

# Frank Phillips College

2014-2015 Catalog



FRANK PHILLIPS COLLEGE

# Plainsmen

"Right For You. Right Here. Right From the Start."



# **FRANK PHILLIPS COLLEGE**



**BORGER, TEXAS**

**PERRYTON, TEXAS**

**DALHART, TEXAS**

**DUMAS, TEXAS**

**HEREFORD, TEXAS**

**SIXTIETH CATALOG**

**2014 – 2015**

**FALL 2014**

**VOLUME LX**

# Welcome from the Administrative Council



The Board of Regents, Administration, Faculty and Staff at Frank Phillips College are pleased to welcome you to the campus and look forward to helping you meet your educational goals. As you choose your field of study, whether it be in technology, academia, agriculture, or workforce classes, your success is uppermost in the minds of all who advise, educate, and support you.

FPC is the northern most rural community college, located at the top of the Texas Panhandle where the spirit of the Plainsman stands proud. Frank Phillips College has been dedicated to serving the top nine counties of the Texas Panhandle since 1948.

Dr. Jud Hicks, President; Shannon Carroll, Vice President for Academic Affairs; Dr. Lew Hunnicutt, Vice President for Extended Services; Debra Wells, Executive Assistant; Lydia Rinehart, Development Corporation; and the entire FPC family welcome you to Frank Phillips College, Home of the Plainsmen.

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# Academic Calendar Summer 2014

## **GENERAL INFORMATION**

Summer 2014

Residence Halls Open for Occupancy

Cafeteria Opens

Final Day to Drop Without Penalty

## ***Summer I***

May 28

May 29

## ***June 2***

June 5

July 7-8

## ***July 8***

Aug. 4

## ***Summer II***

July 8

July 8

## ***July 9***

July 10

Aug. 13-14

## ***Aug. 14***

## ***Summer Long***

May 28

May 29

## ***June 2***

June 5

Aug. 13-14

## ***Aug. 14***

## ***Classes Begin***

Final Day to Register

Final Examinations

## ***Last Day of Classes***

Residence Hall Close

Graduation Application Deadline

## **PAYMENTS & REFUNDS**

Summer 2014

Final Day to pay without late fee

Final Day for FACTS Payment Plan

Final Day for 100% Refund

Final Day for 70% Refund

Final Day for 25% Refund

## ***Summer I***

May 29

May 29

May 29

June 6

June 10

## ***Summer II***

July 8

July 8

July 8

July 15

July 17

## ***Summer Long***

May 29

May 29

May 29

June 13

June 19

## **ADD/DROP & TOTAL WITHDRAWAL**

Summer 2014

Final Day for Schedule Change

Final Day to Drop a Course

Final Day to Totally Withdraw

## ***Summer I***

June 5

June 19

July 3

## ***Summer II***

July 10

July 31

Aug. 7

## ***Summer Long***

June 12

July 31

Aug. 7

## **HOLIDAYS & BREAKS**

Summer 2014

Independence Day

## ***Summer I***

July 4



# Academic Calendar 2014 - 2015

## **Fall 2014**

Aug. 20  
Aug. 20  
Aug. 22  
**Aug. 25**  
Oct. 20  
Aug. 29  
November\*  
Dec. 1  
Dec. 10-11, 15-16  
**Dec. 16**  
Dec. 16

## **Fall 2014**

Aug. 22  
Aug. 22  
Aug. 22  
Sept. 15  
Sept. 22  
Sept. 4  
Sept. 8  
Oct. 29  
Oct. 31

## **Fall 2014**

Aug. 29  
Aug. 29  
Oct. 24  
Nov. 21  
Oct. 10  
Nov. 21  
Dec. 5

## **Fall 2014**

Sept. 1  
Nov. 24 – 28  
Dec. 18 - Jan. 7

## **Fall 2014**

Dec. 26 - Jan. 9

## **Fall 2014**

Aug. 19  
Aug. 18

## **GENERAL INFORMATION**

Residence Halls Open for Occupancy  
Cafeteria Opens  
Final Day to Drop Without Penalty  
**Classes Begin**  
First Day of Class 2nd 8 week  
Final Day to Register  
Pre-Registration for the Next Semester  
Graduation Application Deadline  
Final Exams  
**Last Day of Classes**  
Residence Hall Close  
**Commencement**

## **PAYMENTS & REFUNDS**

Final Day to pay without late fee  
Final Day for FACTS Payment Plan  
Final Day for 100%  
Final Day for 70%  
Final Day for 25%  
Final Day for 70% 1st 8 week Class  
Final Day for 25% 1st 8 week Class  
Final Day for 70% 2nd 8 week Class  
Final Day for 25% 2nd 8 week Class

## **ADD/DROP & TOTAL WITHDRAWAL**

Final Day for Schedule Change  
Final Day for Schedule Change 1st 8 week  
Final Day for Schedule Change 2nd 8 week  
Final Day to Drop a Course  
Final Day to Drop a Course 1st 8 week  
Final Day to Drop a Course 2nd 8 week  
Final Day to Totally Withdraw

## **HOLIDAYS & BREAKS**

Labor Day Holiday  
Fall Break  
Christmas Holiday  
Martin Luther King Jr. Day  
Spring Break  
Good Friday Holiday  
Memorial Day  
Independence Day

## **MINI TERM DAYS**

Fall Mini Term  
May Mini Term

## **FACULTY/STAFF INFORMATION**

Offices Open  
Employee In-service  
Faculty Report  
Staff Report

## ***Spring 2015***

Jan. 14  
Jan. 14  
Jan. 16  
**Jan. 20**  
Mar. 23  
Jan. 23  
April\*  
Apr. 17  
May 6-7, 11-12  
**May 12**  
May 12  
**May 1**

## ***Spring 2015***

Jan. 16  
Jan. 16  
Jan. 16  
Feb. 9  
Feb. 16  
Jan. 29  
Feb. 2  
Apr. 1  
Apr. 6

## ***Spring 2015***

Jan. 30  
Jan. 23  
Mar. 27  
Apr. 24  
Feb. 27  
Apr. 24  
May 1

## ***Spring 2015***

Jan. 19  
March 16-20  
April 3  
May 25  
July 4

## ***Spring 2015***

May 14-28

## ***Spring 2015***

Jan. 13  
Jan. 12  
Jan. 12  
Jan. 8

\*Pre-registration dates will be announced.



# Academic Calendar Summer 2015

## **GENERAL INFORMATION**

Summer 2015

Residence Halls Open for Occupancy

Cafeteria Opens

Final Day to Drop Without Penalty

## ***Summer I***

May 27

TBA

May 28

## ***Summer II***

July 8

TBA

July 7

## ***Summer Long***

May 27

TBA

May 28

## **Classes Begin**

Final Day to Register

Final Examinations

## **Last Day of Classes**

Residence Hall Close

Graduation Application Deadline

**June 1**

June 2

July 6-7

**July 7**

Aug. 3

**July 8**

July 9

Aug. 10-11

**Aug. 11**

Aug. 11

**June 1**

June 2

Aug. 10-11

**Aug. 11**

Aug. 11

## **PAYMENTS & REFUNDS**

Summer 2015

Final Day to pay without late fee

Final Day for FACTS Payment Plan

Final Day for 100% Refund

Final Day for 70% Refund

Final Day for 25% Refund

## ***Summer I***

May 28

May 28

May 28

June 8

June 10

## ***Summer II***

July 7

July 7

July 7

July 15

July 20

## ***Summer Long***

May 28

May 28

May 28

June 16

June 23

## **ADD/DROP & TOTAL WITHDRAWAL**

Summer 2015

Final Day for Schedule Change

Final Day to Drop a Course

Final Day to Totally Withdraw

## ***Summer I***

June 2

June 15

July 2

## ***Summer II***

July 9

July 30

Aug. 6

## ***Summer Long***

June 2

July 30

Aug. 6

## **HOLIDAYS & BREAKS**

Summer 2015

Independence Day

## ***Summer I***

July 4

# Academic Calendar 2015 – 2016

## **Fall 2015**

Aug. 19  
Aug. 19  
Aug. 21  
**Aug. 24**  
Oct. 19  
Aug. 28  
November\*  
Dec. 2  
Dec. 9-10, 14-15  
**Dec. 15**  
Dec. 15

## **Fall 2015**

Aug. 21  
Aug. 21  
Aug. 21  
Sept. 14  
Sept. 21  
Sept. 2  
Sept. 4  
Oct. 28  
Oct. 30

