Outcomes: Describe the basic components of safety, health, and environmental systems as defined by the Occupational Safety and Health Administration. 48 lecture hours.

PTRT 1317 - NATURAL GAS PROCESSING I (3 credit hours)

An overview of natural gas processing operations. Fundamentals of gas processing, the scientific principles and how they apply to the process, processing equipment, and procedures from raw material to the refined product. End-of-Course Outcomes: Describe the basic components of processing equipment; and explain various gas plant operational procedures. 48 lecture 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. End-of-Course Outcomes: Calculate and determine the pressure loss inside a tubular system; and discuss the advantages and disadvantages of the different hydraulic systems used in oil field applications. 48 lecture 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. End-of-Course Outcomes: Describe the basic instrumentation used in modern process control; identify the basic instruments used with temperature, pressure, levels, flow, and analytical applications; and describe the basic components of a control loop. 48 lecture hours.

PTRT 1391 - SPECIAL TOPICS IN PETROLEUM (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. End-of-Course Outcomes: Describe gas well and casing head testing and metering systems; calculate gas volumes; describe the basic principles of hydrocarbon production; and identify the basic components of processing equipment. 48 lecture hours.

PTRT 2331 - WELL COMPLETIONS (3 credit hours)

Drilling and wellbore analysis data to develop a well completion plan. End-of-Course Outcomes: Calculate production and completion data; and develop a plan of action for completing a well. 48 lecture hours.

PTRT 2332 - ARTIFICIAL LIFT (3 credit hours)

Practical aspects of artificial lift in production systems. End-of-Course Outcomes: Analyze the characteristics of a particular reservoir; select the type of artificial lift required; and design artificial lift systems. 48 lecture hours.

PTRT 2336 - WELL WORKOVER (3 credit hours)

In-depth study and analysis of the various problems associated with the producing wellbore. Students discuss and evaluate the economics of working over an oil or gas well. End-of-Course Outcomes: Perform basic down hole calculations; prepare a schedule and select procedures; and determine the economics of the work over procedure. 48 lecture hours.

PTRT 2340 - WELL STIMULATION (3 credit hours)

Variables necessary for stimulating oil or gas wells to increase production. Includes factors in determining the economics of a producing well as to fracture oil acidize the pay zones. End-of-Course Outcomes: Analyze different producing zones and determine stimulation techniques; and calculate pressures and volumes to stimulate a well. 48 lecture hour.

PTRT 2341 - PIPELINING (3 credit hours)

An overview of the construction, repair, and maintenance of pipeline systems: product, oil, natural gas, salt water, and fresh water. Appropriate types of lines for various applications will be discussed. End-of-Course Outcomes: Determine the size and type of tubular to transport product;

and calculate the volumes and pressures inside various pipelines. 48 lecture hours.

PTRT 2343 - REFINING METHODS (3 credit hours)

An analysis of petroleum refining technologies from well head to gasoline pump. End-of-Course Outcomes: Explain the complete route of crude oil from well head to the gasoline pump; and analyze the different distillation processes for crude oil. 48 lecture hours.

PTRT 2359 - PETROLEUM COMPUTER APPLICATIONS (3 credit hours)

Computer applications used in the petroleum industry. Includes the automation of open and closed loop systems. End-of-Course Outcomes: Describe the different computer systems used to monitor and control petroleum processes; and operate and troubleshoot components and operating systems of modern process control. 48 lecture hour.

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. End-of-Course Outcomes: As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. 240 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 1213 - PRINCIPLES OF RADIOGRAPHY I (2 credit hours)

An introduction to radiographic image qualities and the effects of exposure variables upon these qualities. 32 lecture hours + 32 laboratory hours, 2 credit 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 1311 - BASIC RADIOGRAPHIC PROCEDURES (3 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. 32 lecture hours + 64 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 1362 - CLINICAL III (3 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 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 - RADIOLOGIC TECHNOLOGY/SCIENCE - RADIOGRAPHER (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. 240 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 2236 - SPECIAL PATIENT APPLICATIONS (2 credit hours)

An advanced discussion of pediatrics, geriatrics, trauma, history recordation and abbreviation and ECG. Phlebotomy and venipuncture will be discussed and practiced. 32 lecture hours + 16 laboratory hours, 2 credit 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)**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.

RELE - Farm and Ranch Management**RELE 1331 - FARM AND RANCH REAL ESTATE (3 credit hours)**

This course focuses on land value, land use, federal subsidies, environmental compliance issues, soil conservation, and highest and best use of land. 48 lecture hours.

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 clients along the mental health/mental illness continuum. 48 clinical hours.

RNSG 1213 - INTRODUCTION TO THE PROFESSION OF NURSING (2 credit hours)

Overview of the various roles of professional nursing within the health care system and the roles of the health care team. Identification of how current events, attitudes, behaviors, and technology impact the nursing role and the role of nursing students in the health care setting. 32 lecture hours; 16 laboratory hours.

RNSG 1219 - INTEGRATED NURSING SKILLS I (2 credit hours)

Study of the concepts and principles essential for demonstrating competence in the performance of basic nursing skills for care of diverse clients across the life span. Topics include knowledge, judgment, skills, and professional values within a legal/ethical framework. 16 lecture hours; 48 laboratory hours.