## **Fall 2015**

Sept. 4  
Aug. 28  
Oct. 23  
Nov. 20  
Oct. 9  
Nov. 20  
Dec. 4

## **Fall 2015**

Sept. 7  
Nov. 23 – 27  
Dec. 17 - Jan. 6

## **Fall 2015**

Dec. 22 - Jan. 6

## **Fall 2015**

Aug. 17  
Aug. 17

## **GENERAL INFORMATION**

Residence Halls Open for Occupancy  
Cafeteria Opens  
Final Day to Drop Without Penalty  
**Classes Begin**  
First Day of Class 2nd 8 week  
Final Day to Register  
Pre-Registration for the Next Semester  
Graduation Application Deadline  
Final Exams  
**Last Day of Classes**  
Residence Hall Close  
**Commencement**

## **PAYMENTS & REFUNDS**

Final Day to pay without late fee  
Final Day for FACTS Payment Plan  
Final Day for 100%  
Final Day for 70%  
Final Day for 25%  
Final Day for 70% 1st 8 week Class  
Final Day for 25% 1st 8 week Class  
Final Day for 70% 2nd 8 week Class  
Final Day for 25% 2nd 8 week Class

## **ADD/DROP & TOTAL WITHDRAWAL**

Final Day for Schedule Change  
Final Day for Schedule Change 1st 8 week  
Final Day for Schedule Change 2nd 8 week  
Final Day to Drop a Course  
Final Day to Drop a Course 1st 8 week  
Final Day to Drop a Course 2nd 8 week  
Final Day to Totally Withdraw

## **HOLIDAYS & BREAKS**

Labor Day Holiday  
Fall Break  
Christmas Holiday  
Martin Luther King Jr. Day  
Spring Break  
Good Friday Holiday  
Memorial Day  
Independence Day

## **MINI TERM DAYS**

Fall Mini Term  
May Mini Term

## **FACULTY/STAFF INFORMATION**

Offices Open  
Employee In-service  
Faculty Report  
Staff Report

## **Spring 2016**

Jan. 13  
Jan. 13  
Jan. 15  
**Jan. 19**  
Mar. 21  
Jan. 22  
April\*  
Apr. 15  
May 9, 10, 11, 12  
**May 12**  
May 12  
**May 6**

## **Spring 2016**

Jan. 15  
Jan. 15  
Jan. 15  
Feb. 8  
Feb. 15  
Jan. 28  
Feb. 1  
Mar. 31  
Apr. 4

## **Spring 2016**

Jan. 29  
Jan. 22  
Mar. 24  
Apr. 29  
Mar. 4  
Apr. 29  
May 6

## **Spring 2016**

Jan. 18  
March 14 -18  
March 25  
May 30  
July 4

## **Spring 2016**

May 16 - 27

## **Spring 2016**

Jan. 12  
Jan. 11  
Jan. 11  
Jan. 7

\*Pre-registration dates will be announced.

# Academic Calendar Summer 2016

## **GENERAL INFORMATION**

Summer 2016

Residence Halls Open for Occupancy

Cafeteria Opens

Final Day to Drop Without Penalty

## ***Summer I***

June 1

TBA

June 2

## ***Summer II***

July 12

TBA

July 12

## ***Summer Long***

June 1

TBA

June 2

## **Classes Begin**

Final Day to Register

Final Examinations

## **Last Day of Classes**

Residence Hall Close

Graduation Application Deadline

**June 6**

June 7

July 11-12

**July 12**

Aug. 4

**July 13**

July 14

Aug. 15 – 16

**Aug. 16**

Aug. 16

**June 6**

June 7

Aug. 15 - 16

**Aug. 16**

Aug. 16

## **PAYMENTS & REFUNDS**

Summer 2016

Final Day to pay without late fee

Final Day for FACTS Payment Plan

Final Day for 100% Refund

Final Day for 70% Refund

Final Day for 25% Refund

## ***Summer I***

June 2

June 2

June 2

June 13

June 15

## ***Summer II***

July 12

July 12

July 12

July 20

July 25

## ***Summer Long***

June 2

June 2

June 2

June 21

June 28

## **ADD/DROP & TOTAL WITHDRAWAL**

Summer 2016

Final Day for Schedule Change

Final Day to Drop a Course

Final Day to Totally Withdraw

## ***Summer I***

June 7

June 20

July 7

## ***Summer II***

July 14

Aug. 4

Aug. 11

## ***Summer Long***

June 7

Aug. 4

Aug. 11

## **HOLIDAYS & BREAKS**

Summer 2016

Independence Day

## ***Summer I***

July 4

# General Information

## Mission Statement

Frank Phillips College is a comprehensive two-year, community-based educational organization committed to providing high-quality learning experiences and services. The Board of Regents, administration, faculty, and staff are united in their commitment to the accomplishment of this mission.

In accordance with its mission, the institution endeavors to assist each individual in acquiring the skills, facts, values, and attitudes necessary to participate in and contribute to the democratic society in which we live.

The College operates in harmony with its enabling statute identified in the Texas Education Code, Section 130.003, which states that the charge of each public community college shall be to provide:

1. technical programs up to two years in length leading to associate degrees or certificates;
2. vocational programs leading directly to employment in semi-skilled occupations;
3. freshman and sophomore courses in arts and sciences;
4. continuing adult education programs for occupational or cultural upgrading;
5. compensatory education programs designed to fulfill the commitment of an admissions policy allowing the enrollment of disadvantaged students;
6. a continuing program of counseling and guidance designed to assist students in achieving their individual educational goals;
7. workforce development programs designed to meet local and statewide needs;
8. adult literacy and other basic skills programs for adults; and
9. such other purposes as may be prescribed by the Texas Higher Education Coordinating Board or local governing boards, in the best interest of post-secondary education in Texas.

## Recognition

Frank Phillips College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate degrees. (1866 Southern Lane, Decatur, Georgia 30033, Telephone number 404-679-4500)

### **Approved and Accredited by**

Southern Association of Colleges and Schools Commission on Colleges  
Association of Texas Colleges and Universities  
Texas Department of Licenses and Regulation  
Texas Education Agency  
Texas Board of Nursing  
Texas Higher Education Coordinating Board

### **Member of**

American Association of Community Colleges  
American Association of College Trustees  
National Association of College and University Business Officers  
National Association of Colleges and Universities  
National Association of International Educators  
National Association of Student Financial Aid Administrators  
National Council for Marketing and Public Relations  
National Junior College Athletic Association  
Southern Association of College and University Business Officers  
Southern Association of Collegiate Registrars and Admission Officers  
Southern Association of Community Colleges  
Texas Association of Business Officers  
Texas Association of College Registrars and Academic Officers  
Texas Association of Community Colleges  
Texas Association of Student Financial Aid Administrators  
Texas Junior College Association  
Western Junior College Athletic Conference

## **Foundations of Excellence in the First College Year**

Frank Phillips College is committed to student success and recognizes that a student's first year in college largely determines the student's ability to reach goals and lay strong foundations for the future. Frank Phillips College shares the following Vision for all students:

Frank Phillips College will provide the opportunity for all students to experience educational excellence in and out of the classroom through a culture that supports progressive practices, research, and academic student services designed to support all students during their enrollment because the college is

- an institution that is driven by planning, which has a foundation in data and research.
- an institution whose primary focus is on educational excellence.
- an institution whose culture is one of positive change and progress.

## **Philosophy Statement**

The faculty and staff of Frank Phillips College are committed to first-year students. Through programs and policies designed to ensure the engagement, growth, stimulation, and self-reflection of students, the College commits to providing the following:

- the highest quality of instruction;
- an opportunity to experience diversity and tolerance;
- individual and thoughtful advising;
- a smooth transition into the college culture;
- co-curricular activities for residential and commuter students;
- a safe environment in which to learn;
- a comfortable relationship between students and faculty and staff;
- an extensive and exhaustive evaluation of services to students; and
- the skills necessary to become life-long learners and productive members of a global economy.

## History

In 1946, the Borger Independent School District applied to the State Board of Education for authority to establish a junior college. Borger Junior College District was created by a vote of local citizens on June 15, 1946. Because Phillips Petroleum Company had extensive holdings in the Borger area, the board requested and received permission from Frank Phillips, founder of Phillips Petroleum, to nickname the college Frank Phillips College. The opening day for admission of students was September 6, 1948.

The College operated in a building built jointly with the Borger Independent School District and shared the facility with Borger High School until the College moved to its present location in 1956.

The College served primarily as a junior college offering arts and sciences courses until 1973 when the curricula was expanded to include vocational courses. Since that time a number of vocational, occupational-technical, workforce development, and allied health programs, along with an extensive array of continuing education and community service courses, have been added to the curricula.

During the seventies, Frank Phillips College established off-campus sites in Canadian, Dalhart, and Perryton, Texas, and has since expanded its offerings throughout the top nine counties of the Texas Panhandle.

## Buildings & Facilities

The **Classroom Learning Complex**, built in 1956, houses the science laboratories, computer laboratories, Allied Health, Licensed Vocational Nursing Department, general classrooms, faculty offices, the Teacher Work Center, Counselor's office, and the Office of Educational Services.