RNSG 1227 - TRANSITION FROM VOCATIONAL TOPROFESSIONAL NURSING (2 credit hours)

Topics include health promotion, expanded assessment, and analysis of data, nursing process, pharmacology, multidisciplinary teamwork, communication, and

applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework throughout the life span. 32 lecture hours.

Prerequisite: Must be a currently licensed vocational/practical nurse and must have been accepted into the Associate Degree Nursing program.

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 health assessment of clients across the lifespan: pediatric, adult, and geriatric. Includes assessment of clients' 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 1361 - CLINICAL NURSING I (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. Emphasis is on a systematic, problem-solving process to provide basic nursing care. 144 clinical hours.

RNSG 1562 - CLINICAL NURSING 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. Provides the student with nursing skills essential for care of clients with common health care needs. 256 clinical hours.

RNSG 2504 - INTEGRATED CARE OF THE CLIENT WITH COMMON HEALTH CARE NEEDS (5 credit hours)

Application of a systematic problem-solving process and critical thinking skills to provide nursing care to diverse

clients/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 multidisciplinary health care team. Content includes applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework. 64 lecture hours; 32 laboratory hours.

RNSG 2514 - INTEGRATED CARE OF THE CLIENT WITH COMPLEX HEALTH CARE NEEDS (5 credit hours)

Application of a systematic problem solving process and critical thinking skills to provide comprehensive nursing care to diverse clients/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. Topics include the role of the nurse as client advocate and coordinator of care and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework. 64 lecture hours; 32 laboratory hours.

RNSG 2535 - INTEGRATED CLIENT CARE MANAGEMENT (5 credit hours)

Application of critical assessment skills, critical thinking, and independent nursing interventions to care for diverse clients/families throughout the life span whose health care needs may be difficult to predict. Emphasis on collaborative clinical decision-making, nursing leadership skills, and client management. Topics include 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 2561 - CLINICAL NURSING III (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. Provides the student with nursing skills essential for care of patients/clients with complex health care needs. 256 clinical hours.

RNSG 2562 - CLINICAL NURSING IV (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. Provides the student with nursing skills essential for prioritizing, managing and integrating the care of clients with health care needs that are difficult to predict. Emphasis is on collaborative clinical decision-making, nursing leadership skills, and client management. 256 clinical hours.

SOCI - Sociology**SOCI 1301 - INTRODUCTION TO SOCIOLOGY (3 credit hours)**

A study of the nature of human society, cultural heritage, collective behavior, community and social organizations, nature of social change and methods and processes of social control. 48 lecture hours.

SOCI 1306 - CONTEMPORARY SOCIAL PROBLEMS (3 credit hours)

The sociological analysis of current social problems such as crime and delinquency, community problems, race relations, drug addiction and population, etc. 48 lecture hours.

SOCI 2301 - MARRIAGE AND FAMILY RELATIONS (3 credit hours)

A study of relationships, marriage, and family life including issues related to love, dating, mate selection, sexuality, communication, abuse, parenting, marriage, and divorce. 48 lecture hours.

SOCI 2340 - DRUG USE AND ALCOHOL ABUSE (3 credit hours)

A comprehensive examination of the history, pharmacology, law, treatment, psychological effects, policy issues and sociological issues related to drug/alcohol use and abuse in the United States and on a global scale. 48 lecture hours.

SOCI 2371 - CURRENT ISSUES IN SOCIOLOGY (3 credit hours)

Comprehensive examination of specific contemporary topics in sociology such as cultural diversity, urbanization, globalization, sociobiology and/or gerontology. (May be repeated for credit as subjects change.) 48 lecture hours.

SPAN - Spanish**SPAN 1411 - ELEMENTARY SPANISH 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 Spanish-speaking communities. 48 lecture hours + 32 laboratory hours.

SPAN 1412 - ELEMENTARY SPANISH II (4 credit hours)

Continuation of SPAN1411 with emphasis on elementary listening, speaking, reading and writing skills applied to two main communicative goals: narration of present or past situations and events, and expression of feelings, hypotheses and opinions. Daily life situations and events and the understanding of the Spanish-speaking communities' main thematic components of the course. 48 lecture hours + 32 laboratory hours.

Prerequisite: SPAN 1411 or one year of high school Spanish.

SPAN 2311 - INTERMEDIATE SPANISH I (3 credit hours)

Emphasis on conversation about present or past situations and events, and on the expression of feelings, hypotheses and opinions. Gradual introduction to composition and the reading of authentic texts in Spanish, taken from literature, history or a variety of disciplines. Practice of listening to conversations and speeches in Spanish from audio-visual sources. 48 lecture hours.

Prerequisite: SPAN 1412 or two years of high school Spanish.

SPAN 2312 - INTERMEDIATE SPANISH II (3 credit hours)

Equal emphasis on systematic conversation and oral presentations, the reading of authentic texts, the writing of compositions and the listening to conversations and speeches from audio-visual sources. A variety of topics are included in this course and the level of complexity is average. 48 lecture hours.

Prerequisite: SPAN 2311 or three years of high school Spanish.

SPCH - Speech

SPCH 1311 - INTRODUCTION TO SPEECH COMMUNICATION (3 credit hours)

Theories and practice of communication in interpersonal, small group, and public speech. 48 lecture hours.

SPCH 1315 - PUBLIC SPEAKING (3 credit hours)

This course focuses on the process of oral communication and its relation to communication. Emphasis is placed on extemporaneous speaking in and both individual and group formats. 48 lecture hours.

SPCH 1318 - INTERPERSONAL COMMUNICATION (3 credit hours)

Introduces communication concepts and provides speech interaction in one-to-one and small group situations. Provides experiential settings for a variety of environments, for the reduction of communication barriers, for conflict resolution, and for leadership and decision-making. Emphasizes interpersonal perception and listening skills related to self-concept. 48 lecture hours.

SPCH 1321 - BUSINESS AND PROFESSIONAL SPEECH (3 credit hours)

Study of the theory and practice of speech communication in business and professional situations. Emphasis is placed on interpersonal communication technique, leadership strategy, small group communication, conflict management, and the skills necessary to conduct successful interviews, build teams (problem solving), and formal presentations. 48 lecture hours.

SRGT - Surgical Technology

SRGT 1201 - 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)

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. 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 1318 - WELLNESS OF THE YOUNG CHILD (3 credit hours)

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; 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 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.

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 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 our

web site:

http://www.nctc.edu/Student_Services/Deanpage_stud_ser_v.html.

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, to meet their educational objectives. NCTC counselors and Academic Advisors provide academic advising services for students.

The Academic Advisors and Counselors advise students who have taken the THEA or COMPASS and who have not yet passed all sections. See Academic Advising in the NCTC Catalog for additional information.

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).

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

NCTC bookstores are transitioning to operation by Follett Higher Education Group, effective fall 2011. All campuses (Gainesville, Corinth, Flower Mound, Bowie and Graham) will be serviced online by the eFollett.com virtual store site. On-site bookstores will be operated on the Gainesville, Corinth and Flower Mound campuses. Please check the NCTC website at www.nctc.edu and www.efollett.com for hours of operation and other pertinent information.

Campus Law Enforcement

NCTC does not operate its own campus police department; therefore, the Vice-President of Student Services (Gainesville) works in conjunction with the Associate Dean of Student Services (Corinth), Campus Dean (Bowie) and a private security service 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.

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 THEA 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. Student's 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.

E-Mail

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, DANTES, 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 DANTES 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. Credit by examination may be attempted only once for any given course.
6. Students utilizing AP credit are required to do so at the beginning of their first long semester at NCTC.

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

1. Students who have completed police academies and have passed the Texas Certified Law Enforcement Officer Standards (TCLEOSE) Basic Peace Officer Licensing Examination may be granted credit for the following courses towards the Associate of Applied Science in Law Enforcement: CJSA1342 Criminal Investigation and six (6) hours of Law Enforcement electives. Credit is awarded only when proper documentation is presented to the Law Enforcement Department.

2. Students 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.
3. Students who have extensive experience with computer software may be awarded credit by a test. These tests are "Expert" level for Microsoft applications. A student may be awarded credit for POFI2301 Word Processing, POFT1349 Spreadsheets, or POFT1328 Business and Professional Presentations (PowerPoint).
4. For credit awarded for MSCE, MOUS, or similar certification courses, a list of equivalent courses is available through the Chair of the Business/Information Systems Department.

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 driver's 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.

Curriculum

A stated list of courses that are required for completing a certificate, diploma or degree is the curriculum for a particular major.

Dropping Courses

If the personal circumstances of students dictate that they need to reduce their academic load, they should confer with a counselor for assistance in adjusting the number of courses being taken. A grade of "W" will be given to a student who officially withdraws from a course, or "drop," by the designated date on the Registration website. Any drops after this will be made with the approval of the instructor and the Department Chair.

Requests for course drops may be submitted in person or online. All requests will only be honored if received by the last date to drop a course for the current semester. Students who submit a request online are required to contact the Registrar's Office in order to verify the request was received before the last date to drop for the current semester. **All requests received after the last date to drop will not be honored.**

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 form available in the Registrar's Office in Gainesville and Corinth, and in the Administrative Office in Bowie. See Dropping Courses in the NCTC Catalog for additional information.

6 Drop Limit-S.B. 1231 Legislation

Beginning with the fall 2007 academic term and applying to students who enroll in higher education for the first time during the fall 2007 academic term or any term subsequent to the fall 2007 term, an institution of higher education may not permit an undergraduate student a total of more than six dropped courses, including any course a transfer student has dropped at another institution of higher education. See (6) Drop Limit - S.B. 1231 Legislation in the NCTC Catalog for exceptions to this policy. Course withdrawals or drops that are submitted by or for a student that has reached their six drop limit will not be honored.

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:

Complete Withdrawal

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. Refer to Complete Withdrawal in the NCTC Catalog for additional information.

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:

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 prorated 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.

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.