The **Plainsmen Gym**, built in 1956, is used for athletic practices.

The **Fine Arts Building**, added in 1960, contains a 500 seat auditorium, cafeteria, art laboratory, general classrooms, three community meeting rooms, and faculty offices.

The **Library Building**, built in 1967, houses the Business Office, Student Financial Services Office, Media Center, Library, Student Central, College Advancement Office, Dual-Credit and Extended Education Offices, IT office, distance learning technology classrooms (DLR), general classrooms, faculty offices, the president's office, and the regents' meeting room.

**Stephens Hall**, built in 1967, is the men's residence hall, which contains rooms for 120 students. **Goins Hall**, also built in 1967, is the women's residence hall and contains rooms for 80 students. **Tyler St. Dorm**, renovated in 2005, is a coed residence hall that contains rooms for 40 students.

The **Agricultural Science Building**, built in 1983, contains a plant science lab, farm shop, animal science lab, general classrooms, faculty offices, and the Monsanto meeting room.

The **Borger Community Activity Center (BCAC)**, added in 1983, is a physical activity complex containing an indoor pool, Jacuzzis, two dry saunas and a steam room. The facility also includes two racquetball/handball courts, an aerobics/dance studio, two cardiovascular fitness centers, a gymnasium, a large free weight room as well as separate machine weight rooms for men and women. The center is also the home for the Plainsmen coaching staff as well as the BCAC administrative offices.

The **Academic Readiness Center (ARC)**, built in 1991, offers a variety of support services in a central location. The ARC houses FPC's Writing Coach, the free student tutoring program, the TRiO Program, and academic-use computer stations.

The campus is also the home of the **Weatherly Family Dugout**, a replica of the original homestead, which was built in Hutchinson County in 1897. The dugout is open by appointment for tours.

The **Service Drilling Southwest Center for Access and Innovation**, built in 2002, was a \$3.5 million community-based project. The Center for Access and Innovation (CAI) building houses the Cosmetology administrative office, classroom, and the Cosmetology Program lab facility, Career & Technical Education administrative offices, classrooms, faculty offices, community meeting room, and the Instrumentation & Electrical Technology Program and lab facility.

The **Frank Phillips College (FPC) Allen Campus**, located in Perryton, opened for the fall semester 2005. This 25,000 square foot facility allows students in Ochiltree County and the surrounding area full access to all services available at FPC's Borger Campus. The Allen Campus is located at 2314 S. Jefferson in Perryton.

Residents of the area can choose from a wide variety of instructional programs and course offerings, as well as a full complement of student support services. Services available at the Allen Campus include business and industry training, extended education and adult learning opportunities, and access to academic transfer courses, academic advising, career counseling, financial aid, student grants, scholarship information, and library resources.

The **Warren Chisum Welding & Safety Training** building, which opened in January 2009, is a \$1.3 million, 15,000 square foot, state-of-the-art facility housing FPC's Safety Training Center, classrooms, offices, and a large welding and fabrication lab area.

The **Frank Phillips College (FPC) Dalhart Center** opened May of 2012, and was uniquely created to meet the educational needs of the people of Dalhart and the surrounding communities. The Dalhart Center provides area residents the ability to participate in fully transferable, core academic classes, taught locally, as well as from the Borger campus via distance learning technology, all while remaining in Dalhart.

Through the FPC Dalhart Center, area residents have access to Frank Phillips College's wide variety of instructional programs and course offerings, as well as a full complement of student support services. Support services include business and industry training, extended education and adult learning opportunities, and access to academic transfer courses, academic advising, career counseling, financial aid, student grants, scholarship information, and library resources.

The **Frank Phillips College Cosmetology Centers** located in Dumas and Hereford, Texas provides a full cosmetology program for nail technology, cosmetology, and instructor certificates. The Dumas Center provides space for dual-credit students. Clients can receive a full range of services completed by students with supervision from licensed instructors with cosmetology experience.



## **Family Educational Rights & Privacy Act**

Annually, Frank Phillips College informs students of the Family Educational Rights and Privacy Act of 1974. This Act was designated to protect the privacy of educational records and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act (FERPA) concerning alleged failures by the institution to comply with the Act. Questions concerning the Family Education Rights and Privacy Act may be referred to the Office of Educational Services.

## **Equal Opportunity Statement**

Frank Phillips College is an equal opportunity education institution and employer. Its students and employees are selected and/or assigned without regard to their age, race, color, creed, sex, national origin, or disability, consistent with Titles VI and VII of the Civil Rights Act of 1964, and Title IX of the Higher Education Act as amended in 1972, and with Executive Order 11246 as amended by Executive Order 11375, and Section 504 of the Rehabilitation Act of 1973. The compliance coordinator for Title IX (sex equity) and Section 504 (handicap) is the President's Office, Box 5118, Borger, TX 79008.

## **Statement of Confidentiality**

Telephone: (806) 457-4200

Student records are released only for use by faculty and professional staff for authorized college-related purposes. The release of student records for off-campus use occurs only with the student's knowledge and signed written consent or where required by law or regulation.

A student's record is open for inspection by the student's parents or guardians if the student is under eighteen years of age. The rights of the parents are transferred to the student when the student becomes eighteen.

The Director of Enrollment Management is the custodian of a student's academic record. A student's academic record may include application for admission information, residency certificate, immunization certificate, date of school entry, student schedules and schedule changes, academic work completed, attendance, standardized achievement test scores, transcripts from previous schools attended, and various Veterans' Administration forms. Transcripts from previous schools attended and test scores are the property of Frank Phillips College.

Public information which may be released upon request includes a student's name, dates of attendance, classification, degrees and certificates received, awards received, the type of award received (academic, technical or continuing education), field of study, enrollment status (full-time, part-time, undergraduate, etc.), current address (including email), participation in officially recognized activities and sports, weight and height of members of athletic teams, and name of most recent institution attended. If a student does not wish for this public information to be released, the student is responsible for notifying the Director of Enrollment Management by the last official day to register for a given semester.

## **Nondiscrimination on the Basis of Disabilities**

Federal law prohibits Frank Phillips College from making pre-admissions inquiries about disabilities. Information regarding disabilities, voluntarily given or inadvertently received, will not adversely affect any admissions decision. If a student requires special services because of disability, the student should notify the Office of Educational Services.

This voluntary self-identification allows Frank Phillips College to prepare appropriate support services to facilitate the student's learning. Some services may require written professional verification of the disability and are handled on an individual basis. This information will be kept in strict confidence.

Frank Phillips College has a communicable disease policy for students enrolled. This policy ensures the rights of students and adheres to state and federal regulations guaranteeing the right to privacy of the individual.

The admission program at Frank Phillips College is based on an open-door philosophy, which accepts all prospective students for enrollment regardless of race, color, creed, sex, national origin, religion, age, or disability in accordance with federal law. The Director of Enrollment Management is responsible for administering the admission policies and procedures of the College. Questions pertaining to admission to Frank Phillips College should be directed to the Office of Educational Services.

## **Policy Changes**

Frank Phillips College is an equal opportunity community college. Policies and other information are subject to change based on state and federal requirements and Board of Regents action. Changes to policies and other information stated in this Catalog will be posted on the catalog link on the college website, [www.fpctx.edu](http://www.fpctx.edu) , which is considered the official Catalog. All contents copyright © 2014, Frank Phillips College Office of Publications. All rights reserved. Rev. 08/14/oes.

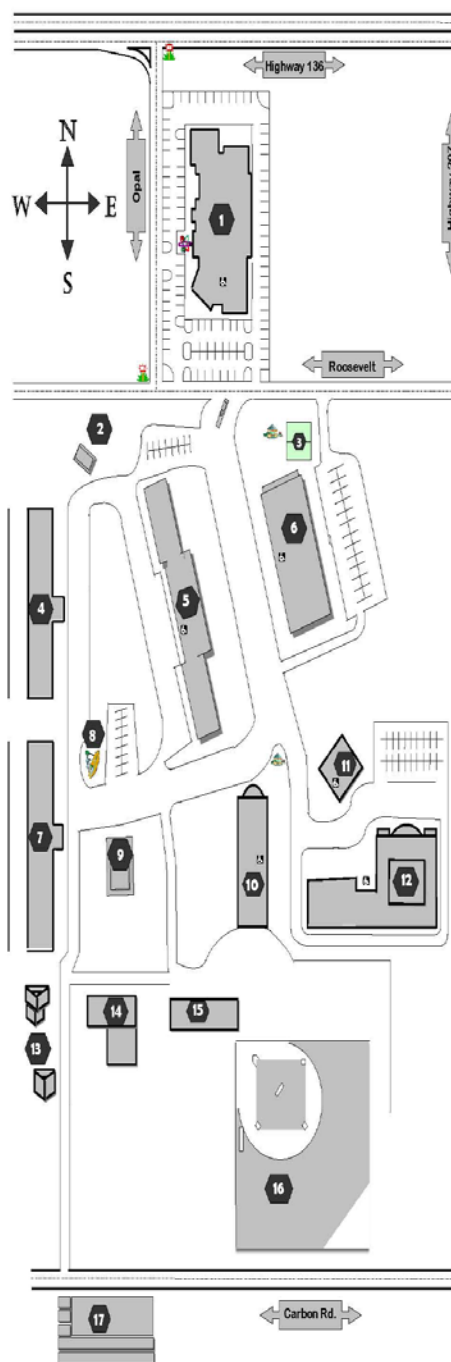
## **Campus Sex Crimes Prevention Act**

In compliance with the "Campus Sex Crimes Prevention Act" (section 1601 of Public Law 106-386) and the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, all persons required to register as part of the State of Texas's Sex Offender Registration Program are required to provide notice of their presence on campus. This information is available at the local police department or at <http://www.txdps.state.tx.us> .

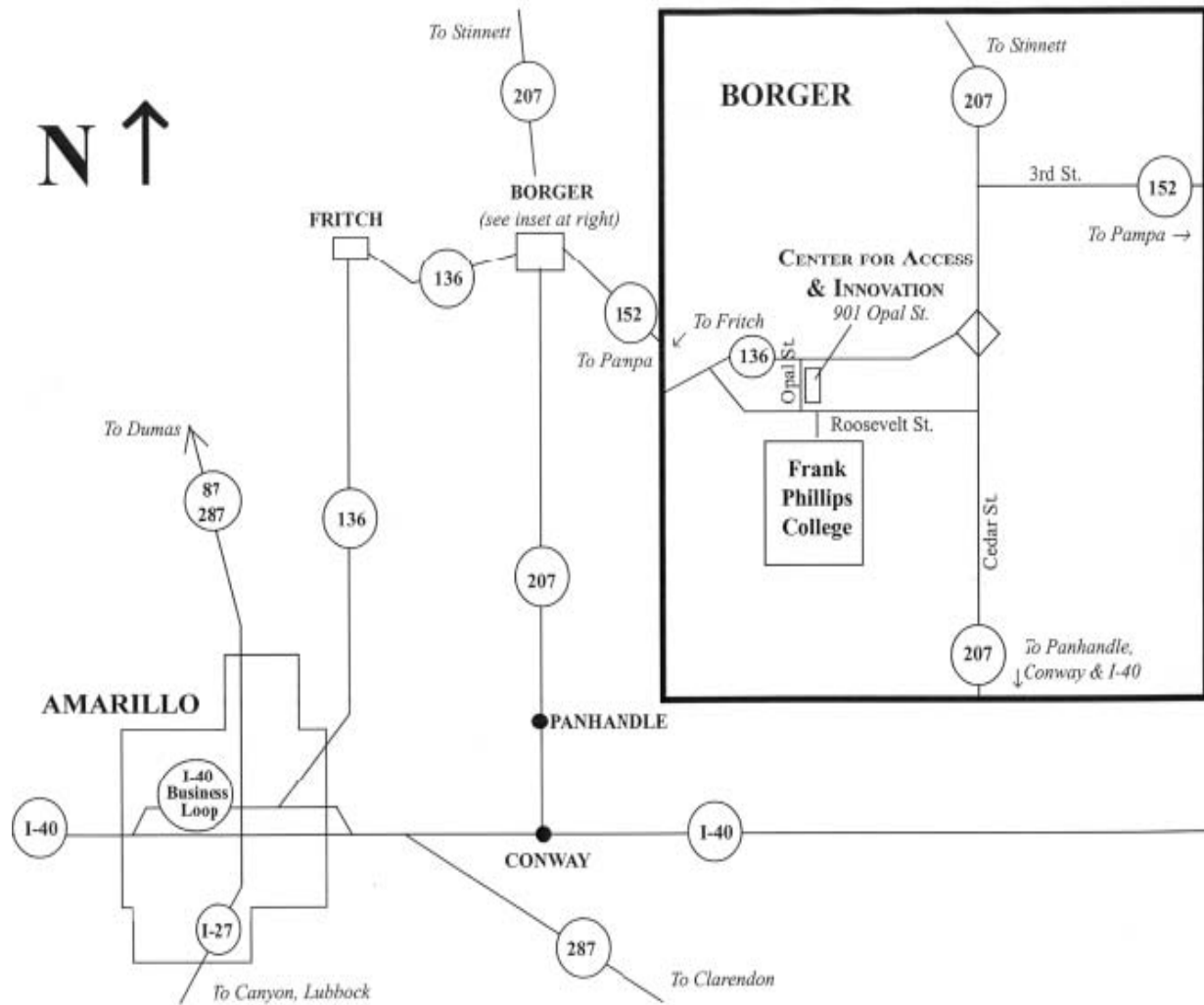
## Borger Campus Map

1. **Service Drilling Southwest Center for Access & Innovation (CAI)** – Cosmetology Department, Career & Technical Education Offices, Conference Center, I&E classrooms and labs, Borger ISD Technology classroom
2. **Weatherly Dugout and Plainsmen Park**
3. **Tennis Courts**
4. **Goins Hall** - Women's Residence Hall
5. **Classroom Learning Complex (CLC)** - Science Labs, Computer Labs, Vocational Nursing Program and offices, Educational Services Offices, Allied Health facilities, general classrooms, faculty offices, & counselor's office
6. **Borger Community Activity Center (BCAC)** - Athletic Department Offices, Workout facility, Gymnasium, Pool
7. **Stephens Hall** - Men's Residence Hall
8. **Pump Jack**
9. **The Plainsmen Gym** – Athletic practice facility
10. **Library Building** - Library, President's Office, Business Office, Student Central, Student Financial Services Office, Dual-Credit & Extended Education Offices, Publications, IT Office, Distance Learning (DLR) classrooms, faculty offices, AEL(GED) facility
11. **Academic Readiness Center (ARC)** – Writing Coach, ARC Tutoring facilities, TRiO Offices, academic-use computer lab
12. **Fine Arts Building (FA)** - Auditorium, Cafeteria, Meeting Rooms (Gallery, Grasslands, Plainsmen Room), Music and Art classrooms, general classrooms, faculty offices
13. **Maintenance**- Physical Plant facilities and offices
14. **Warren Chisum Welding Fabrication and Safety Training Center** – Welding Program classrooms, labs, & offices, Safety Training Center offices and classrooms
15. **Agricultural Science Building**- Agriculture Program, classrooms, labs, faculty offices, Monsanto room
16. **Baseball Field**
17. **Rodeo Arena**

Not pictured (Located off Campus):  
Tyler Street Living Facility, Softball Field



## Map to Borger, Texas



# Admission & Registration

## College Entrance Test

Students who are entering college for the first time must take an assessment test prior to registration. Beginning August 26, 2014 the TSI Assessment is the entrance test used in the state of Texas. The scores are utilized in advising and placement of students in appropriate course work in accordance with the Texas Success Initiative (TSI). Scores are not used as admission criteria. The assessment tests measure strengths and weaknesses in reading, mathematics, and writing. If test scores indicate a weakness in any or all of the skill areas, the student will complete a skill-building, college-preparatory program. The TSI Assessment test is administered at Frank Phillips College and at other Texas colleges on established dates. Registration forms are available in Student Central. Students who are classified as “out-of-state” will have the opportunity to take an assessment test at designated times during registration. A scored writing sample must be included in the writing section of the test in order to determine placement. Certain students may be exempt or waived from provisions of the assessment. Specific exemptions and waivers are listed in the following sections.

## Exemptions from Provisions of Assessment Test

State law provides for certain exemptions from the assessment test. The specific conditions for the exemptions are subject to change as the result of sessions of the Texas Legislature and meetings of the Texas Higher Education Coordinating Board. The exemptions described were in effect as of September 2003.

- Students who meet qualifying standards on certain tests, as indicated below  
Note: TAKS scores are valid for five years from the date of testing. SAT and ACT scores are valid for five years from the date of testing
- TAKS (exit-level) – 2200 in math and/or 2200 in English/Language Arts (ELA) with a writing subscore of at least 3
- SAT – a combined score of 1070 with a 500 on math and/or verbal sections
- ACT – a composite score of 23 with a 19 on the math and/or English sections
- Students who have graduated with an associate or baccalaureate degree from a Texas public institution of higher education
- Students who transfer to a Texas public institution of higher education from a private or independent institution of higher education or an accredited out-of-state institution of higher education and who have satisfactorily completed college-level coursework (as determined by the receiving institution)
- Students with qualifying military service
- Students while enrolled in a dual-credit course based upon STAAR EOC scores
- Students who have attended any Texas public institution of higher education and have been determined to have met readiness standards by that institution

## Testing Standards and College-Preparatory Education

Academic degree and transfer students scoring below the state determined level must participate in appropriate preparatory education until all standards are met.