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.

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/Alumni-friends/for_alumni_friends.html.

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. 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. 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. And located on the Corinth Campus is the Hydrant Café. 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.)

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 6 or more hours during a summer semester.

A student enrolled for fewer than 12 semester hours during a regular long-term (fall or spring) and fewer than 4 semester hours during a summer session 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 judgment 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 grade will revert to "F".

4. In the Campus Connect Final Grade Submission process, the option of issuing the grade of “I” will not be available.
- 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.
 - 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.
 - Once an Incomplete is finished, the instructor must submit a new Petition of 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.

Scholastic Probation

A student’s grades are reviewed on a semester-by-semester basis to determine if he/she is in good standing. A student will be placed on scholastic probation at the end of the fall or spring semester in which the current minimum GPA of 2.0 is not attained.

Scholastic probation may be removed by earning a minimum GPA of 2.0 during the next fall or spring semester. If a student fails to earn a minimum 2.0 GPA during a semester in which he/she is on probation, he/she will be placed on academic suspension.

If a student on scholastic probation withdraws from the College and applies for re-entry, he/she will be admitted on scholastic probation and must meet the same minimum requirements as stated above to be removed from scholastic probation. Developmental courses are calculated in the current GPA and are used in the determination of the student’s probationary status.

Scholastic Suspension

If a student fails to earn a minimum GPA of a 2.0 during a semester in which he/she is on scholastic probation, he/she will be placed on scholastic suspension. Students placed on suspension will be eligible for readmission after the lapse of a fall or spring semester.

It should be noted that a 2.0 cumulative GPA is required for graduation at North Central Texas College. Students are expected to know if they have maintained the minimum standard and are eligible to continue college. An ineligible student who registers in the College will be subject to dismissal. Developmental courses are calculated in the current GPA and are used in the determination of the student’s probationary status.

Scholastic Suspension Appeal Process

There is provision for consideration of allowing both North Central Texas College students and transfer students to enroll before their suspension periods have elapsed.

Students seeking admission while on academic suspension may appeal to the Admissions Enrollment Management Committee by filing a letter of petition with the Director of Admissions. The letter of petition must explain any special or unusual circumstances which caused the student to be suspended other than simply failing to maintain grades. It must also explain how these circumstances have changed to increase the likelihood of academic success.

After hearing testimony from the student, the Admissions Enrollment Management Committee will reach a decision regarding enrollment and may recommend or require a student: (1) to undergo testing and/or counseling and/or (2) to enroll in specified courses and/or (3) to enroll only for a limited number of hours. The Committee may also deny enrollment, in which case the student will be required to serve out the suspension prior to enrollment. Students allowed to enroll will be placed on probation.

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 for grade appeal directly to the instructor.
3. If you are not satisfied with the decision of the instructor, an appeal may be made 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 you are not satisfied with the decision of the Department Chair or Program Coordinator, an appeal may be made to the appropriate instructional Dean. All tests, assignments, class notes and other relevant materials must be presented to the instructional Dean.
5. If you are not satisfied with the decision of the instructional Dean, an appeal may be made 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 you are not satisfied with the decision of the Vice President of Instruction, an appeal may be made 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. 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 or has an archive of periodical titles on microfilm. Students can request photocopies of articles from the periodical collection or from the microfilm collection.

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 Orientation is REQUIRED of all first-time college students and must be completed prior to enrolling. This non-credit course covers topics relating to THEA, study skills, test-taking skills, academic and career planning, and college policies and procedures. A primary aim of orientation is to equip new students with information which can help them be more successful in college-level work. Completion is required for all new students and students who have only been in dual credit courses. Orientation may be completed online at www.nctc.edu or contact Student Success at (940)668-7731, ext. 4209 to learn about Live Orientation sessions.

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 (click on Admissions Registration, then "Register Online").

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.

Career and Employment Services

North Central Texas College provides career-related services to student's at all three 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, production technology, emergency medical services) may network with department faculty to receive advising related to potential careers. Faculty are also available to assist students in contacting prospective employers for internship and employment opportunities.

Counseling Center

Each campus counseling center provides counselors who are qualified to assist students in identifying career interests, researching potential career fields, and assessing student potential for success and satisfaction in a given employment field. Testing resources are also available to support the career and employment selection process. Visit the NCTC Counseling Center web site for additional information and resources related to career and employment services.

Part and Full-Time Job Placement

Each campus posts part and full-time job vacancy announcements on bulletin boards located in student

common areas. Additional job vacancy announcements are available on the NCTC homepage (www.nctc.edu) under "Employment - Student".

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. 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, Room 309, or Financial Aid Office, Room 154 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).

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.

Ash receptacles are typically located at the entrance to campus buildings, providing smokers a place to extinguish smoking materials. Smoking and non-smoking entrances are identified on the Corinth Campus.

Clove cigarettes (and any other variations) are strictly prohibited on NCTC campuses.

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

Note taker 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.

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, epilepsy, 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 vaccination or booster no later than the 10th day before the first day of the semester. At the time of the publication of this catalog, final rules on this new legislation are still pending from the Texas Higher Education Coordinating Board. Please check the NCTC website for updated 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

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.