Minimum standards for the TSI Assessment test are:

Reading — 351

Math (Elementary Algebra) — 350

Writing — Essay score of 5 or essay score of 4 and multiple choice score of 363

***A student wishing to withdraw from a mandated preparatory course may be required to withdraw from all college-level courses.***

Students seeking certificates must also take an assessment, but participation in development of skills will be determined by the program director and may include tutoring, coursework, and/or career testing. Students should contact individual program directors for further information. However, if at any time the student changes enrollment to include seven or more hours in academic courses that require TSI completion, the student will be considered a non-certificate seeking student and will enroll in preparatory courses as required by the Texas Success Initiative (TSI). Students enrolled in both a certificate and a degree programs must satisfy the requirements of the degree program.

No student may graduate from an associate degree program without meeting the standards of proficiency on the assessment test (unless exempt) or through completion of the applicable college-preparatory courses. A student may not enroll in any junior- or senior-level course at a Texas public college or university until proficiency is achieved.

Students who enroll in preparatory courses because of below-standard mandated scores must attend class regularly. Failure to meet attendance standards in a mandated course will result in the withdrawal from all courses. For more information on the College-Preparatory Program at FPC refer to the Educational Services section of the *Catalog*.

## Application and Certificate of Residence

Prospective students will complete a State of Texas Common Application for Admission to Texas Public Colleges & Universities ([www.applytexas.org](http://www.applytexas.org)) and must provide or have on file documentation appropriate to the method of admission as listed below. Failure to disclose all previous institutions of higher education is considered dishonest and may result in the administrative withdrawal of the student with no refunds.

The Admission Information Form includes the oath of residency. To be considered Texas residents, students must clearly establish residence in Texas for the twelve months preceding their enrollment. The student is responsible for registering under the proper residence classification and for providing documentation as required. If there is any question about the right to classification as a resident of Texas, it is the student's obligation, **prior to the time of enrollment**, to raise the question for official determination by the administrative staff of Frank Phillips College. Students classified as Texas residents must affirm the correctness of that classification as part of the admission procedure. If classification should change, it is the responsibility of the student to notify the Director of Enrollment Management. Failure to notify the institution constitutes a violation of the oath of residency and will result in disciplinary action.

## Bacterial Meningitis Vaccination (SB 1107)

The 77th Texas Legislature requires that all public institutions of higher education notify all new students about bacterial meningitis and to obtain confirmation from the students that they received the information. Visit the Texas Higher Education Coordinating Board website, [www.thecb.state.tx.us](http://www.thecb.state.tx.us), for additional information.

### Who Must Have the Bacterial Meningitis Vaccination?

All new or returning students (not enrolled in the previous fall or spring term) must be vaccinated for bacterial meningitis. Vaccinations must be administered no fewer than 10 days prior to the student's first day of class. **Students will not be permitted to enroll until a full 10 days have passed since the date of the vaccination.**

### What Proof is Needed?

- A copy of an immunization record is an acceptable form of proof of vaccination and can be mailed, faxed, e-mailed or hand delivered to the Office of Educational Services, Student Central, or the Allen Campus in Perryton. **OR**
- A "Refusal of Immunization for Medical Reasons" signed by a physician who is licensed and registered to practice medicine in the United States which states the physician's opinion that the required vaccination would be injurious to the health and well-being of the student. **OR**
- An approved "Texas Department of State Health Services Conscientious Exemption" signed by the student stating that the student has declined the vaccination for reasons of conscience, including religious belief. This can be applied for on the Texas Department of State Health Services website at <http://www.dhs.state.tx.us>.

### Students that are Exempt:

- Any student 22 years of age or older by the first day of the start of the semester.
- Students enrolled only in online courses.
- Students enrolled in a continuing education course or program that is less than 360 contact hours, or continuing education corporate training.
- A student that is enrolled in a dual- credit course which is taught at a public or private K-12 facility not located on a higher education institution campus.
- The student is incarcerated in a Texas prison.

### Direct Your Questions to the Following Offices:

- The Office of Educational Services at 806-457-4200 ext. 707 or 853.
- Student Central at 806-457-4200 ext. 844, 742, or 787.

### Where Should I Send My Proof of Vaccination?

Fax to: 806-457-4225, 806-457-4226 or 806-457-4242 **OR**

E-mail to [admissions@fpctx.edu](mailto:admissions@fpctx.edu) **OR**

Mail to: Frank Phillips College, Attn: Admissions  
PO Box 5118  
Borger, TX 79008



## **Method of Admission**

### **High School Graduation**

A graduate of an accredited high school may enter Frank Phillips College. An accredited high school (including high schools designed for home schooling) is one that is recognized by the education agency of the state in which the high school is located.

**The student is required to have an official high school transcript forwarded to the Office of Educational Services. Transcripts and testing results or proof of exemption should be sent immediately following the close of the last semester of attendance in high school. Though students may be admitted and advised using unofficial transcripts, the enrollment is provisional until all official documents are received by the Director of Enrollment Management. Students who fail to provide an official transcript and/or proof of exemption before the end of the first semester of enrollment will not be allowed to enroll in subsequent semesters, nor will official FPC grades and transcripts be released until all required documents are received. Students should verify the receipt of the official transcripts through document tracking in their Student Portal accounts.**

### **GED**

Individuals who have attained scores on the General Educational Development (GED) test, which meet the standards prescribed by the Texas Education Agency, are eligible for admission to Frank Phillips College.

**The individual is required to provide an official report of GED scores or a copy of the GED certificate to the Office of Educational Services. Though students may be admitted and advised using unofficial test scores available through the database, the enrollment is provisional until all official documents are received by the Director of Enrollment Management. Students who fail to provide official reports of scores before the end of the first semester of enrollment will not be allowed to enroll in subsequent semesters, nor will official FPC grades and transcripts be released until all required documents are received. Students should verify the receipt of the official transcripts through document tracking in their Student Portal accounts.**

### **College or University Transfer**

- Certificate- and degree-seeking students must submit official transcripts from all institutions of higher education previously attended to the FPC Office of Educational Services. Transcripts become the property of the college and will not be returned to the student or forwarded to another school.
- The transcripts must be evaluated by the Director of Enrollment Management upon receipt at FPC via the completion and approval of the appropriate degree-plan form. In the event that a conditional registration is processed without official transcripts or formal evaluation, the evaluation must be completed prior to the end of the first academic semester or session in which the student is enrolled.
- Transfer students who are not on academic probation or suspension at the institution most recently attended will be admitted in good standing.
- Transfer students who are on academic probation or suspension at the institution most recently attended must meet the criteria for readmission disclosed in the Academic Policies section.

- If a transcript is received that shows academic suspension from the last school attended after the student has completed enrollment at Frank Phillips College, the student will be subject to administrative withdrawal with forfeiture of tuition and fees. Likewise, a student may be administratively withdrawn if a transcript is received that shows testing information contrary to information provided by the student.
- Transfer students who are not enrolling to complete a degree or certificate need only submit an official transcript from the institution most recently attended.
- Students who have advanced degrees from other institutions and are enrolling for personal development need only submit transcripts to document assessment test exemption.

Students may be provisionally admitted with unofficial transcripts, but students who fail to provide an official transcript and/or proof of exemption before the end of the first semester of enrollment will not be allowed to enroll in subsequent semesters, nor will official FPC grades and transcripts be released until all required documents are received.

Students should verify the receipt of the official transcripts through document tracking in their Student Portal accounts.

### **Dual-Credit Enrollment**

The dual-credit enrollment program allows high-school students the opportunity to enroll in college courses while still in high school provided they have:

- Attained junior status according to standards set by the high school. The high school principal and FPC's Vice President for Academic Affairs may approve exceptions to this requirement for students demonstrating outstanding academic performance and capability, **and**
- Achieve the Texas Higher Education Coordinating Board testing standard on STAAR EOC, PLAN, PSAT, ACT, SAT or TSI.

Certain courses are approved through dual-credit partnerships between the college and local independent school districts for dual-credit high-school and college credit. Dual-credit students enroll in college courses while in high school and earn college credit that the high school will convert to high-school credit for graduation purposes.

To be admitted, dual-credit students must demonstrate college-level ability and technology proficiency (unless enrolling in a microcomputer class) and provide the Office of Educational Services with written approval of the high-school principal or counselor, an official high-school transcript and state-mandated test scores or proof of exemption.

Dual-credit students will be limited to enrollment in no more than two courses per college semester in accordance with the Texas Higher Education Coordinating Board. Exceptions to this requirement for students with demonstrated outstanding performance and capability may be approved by the high-school principal and the Vice President for Academic Affairs for the College.

### **Satisfying TSI Requirements for Dual-Credit Courses**

High-school students may be exempt from the state mandated TSI testing if the student meets the minimum passing standards of an assessment instrument approved by the Texas Higher Education Coordinating Board, THECB on one of the following assessments:

- **SAT** – 1070 combined, with 500 or higher math and/ or verbal
- **ACT** – 23 composite, with 19 or higher math and/or English

A dual-credit student who enrolls in a dual-credit course requiring TSI completion in reading, writing and math during their junior year under STAAR EOC provisions shall not be required to demonstrate further evidence of eligibility to enroll in dual-credit classes in the twelfth grade.

A dual-credit student who enrolls in a dual-credit course requiring TSI completion in reading, writing and math during their junior year under PSAT/NMSQT or Aspire provisions shall not be required to demonstrate further evidence of eligibility to enroll in dual-credit classes in the twelfth grade.

- **PSAT/NMSQT** – a combined score of score of 107 with a minimum of 50 on reading/math
- **PLAN** – composite score of 23 with a 19 or higher in mathematics and English

If the student does not earn a C or better in a dual-credit class, he must demonstrate eligibility to enroll in the twelfth grade.

Dual-credit students must adhere to all college policies and procedures set forth in the *Student Handbook*, including, email, CAMS, rules of plagiarism, grades appeal and/or discipline.

**Prospective students, who do not meet one of the methods of admission above for dual-credit, please contact the Director of Dual-Credit at (806) 457-4275.**

### **Special Admission Requirements**

In addition to the admission methods listed above, special admission requirements apply to select programs and students as described in the following areas.

#### **Nursing Program**

All applicants must contact the Nursing Department for admission information. Nursing students must meet the following requirements:

- High school graduate or equivalency.
- Physical examination as evidence of good physical and mental health.
- Evidence of required immunizations:
  1. Tetanus/Diphtheria (TD) - must have had one dose within the past ten years.
  2. Rubella - at least one dose since 12 months of age.
  3. Mumps - at least one dose since 12 months of age, if born since January 1, 1957.
  4. Measles - two doses at least 30 days apart, if born since January 1, 1957.
  5. Hepatitis B - a complete series or proof of immunity prior to beginning direct patient care.
  6. Varicella – two doses unless the first dose was received prior to 13 years of age or history of disease or immunity.
- HESI Entrance Exam for placement.

## **Athletes**

Prior to the first practice for each collegiate year in which they compete, all student athletes participating in NJCAA certified sports must pass a physical examination administered by a qualified health care professional licensed to administer physical examinations. This is an NJCAA rule outlined in Article 5 section 9.

## **International Students**

Frank Phillips College recognizes the educational importance of a continuous international cultural exchange to both the local and world communities. International students receive the same educational opportunities as other Frank Phillips College students. The college requires that the international applicant provide:

- Evidence of satisfactory completion of appropriate secondary education.
- Complete academic records, including official secondary and post-secondary transcripts, indicating an average of a B or above.
- An official TOEFL score report indicating a minimum score of 500 on paper exam, 173 on computer test or 70 on the internet test.
- An affidavit of financial support that includes the source of support and bears the official seal of the verifying bank.

Once admitted, international students must:

- Reside in campus housing.
- Post \$9,400 bond prior to registration and an additional \$9,400 one-month prior to the beginning of the second year of study.
- Show satisfactory evidence towards completion of a program of study at Frank Phillips College.
- Pay tuition, fees, room and board upon registration for the first semester (to be deducted from the \$9,400 deposit).
- Purchase hospital or health insurance or show evidence of a personal policy before enrollment.
- Maintain the same academic and attendance standards as other students.
- Cooperate with all school personnel.

Questions concerning the admission of international students should be directed to the Director of Counseling, Testing, and Career Services. Extensive information concerning international admissions can be found on the College's web site, [www.fpctx.edu](http://www.fpctx.edu), under the Student tab.

## **Transfer Transcript Evaluation**

Disclosed in the admission guidelines for transfer students is the requirement for submitting all official transcripts from any institutions of higher education previously attended. Failure to note all previous institutions is considered a violation of the application, and students violating this process may be administratively withdrawn with no refunds. It is the intent of Frank Phillips College to evaluate all in-coming transcripts at the time of receipt. However, should a conditional registration be processed without official transcripts or formal evaluation, the evaluation will be completed prior to the end of the first academic term in which the student is enrolled.

The Director of Enrollment Management shall determine transfer of credits and may contact a student's advisor for recommendations of credits to be accepted; when an advisor or counselor recommends a course that is not listed in the *Academic Course Guide Manual* (ACGM), the

Director of Enrollment Management will notify the Vice President for Academic Affairs for final approval. Approval for transfer of credits not listed in the ACGM will require documentation that the course is equivalent to the course for which credit is awarded. This documentation may include a course description or a course syllabus from the transfer institution. The Vice President for Academic Affairs will determine the appropriateness of the course for transfer.

## **Advising Protocol**

During their first semester, first-year students are required to make an appointment to meet with an advisor. Once a major is declared, each student is assigned to a faculty advisor in that major field of study during orientation seminars or FYIS 0301. Students who do not declare a major will be assigned based on interests/possible majors. Faculty advisors are available to assist students in academic planning through completion of testing requirements and meeting prerequisites for courses taken.

Students who are undecided about a major should see a counselor in the Office of Educational Services, the TRIO Counselor, or the Vice President of Extended Services who can assist the student in determining an appropriate field of study through a variety of means including interest and career assessments. Counselors not only work closely with the student in making satisfactory adjustments to the academic and co-curricular activities of the college, but they can also help with obtaining credit by exam, transfer equivalencies, and preparing a degree plan. This will help ensure the student is taking courses in the proper sequence for orderly and timely progress toward specific educational goals.

As a part of the advisement program, students are guided in the proper selection of courses to transfer to a four-year college or university, a professional school, or a vocation. For more information on and assistance with advising, contact the Director of Student Central & First Year Experience at 457-4200, ext. 742.

Advisors are listed on the following page.

## Advisors

Area	Advisor	Phone Ext.
Agriculture	Aaron Preator	784
Livestock Judging	Brittany Smith	169
Rodeo	Kaylee Moyer	783
Allen Campus Advisors (806) 648-1450	Dr. Lew Hunnicutt	607
	Cassie Laxton	168
Allied Health	Laura Sargent	746
Anthropology	Deborah Summers	831
Biology	Gina Marie Morris	750
	Matt Broxson	763
Chemistry	David Brink	793
College-Preparatory Education	Bryant Manning	729
Continuing Education & Community Services - Borger	Angela Griffin	708
Cosmetology	Juan Avila	747
Dalhart Center Advisor	Ilene Walton	806-244-7669
Dual-Credit	Jimmie McCarthy	775
Economics	John Jordan	808
Education	Cheryl Webster	635
Engineering	David Brink	793
	Elizabeth Summers	766
English	Dawn George	525
	Susan Greenwald	839
	Bryant Manning	729
Freshman Orientation (FYIS)	Cheryl Webster	635
Government	Chase Thornton	773
History	John Jordan	808
	Lance Breshears	771
Instrumentation & Electrical Technology	David Carr	875
	Nancy Criswell	138
Mathematics	Elizabeth Summers	766
	Craig Yerger	752
Nursing	Peggy Quinn, R.N.	745
Physics	David Brink	793
Pre-Pharmacy	Gina Marie Morris	750
Psychology	Jan Moore	737
Safety Training	Renee Prater	801
Sociology	Jan Moore	737
Speech	Renee Laney	754
Virtual College of Texas (VCT) & Online Coordinator	Michele Stevens	707
Welding Technology	John Davis	782
	Will Viles	789

# Student Records / Tuition & Fees

## Student Records

In compliance with the Family Educational Rights and Privacy Act of 1974 (P. L. 93-380 Education Amendments of 1974), Frank Phillips College provides information concerning the student records maintained by the college. Student records are maintained in the following areas:

### Academic Records

- Student Central
- Educational Services Office
- Dual-Credit Office
- Counseling, Testing and Career Services Office
- Allen Campus, Perryton
- Dalhart Center
- Dumas Center
- Hereford Center
- Faculty Offices

### Student Affairs Records

- Counseling, Testing and Career Services Office
- Educational Services Office
- Allen Campus, Perryton

### Financial Records

- Business Office
- Student Financial Services Office
- Library

## Directory Information

Under P. L. 93-380, the college is authorized to release directory information to the general public without the written consent of the student. A student may request that all or any of the general information be withheld from the public by making a written request to the Office of Educational Services by the last official day to register for a given semester. The request will apply only to the current enrollment period. The following information is considered directory information:

- Name
- Dates of Attendance
- Student Classification
- Degrees and certificates received
- Awards received, the type of award received (academic, technical, Tech-Prep, or continuing education)
- Field of Study
- Enrollment Status (full-time, part-time, undergraduate, etc.)
- Name of most recent institution attended
- Current address, includes email address
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams

## Release of Information

It is the intent of Frank Phillips College to comply fully with The Family Educational Rights and Privacy Act (FERPA) of 1974 which protects the privacy of educational records, establishes the rights of students to inspect and review their education records, and provides guidelines for correction of inaccurate or misleading data.