Institutions are also required to publish graduation rates for all students and varsity athletes.

For students who began college, Fall 2006:

All degree seeking students	2.2%
Intercollegiate athletes	17%

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 (5, 6, 7, 8, and 9) must sign a waiver before enrollment.

North Central Texas College administers the THEA exam (see Quick THEA/COMPASS Testing) 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 THEA examinations held across the state throughout the year. All students should contact the Advising, Counseling, & Testing Office to obtain information about dates and times of THEA 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, and 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.

THEA and COMPASS Testing

NCTC offers the THEA numerous times during the year. COMPASS is a computerized test that can be used at NCTC as an alternative to the THEA Test.

Contact the counseling center at any campus for information regarding THEA and COMPASS test dates, times, and fee schedules. Advance reservations are required.

Refer to the NCTC Catalog for additional information.

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 all 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.

At their January 2011 meeting the NCTC Board of Regents adopted a Tobacco-Free Campus policy. The policy states "The use, distribution or sale of tobacco is prohibited in college buildings, on college premises and in vehicles owned, rented or leased by the college."

January 1, 2012 is the date for the implementation of the new policy. Please check the website for the most updated information.

A Tobacco Free implementation committee has been formed that includes students, staff and faculty. This committee will be working on the details of notification, signage, enforcement and promoting programs and services that will aid students and staff to decrease or stop tobacco use.

Look for much more information in the near future about this new policy and how it will help NCTC provide a safe and healthy environment for its employees, students and visitors.

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) offer 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://www.nctc.edu>) 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 the Corinth and Bowie 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, and telephone number
2. Degree(s) earned and date.
3. Major field of study and academic classification
4. Dates of attendance.
5. Number of semester hours in progress and attained to date.
6. Previous high school and college attended.
7. Weight and height of members of athletic teams.

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 Associate Dean of Student Services (Corinth).

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 wellbeing 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 office on Gainesville and Bowie campuses or by the Associate Dean of Student Services on the Corinth Campus. 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 appropriate Vice-President of Student Services or Associate Dean of Student Services Corinth Campus.
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 appropriate Vice-President of Student Services or Associate Dean of Student Services Corinth Campus. 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 appropriate Vice-President of Student Services or Associate Dean of Student Services Corinth Campus. 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 appropriate Vice-President of Student Services' or Associate Dean of Student Services Corinth campus' office a copy, photograph, or description of the sign to be posted.
2. Give notice to the appropriate Vice-President of Student Services or Associate Dean of Student Services Corinth Campus, 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 appropriate Vice-President of Student Services or Associate Dean of Student Services Corinth campus, 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 the Associate Dean of Student Services Corinth campus 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 (Gainesville), the Associate Dean of Student Services (Corinth), or the Bowie Dean. 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 (Gainesville), the Associate Dean of Student Services (Corinth), or the Bowie Dean 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 (Gainesville), the Associate Dean of Student Services (Corinth), or the Bowie Dean 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 Dean 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 FLBA, et seq.), 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.” [See
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 parking lots 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 Dean 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 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, cheating on a test, plagiarism, and collusion. "Cheating on a test" shall include: "Plagiarism" 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. "Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.
 - a. Copying from another student's test paper.
 - b. Using test materials not authorized by the person administering the test.
 - c. Collaborating with or seeking aid from another student during a test without permission from the test administrator.
 - d. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an un-administered test.
 - e. The unauthorized transporting or removal, in whole or in part, of the contents of the un-administered test.
 - f. Substituting for another student, or permitting another student to substitute for one's self, to take a test.
 - g. Bribing another person to obtain an un-administered test or information about an un-administered test.
21. **Tobacco:** Tobacco is strictly prohibited in all college classrooms and laboratories, in the library and in any other areas where "No Smoking" signs are posted. Clove cigarettes (and any other variations) are strictly prohibited on NCTC campuses.
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 FLBF (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 vice-president 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.