Other than directory information or legally required releases of information, the College will not permit release of educational records without the student's written consent. The consent must be signed and dated by the student and must indicate which records are to be released, the purpose of the release, and the name of the agency to which the records will be released.

Request for release of student information or for additional information concerning FERPA should be directed to the Director of Enrollment Management.

## **Review of Records**

Students are entitled to review information contained in their permanent educational records. Any student who desires to review his or her record may do so upon written request to the office immediately responsible for the record. After review, students are entitled to challenge the accuracy of records through informal and formal hearings.

## **Hold Placed on Records**

A hold is placed on a student's records, including grades and transcripts, when the student fails to resolve financial obligations with the college. A hold will also be placed on the student's transcript when the student fails to provide required transcripts from prior educational institutions. The hold remains in effect until all obligations have been resolved. Students may not register for classes until all holds have been resolved.

## **Transcript Service**

Students may request copies of their academic records accumulated while at Frank Phillips College. Transcripts are available through Student Central or the Office of Educational Services and at the Allen Campus in Perryton. Transcript requests may be made through the student's Student Portal. Transcript requests must be made in writing and must include a signature if the request is mailed or faxed. Students have the option of requesting a transcript being sent to another college/university through e-mail ([admissions@fpctx.edu](mailto:admissions@fpctx.edu)). All transcript requests must contain the student's social security number, birth date, a contact phone number, and last date of attendance at Frank Phillips College. Transcripts will be available 24 hours after requests are received. A fee of \$75 will be charged for transcripts to be **overnighted**; otherwise, there is no charge. Students may also choose to have their transcripts electronically transmitted for \$2.25 payable to Parchment. Electronic transcripts will be transmitted from Frank Phillips College through the Parchment service.

## **Change of Address and/or Name**

Every student is required to keep the Office of Educational Services informed of his or her current address or change in name in order to avoid problems in maintaining permanent records.

## **Tuition and Fees**

Tuition rates at Frank Phillips College are set by the Board of Regents of the College in accordance with the provisions of Texas statutes. Tuition rates are subject to change without notice by the action of the State Legislature or the Board of Regents.

Tuition and fees are payable in full before the first day of class unless the student has signed up for the Payment Plan Option (FACTS). A student is not officially registered until full payment of tuition and fees is made. Payment may be made by cash, check, money order, or credit card approved by the Business Office.

All students must pay tuition according to their resident classification as follows:

***A resident of the Borger Junior College District*** is a student who resides within the Borger Junior College District and is not classified as a Non-Resident of Texas as explained in this section.

***A resident of Ochiltree County*** is a student who resides within Ochiltree County and is not classified as a Non-Resident of Texas as explained in this section.

***A Non-resident (of a Taxing District)*** is a student that neither resides within the Borger Junior College District or Ochiltree County nor is classified as a Non-resident of Texas.

***A Non-resident of Texas*** is a student younger than 18 years of age who does not live with his or her family and whose family resides in another state or whose family has not resided in Texas for the 12 months preceding the date of registration or a student of 18 years of age or over who resides out of state or who has not been a resident of the state 12 months after his 18th birthday or for 12 months immediately preceding the date of registration.

A student 18 years of age or older may be exempt from being classified as a Non-Resident of Texas if he or she owns property which is subject to ad valorem taxation by either the Borger Junior College District or Ochiltree County.

See Tuition & Basic Fee tables on the following pages.

## Tuition and Basic Fees\*

Credit Hours	Resident of Borger Junior District	Resident of Ochiltree County	Non-Resident of Taxing District	Non-Resident of State or Country
1	\$133.00	\$145.00	\$156.00	\$347.00
2	\$221.00	\$245.00	\$267.00	\$395.00
3	\$309.00	\$345.00	\$378.00	\$443.00
4	\$397.00	\$445.00	\$489.00	\$491.00
5	\$485.00	\$545.00	\$600.00	\$609.00
6	\$573.00	\$645.00	\$711.00	\$727.00
7	\$661.00	\$745.00	\$822.00	\$845.00
8	\$749.00	\$845.00	\$933.00	\$963.00
9	\$872.00	\$980.00	\$1079.00	\$1,116.00
10	\$960.00	\$1,080.00	\$1190.00	\$1,234.00
11	\$1,048.00	\$1,180.00	\$1301.00	\$1,352.00
12	\$1,136.00	\$1,280.00	\$1412.00	\$1,470.00
13	\$1,224.00	\$1,380.00	\$1523.00	\$1,588.00
14	\$1,312.00	\$1,480.00	\$1634.00	\$1,706.00
15	\$1,400.00	\$1,580.00	\$1745.00	\$1,824.00
16	\$1,488.00	\$1,680.00	\$1856.00	\$1,942.00
17	\$1,576.00	\$1,780.00	\$1967.00	\$2,060.00
18	\$1,664.00	\$1,880.00	\$2078.00	\$2,178.00

For each hour over 18 hours add:

\$88.00	\$100.00	\$111.00	\$118.00
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Tuition for residents of the Borger Junior College District is \$40.00 per credit hour. Tuition for residents of Ochiltree County is \$52.00 per credit hour. For non-residents of either taxing district, tuition is \$63.00 per credit hour. Tuition for non-residents of the State of Texas or non-U.S. citizens is \$70.00 per credit hour with a minimum tuition of \$254.00.

The fees included in the tuition and fee schedule above encompass a \$40.00 per credit hour General Use Fee and \$8.00 per credit hour Student Services Fee. A Student Information Processing (I.P.) Fee of \$45.00 per semester is included in each student's Basic Fees. A fee of \$35.00 for Activity Center usage is included for students enrolled in 9 or more credit hours.

\* This Tuition and Basic Fee Schedule does not include Lab Fees, Course Fees, or Miscellaneous Fees.

## Course & Lab Fees

### Lab Fees

Agriculture	\$20.00	English	\$20.00
Anthropology	\$20.00	Mathematics	\$20.00
Chemistry	\$20.00	P.E. (Activity)	\$15.00
Dance/Drama	\$15.00	P.E. (Rodeo)	\$20.00
Drafting	\$20.00	Physics	\$20.00
ESOL	\$20.00	Spanish	\$20.00

### Course Fees

Art	\$25.00	Instrumentation & Electrical Technology	\$30.00
Biological Sciences	\$40.00	Cosmetology Program Fee	\$40.00
Computer Courses	\$25.00	Nail Technology Program Fee	\$40.00
P.E. (Bowling)	\$50.00	Cosmetology Instructor Program Fee	\$40.00
P.E. (Golf)	\$30.00	Welding Courses	\$75.00
Online Course	\$50.00	Music: Private Lessons	
VCT Course		(1 per week)	\$160.00
Online Fee &	\$50.00	(2 per week)	\$320.00
per Credit Hour Fee	\$50.00		

## Miscellaneous Fees and Expenses

TSI Placement Testing	
<i>(per section for reading, writing, and mathematics)</i>	\$10.00
Activity Center <i>(Optional for students enrolled in less than 9 credit hours)</i>	\$35.00
Student Payment Plan Enrollment Fee <i>(per semester)</i>	\$35.00
Late Payment	\$10.00
Late Registration	\$25.00
Returned Check	\$25.00
Schedule Revision (per change)	\$10.00
Student Photo I.D. Replacement	\$10.00
Non-student Business Testing	\$75.00
EMT/Paramedic Course (Liability)	\$50.00
Overnighted Transcripts	\$75.00

### Nursing Program Fees

Nursing Drug Screen Fee	\$45.00
Nursing Sanction & Background Verification Fee	\$55.00
Nursing Student Liability (fall)	\$20.00
Nursing Student HESI Testing (fall & spring)	\$120.00
Nursing Clinical Fee (fall & spring)	\$150.00
Nursing Lab Pack (fall)	\$150.00
Nursing Pinning Fee (spring)	\$70.00
Nurse Book Pack (fall)	\$1,215.00
Nursing NCLEX Testing (spring)	\$200.00

## Residential Living Expenses

### Residential Living Expenses

Goins & Stephens	
Double Occupancy	\$500.00
Single Occupancy	\$900.00
Tyler Street	
Double Occupancy	\$600.00
Single Occupancy	\$1000.00
Mail Box	\$30.00
Meal Ticket	\$1555.55

### Refundable Deposits

Dorm	\$140.00
Dorm & Mail Box Key	\$10.00

### Activity Center Fee

All Borger-campus students enrolled in nine (9) hours or more will be required to pay a \$35.00 per semester Activity Center Fee for use of the BCAC's facilities. Students who can verify a current BCAC membership will not be required to pay this fee. Students enrolled in fewer than nine (9) hours have the option of paying a \$40.00 per semester Activity Center Fee for use of the BCAC's facilities. All students will be required to present adequate verification via their FPC student photo ID cards when using the Activity Center.