INDEX

(6) Drop Limit - S.B. 1231 Legislation	68	Books and Supplies	50
6 Drop Limit-S.B. 1231 Legislation	179	Bookstore.....	176
Academic Advising	35, 175	Bowie Campus.....	25
Academic Calendar.....	13	BUSG - Business & Business Management	137
Academic Freedom.....	67	Business Management (Certificate).....	94
Academic Honors	67	Business Management (Degree).....	93
Academic Load.....	67	Business Management-NON-Profit Management (Certificate).....	94
Academic Policies	67	Campus Behavior	72
Access by School Officials	192	Campus Law Enforcement	176
Accidents and Thefts	175	Campus Security Information Reporting Crimes and Emergencies	176
ACCT - Accounting.....	129	Campus Visitors Rules	193
ACNT - Accounting	129	Career and Employment Services.....	59, 186
Acting-Performance.....	63	Career Development Services.....	26
Admission Fees	193	Catalog 2011-2012	5
Admission Requirements.....	29	Catalog Restrictions.....	76, 184
Admission to Health Science/Nursing Programs	32	CETT - Oil and Gas Production Technology	138
Admissions	175	CEU Option Courses:	51
Admissions Information	29	Change of Address.....	176
Advanced and Applied Technologies	78	Change of Name	176
Advanced Placement and Credit by Examination/Experience	37	Charges For Room and Board	60
Advising Center	59	Check Cashing.....	72, 176
Advising, Counseling, & Testing Center.....	59	CHEM - Chemistry.....	138
Aesthetician (Certificate).....	114	CJCR - Law Enforcement.....	138
AGAH - Equine Science.....	130	CJLE - Law Enforcement	138
AGCR - Farm and Ranch Management.....	131	CJSA - Law Enforcement	138
AGEQ - Equine Science	131	Class Day.....	177
AGME - Farm and Ranch Management	133	Clubs and Organizations.....	61
AGMG - Farm and Ranch Management.....	133	CNBT - Oil and Gas Production Technology	139
AGRI - Agriculture.....	133	College Debts	72, 177
Agriculture Management (Certificate).....	93	College Personnel	15
Alcohol and Controlled Substance Abuse	176	College Preparatory Courses (Developmental Studies)	177
ANTH - Anthropology	134	Complaint Procedure	187
Appeal	204	Complete Withdrawal	70, 180
Application	195	Computer Access/Accounts.....	177
Application and Eligibility	53	Computer Information - Systems and Technology	95
Application Deadlines	54	Computers Information Systems and Technology (Certificate).....	96
Application for Admission	32	Computers Information Technology — Game Design (Certificate).....	96
Application for Graduation.....	184	Concurrent Enrollment and Division of Lifelong Learning	177
Application For Graduation.....	76	Conversion of Non-Credit to Credit	79
ARTC - Computer Information Systems & Technology	134	Corinth Campus.....	24
ARTS - Art	134	COSC - Computer Science	139
Arts and Sciences.....	77	Cosmetology (Certificate)	113
Associate Degree Nursing	110	Cosmetology Instructor (Certificate).....	115
Associate Degree Nursing (ADN) Program	107	Cosmetology, Esthetics and Nail Technology Student Instructor (500 Clock Hour Course)	115
Associate of Arts Degree - Criminal Justice	119	Counseling Center	186
Associate of Arts in Teaching.....	83	Courier Learning Resources/Library Services	81
Athletics.....	64, 176		
Attendance Regulations	67		
BCIS - Computer Science.....	135		
BIOL - Biology.....	136		
BMGT - Business & Business Management	136		

Course Cancellation Policy.....	68	Equine Business Management (Degree).....	100
Course Drop Definition	69	Equine Science – Breeding Farm Management (Certificate).....	101
Course Identification Number	179	Equine Science – Horse Management and Training (Certificate).....	101
Course Load.....	179	Equine Science (Degree)	99
Courses	129	Exception.....	199
Credit by Examination	178	Exclusions.....	201
Credit for CLEP, Advanced High School Credit and International Baccalaureate Diploma Completers.....	39	Exemptions for Texas Veterans (Hazlewood Exemption).....	58
Credit Hour Tuition	47	Exhibit A	204
CRIJ - Law Enforcement	139	Expense Categories.....	47
Crime Awareness Programs	179	Ex-Students Association.....	180
CSME - Cosmetology.....	140	Faculty	16
Curricula - Technical	93	Faculty Withdrawals.....	69
Curricula Health Sciences.....	107	Faculty/Staff Sponsors.....	196
Curriculum.....	179	Failure to Comply With Notice	204
Custodians of Records	192	Family Educational Rights and Records Access Annual Notice	26
DANC - Dance	141	Farm and Ranch Management (Degree).....	102
Dance-Performance and Technique.....	63	Financial Aid	53, 180
DCTA Shuttle Fee	50	Financial Aid Distribution	54
Deans and Directors.....	15	Flexible Entry and Non-Semester-Length Courses	51
Decision	204	Flower Mound Campus	25
Definition.....	186	FMKT - Horticulture Management	149
Definitions	196	Food and Drink in Classrooms	181
Degree Requirements	75	Food Services	181
Department of Student Success	64	FREN - French	149
DFTG - Drafting Technology	142	Full-Time Student and Part-Time	181
Directory Information.....	192	Gainesville Campus.....	24
Disciplinary Actions	202	GAME - Computer Information Systems and Technology	149
Disciplinary Record.....	203	General Access Computer Labs.....	80
Discipline.....	199	General Admission Policy	29
Discipline and Penalties.....	202	General Admission Requirements	33
Discipline Hearing Procedure	203	General Information	23
Discussion of Complaint	202	General Notes Regarding the Texas Success Initiative (TSI).....	36
Disorderly Conduct.....	201	Generally Speaking.....	175
Distance Education Fee	49	GOVT - Government.....	150
Drafting Technology (Certificate)	99	Grade Points	71, 182
Drafting Technology (Degree)	98	Grades and Reports.....	70, 181
DRAM - Drama	144	Graduate Guarantee Program	9, 183
Driver Fatigue.....	191	Graduation Honors	76, 184
Driver Requirements.....	191	Graduation Requirements	76
Dropping Courses	68, 179	Graduation/Degree Requirements.....	184
Dual Credit	49	Graham Campus	25
Dual Credit Program.....	78	GRPH - Graphic Arts	150
eCampus	81	Guarantee for Job Competency	9, 183
ECON - Economics	145	HALT - Horticulture Management	151
EDUC - Education.....	145	Health Requirements and Services Communicable Diseases	191
Educational Intent.....	76	Health Sciences	78
EECT - Computer Information Systems & Technology	146	Hearing Committee.....	204
Elective	180	HIST - History	152
Eligibility	195	History	24
Eligibility Requirements:.....	188		
E-Mail.....	177		
Emergency Medical Services Program.....	115		
EMSP - Emergency Medical Services.....	146		
ENGL - English.....	147		

Honors Studies at NCTC	78	Mission:	23
HORT - Horticulture Management.....	152	Modes of Transportation	191
Horticultural Management (Certificate)	103	MRKG - Business & Business Management.....	156
Hours of Operation	80, 185	MUEN - Music	157
Housing (On-Campus).....	185	MUSI - Music.....	157
HRPO - Business & Business Management	152	Musical Organizations	63
HUMA - Humanities	152	Nail Technician (Certificate)	115
IBUS - Business & Business Management.....	152	NCTC Core Curriculum	89
IMED - Computer Information Systems & Technology	153	NCTC Core Curriculum and Field of Study Requirements for Early Childhood - Grade 6	83
Immediate Disciplinary Action.....	203	NCTC Core Curriculum and Field of Study Requirements for Grades 4 - 8	85
Important Note:	185	NCTC Core Curriculum and Field of Study Requirements for Teaching Secondary (Grades 8 - 12)	86
Important Notice To All Students.....	11	NCTC Fitness Center.....	64
Incomplete Grades	70, 181	NCTC Instructional Master Plan	77
Individualized Instruction Fees.....	50	Networking Technology (Certificate) - Cisco Major.....	98
Instructional and Student Support.....	19	Networking Technology (Certificate) - Network Operating Systems Major	97
Instructional Division	77	Networking Technology (Degree) - Network Operating Systems Major	97
Instructional Division Organization.....	77	Networks Program.....	65
Inter-Agency Cooperation	188	Networks Program:	187
Intercollegiate Sports	64	Non-Permissible Signs	195
International Students	32, 185	North Central Texas College	7
ITAL - Italian	153	North Central Texas College Student Handbook.....	175
ITCC - Computer Information Systems & Technology	153	Notice	47, 203
ITNW - Computer Information Systems & Technology	153	Numbering of Courses	72
ITSC - Computer Information Systems & Technology	154	Off-Campus Speakers/Entertainers.....	193
ITSE - Computer Information Systems & Technology	154	Office for Students with Disabilities	64
ITSW - Computer Information Systems & Technology	154	Office Systems Technology - Technology Medical (Certificate).....	105
ITSY - Computer Information Systems & Technology	155	Office Systems Technology (Certificate)	104
Laboratory Fee.....	49	Office Systems Technology (Degree).....	103
Late Registration.....	72	Official Transcripts	76
Late Registration Fee	50	Oil and Gas Production Technology (Certificate)	106
Law Enforcement (Certificate).....	120	Oil and Gas Production Technology (Degree).....	105
Law Enforcement (Degree)	120	On-Campus Housing Services	60
Law Enforcement Electives.....	121	On-Line Registration	35
Learning Resource/Library Services	80	Online, Web-Accessible Catalog.....	80
Library and Learning Resource Centers	185	Organization Officers	196
Lifelong Learning	79	Orientation Policy	37, 185
Lifelong Learning Frequently Asked Questions.....	80	OSD Department Contacts	188
Lifelong Learning Registration.....	80	OSHT - Oil and Gas Production Technology	160
Loss of Registration.....	195	Other Regulations Affecting Admissions	32
Lost and Found Services.....	185	Other Resources and Programs.....	81
Maintenance Personnel.....	21	Overview of Degree Requirements.....	75
Major	185	Paramedicine (Certificate)	118
MATH - Mathematics (College Preparatory)	155	Paramedicine (Degree)	118
Medical Withdrawal	69, 179	Paramedicine (Fast Track).....	119
Methods of Admission.....	30	Parking Regulations.....	185
Military Withdrawal	51	Part and Full-Time Job Placement.....	59, 186
Minimum Grades for Good Standing	182	Pass/Fail Option.....	71, 182
Minimum Grades For Good Standing	71	Pay Tuition and Fees in Full or Make Payment Arrangement Online.....	52
Minimum Passing Standards	36		

Payments for Tuition and Fees	186	Saturday College.....	81
Petitions, Handbills and Literature	194	SB 1231 Section 51.907 b.3 Withdraw from the Institution.....	69
PHED - Physical Education & Recreation	161	Scheduling Events	193
PHIL - Philosophy	162	Scholarships.....	59, 186
Photo Policy.....	61	Scholastic Probation	71, 182
PHYS - Physical Science.....	162	Scholastic Suspension.....	71, 182
Picture Identification	186	Scholastic Suspension Appeal Process	71, 182
Pinnell Square and Satellite Campuses.....	24	Section I.....	175
Place of Residence.....	47	Section II	191
POFI - Office Systems Technology.....	162	Security and Retention Of Student Records	191
POFM - Office Systems Technology.....	162	Semester Credit Hour	186
POFT - Business & Business Management.....	162	Sexual Harassment	186
Posters/Announcements.....	193	Sexual Harassment by Students.....	199
Practical Training	33	Signs	194
Prerequisite	186	Site Map.....	207
President's Cabinet.....	15	Small Business Development Center.....	26
Procedure to Amend Records	192	Smoking Policy	187
Procedures/Requests for Advanced Placement and Credit by Examination/Experience	178	SOCI - Sociology.....	169
Programs Available	54	Social Networking Policy	34, 177
Prohibited Conduct	187	Solicitations	191
Prohibitions.....	199	SPAN - Spanish.....	169
PSYC - Learning Frameworks (College Preparatory)	163	SPCH - Speech	170
PTRT - Oil and Gas Production Technology.....	164	Special Accommodations (Office for Students with Disabilities).....	187
Public Service	26	Specific Conduct Regulations/Restrictions.....	196
Publications	64	Specific Requirements Temporary And Permanent Resident Aliens.....	34
Purpose	201	Specific Requirements For International Students Applying for Concurrent Enrollment	34
Quick THEA.....	36	Specific Requirements For International Transfer Students.....	33
Radiological Technology (Degree).....	123	Specific Requirements For Students Applying from Outside the United States.....	33
Radiological Technology Program	121	SRGT - Surgical Technology	170
RADR - Radiological Technology	165	Statement of Core Values	7
READ - Reading (College Preparatory)	167	Student Activities	188, 193
Records Not Accessible to Students	192	Registered Student Organizations	195
Refund Schedule.....	51, 186	Student Publications.....	193
Registered Sex Offenders Notification	189	Student Activities/Organizations	61
Registration Required	195	Student Classification	72
Regular Spring/Fall Credit Classes:.....	51	Student Complaints Sexual Harassment.....	199
Regular Summer Sessions:	51	Student Conduct Alcohol and Drug Use.....	199
Reinstatement Fee.....	50	Disruptions	201
Rejection of Application.....	195	Weapons.....	200
Related Policy References	191	Student Correspondence Policy (Student email)	34
RELE - Farm and Ranch Management.....	167	Student Financial Aid - Return of Title IV Aid Policy	57
Representation	201	Student Grade Appeal.....	72, 183
Requesting English Credit by Act/Sat Score	37	Student Health Services.....	188
Resolution of Transfer Disputes For Lower Division Courses	74	Student ID Card	61
Resources/Library Services	81	Student Loan Repayment.....	54
Responsibility	196	Student Organizations.....	188
Return of Federal Title IV Funds.....	180	Student Publications	194
Return of Title IV Aid	52	Student Records.....	73
Review of Record	192		
Rights and Duties.....	195		
RNSG - Nursing	167		
Room and Board.....	50		
Safety Standards	191		
Satisfactory Academic Progress Policy	54		

Student Responsibilities	72	Voter Registration.....	190
Student Rights and Responsibilities		WLDG - Farm and Ranch Management.....	172
Student Complaints	201		
Student Conduct.....	196		
Student Rights Concerning Educational Records			
Under FERPA	73		
Student Right-to-Know and Campus Security Acts,			
Public Law 102-542.....	188		
Student Role and Participation in Institutional			
Decision Making.....	189		
Student Services	53		
Students	179		
Support Staff.....	20		
Surgical Technology (Certificate)	124		
Surgical Technology Program	123		
Suspended or Expelled Students.....	203		
System of Grading	70, 182		
TECA - Education	171		
Technical Program Faculty.....	59, 186		
Technical Support.....	34		
Testing Services.....	189		
Texas Success Initiative (Tsi)	35		
Texas Success Initiative (TSI)	189		
THEA and COMPASS Testing	189		
This We Believe... ..	7		
Three Peat.....	49		
Tobacco Policy	190		
Tobacco-Free Campus	27		
Transfer Center	59		
Transfer Credit.....	9, 183		
Transfer of Courses to Senior Colleges	74		
Transfer Students	36		
Transition From Vocational To Professional Nursing .	111		
Transportation Management	191		
TRIO Program	65, 189		
Tuition and Fee Costs	47		
Tuition and Fees	47, 48		
Tuition for CEU Enrollment Option	49		
Tuition/Fees Installment Payment Plan	48		
Tutoring	190		
Types and Locations of Records.....	191		
Types of Accommodations:	187		
Use of College Name.....	196		
Values:	23		
Veteran Educational Benefit Service	57		
Veteran Services	190		
Violation	199		
Violations	196, 201		
Virtual College of Texas.....	49		
Virtual College Of Texas (VCT) Courses	74		
Virtual College of Texas (VCT) Learning.....	81		
Vision:	23		
VNSG - Vocational Nursing.....	171		
Vocational (LVN) Nursing Program	125		
Vocational Nursing (Certificate)	127		
Vocational Rehabilitation	190		