All Perryton Allen Campus students enrolled in nine (9) hours or more will be required to pay a \$35.00 per semester Activity Center Fee for use of the YMCA facilities. Students who can verify a current YMCA membership will not be required to pay this fee. All students will be required to present adequate verification via their FPC student ID cards when using the YMCA.

### Student Information Processing (I.P.) Fee

All students will be assessed a \$45.00 per semester Student Information Processing (I.P.) Fee. A student number will be issued, which will provide the student with electronic access (e.g., CAMS) to instructor posted course grades, academic plans, unofficial transcripts, modern classroom management platforms (e.g., CAMS), video streamed classes, library services, financial assistance forms, and information regarding student payment plans (e.g., FACTS). Additionally, a parking permit and Plainsman Card (FPC Photo ID/debit card) will be provided during registration in Student Central or Perryton.

### Residential Living Expenses

All residential living reservations are made for at least one semester, and the entire semester's rent is due and payable prior to registration. Room charges for each semester are \$500.00 for double occupancy rooms and \$900.00 for private rooms in Goins and Stephens Hall. Room charges for Tyler St. are \$600.00 for double occupancy rooms and \$1000.00 for private rooms. A \$150.00 damage deposit (refundable, based upon the condition of the student's living quarters, at the end of the semester) must be paid by the student prior to occupancy. Students residing in a hall must purchase a meal ticket and rent a mail box as described in the following paragraphs.

### Cafeteria Plan

Students residing in a residence hall during the fall or spring semesters are required to purchase a meal ticket at the cost of \$1437 per semester, with \$118.55 tax per semester, which includes 19 meals per week, Monday through Sunday. No meals will be served during holiday breaks or between semesters. Students not residing on campus or attending summer sessions may utilize the cafeteria facility at a cost per meal to be determined by the College's dining service.

**Student Mailbox Rental**

All students residing in residence halls are required to rent a mailbox, which can be purchased from the appropriate residence hall director. Reservations for renting a mailbox are made by completing the information requested on the Housing Application form. The rental fee is \$30.00 per semester. Mail addressed to students in campus housing will be delivered to rented P.O. boxes only. Failure to rent a mailbox will result in the student's incoming mail being returned to sender.

**Laboratory Responsibilities**

Students will be held responsible for damage, breakage, and loss of equipment in the laboratory facilities and will be charged the replacement cost of such damage, breakage, or loss. Transcripts will be frozen and withheld until such charges have been paid.

**Library Obligations**

The charge for damaged, lost, or unreturned library resources will be the replacement cost. Students with overdue materials and/or unpaid fines will have transcripts frozen until unpaid library obligations have been cleared.

**Replacement Student Photo ID and Activity Center Card**

A fee of \$10.00 will be assessed for the replacement of a student photo ID or Activity Center Membership Card.

**Returned Check Policy**

Students must exercise care when paying the college by check. A \$25.00 charge will be assessed for all returned checks. Returned checks that were submitted for payment of tuition and fees must be redeemed in cash by the tenth class day, or the student will be suspended from all courses. All other checks must be redeemed within five days after notice, or the student will not be permitted to attend class until the returned check and "Return Check Charge" are paid.

**Student Accounts**

All accounts (fees, loans, books, equipment, etc.) must be paid when due. Each student is responsible for ensuring that all accounts have been paid in full before the end of the semester. In the event of non-payment of any such account, transcripts, diplomas, and other benefits will be frozen until all obligations are met.

**Non-funded Course Tuition**

If students enrolling in a course which they have previously taken two or more times and have received a grade of A-F or any type of W (W, WP, or WF) will be charged an additional \$50 per semester credit hour (SCH) for the course. This charge will be added to the student's account the business day following the registration session. These additional charges must be paid prior to the end of late registration or the account will be put on hold. The following groups of students are exempt from this Non-funded Course Tuition charge:

1. Foreign or Out-of-State students.
2. Those who have already received a Bachelor's degree.
3. Those who have course work prior to Fall 1996.
4. Preparatory courses.
5. Technical courses.

## Tuition and Fee Refunds

Refunds are not automatically awarded. Students must complete appropriate forms to acquire authorized refunds. No refunds can be awarded until after the third week of classes. Processing refunds for the fall and spring semesters usually requires four to six weeks.

Tuition and fees paid directly to Frank Phillips College by a sponsor, donor, or scholarship shall be refunded to the source rather than directly to the student. Students who receive financial assistance should refer to the Student Financial Services section of this Catalog for refund information.

### Classes Canceled by the College

Students will be refunded 100% of their tuition and fees if a class is canceled by the College.

### Withdrawals and Drops

If a student withdraws from college prior to the first day of the semester, tuition and fees will be refunded minus a \$15.00 service charge. A \$10.00 schedule fee will be charged to add, drop, or change (drop and add) a class during the refund period.

Students who officially withdraw or reduce their course enrollment after the first day of classes will have their tuition and mandatory fees refunded according to the following schedule:

#### Fall, Spring, and Summer Long Semesters Refund

Prior to the first day of class	100%
During the first 15 class days	70%
During the 16th through 20th class days	25%
After the 20th class day	None

#### Summer I and Summer II Semesters Refund

Prior to the first class day	100%
During the first 5 class days	70%
During the 6th and 7th class days	25%
After the 7th class day	None

#### Mini-terms (December/January or May) Refund

Prior to the first class day	100%
During the first 2 class days	70%
After the 2nd class day	None

Because withdrawing from classes can have an impact on students' financial aid, ***all students must check with Student Financial Services staff before withdrawing from classes.***

### Flex-Entry and Non-semester Length Courses

Students enrolled in classes during times other than regularly scheduled full-term semesters will have the same refund rules except that the time frame for refunds will be adjusted according to the length of the course and withdrawal dates.

### Class Days

Class days are counted beginning with the first calendar day of the semester (not the first day an individual class meets) and counting each day, Monday through Friday, except holidays.



### **Room and Board Refunds**

If a student withdraws from college prior to the first day of the semester, room and board will be refunded 100%. A student will be responsible for any dorm damages or meals available while living in the residence hall. If a student moves out of college housing for any reason after the semester begins, there will be no refund on dorm room fees.

Refunds for board are made only to students who willingly withdraw from college. Refunds during the first nine weeks are prorated based on meals unused for the remainder of the semester. No refunds are made after the ninth week of a fall or spring semester.

If a student is asked to leave the college due to disciplinary action, the student forfeits the right to a refund of the dorm and key deposit. The student has twenty-four hours in which to remove all personal belongings from college property and vacate the premises. In cases in which the students may be a threat to others, he or she will be asked to vacate immediately and will be given assistance in packing and arranging to leave campus. Students who are engaged in an appeal process have the right to remain in residential housing during the appeal, provided that they do not pose any kind of threat to others. Students who are removed from residential housing due to discipline may be subject to complete withdrawal from all courses.

If a student damages college property and is allowed to remain in a residence hall, any damages must be paid by the student as outlined in the *Student Handbook*.

Any portion of the dorm deposit to which the student is entitled will be deposited on the student's Plainsman Card after the student has officially checked out of the residence hall.

# Educational Services

In support of the overall mission of the College, the Office of Educational Services provides a network of structures designed to enhance the instructional programs of the College. A comprehensive program of student services is also provided that addresses the needs of a diverse student body. This network of services contributes to the total academic experience at the College and enhances the quality of student life outside the classroom.

## Library

The primary mission of the Library is to provide friendly service and quality educational materials and programs to enhance the instructional goals of Frank Phillips College. In accordance with its mission, the Library strives to assist each patron in acquiring the skills needed to become a lifelong learner. The Library, conveniently located in the center of campus, provides an attractive atmosphere for intense study and research or relaxing with a favorite magazine or book. The Library subscribes to approximately 25 magazines and newspapers, and its book collection contains approximately 14,000 volumes. Fifteen computer workstations are available on the bottom floor of the Library and 6 on the top floor for patrons to access the Internet and online research databases. Wireless internet is available for patrons who wish to work from a laptop.

For extended education students (concurrent, off campus, and online), the Library provides the opportunity to search for information from the comfort of home or from any remote site with Internet access. The Library provides access for patrons to search its online databases and all related electronic resources. Some electronic resources require a username and password, which can be obtained by contacting a library staff member. The electronic research resources available are the Harrington Library Consortium (HLC) online catalog, TexShare, the Texas State Electronic Library, and JSTOR.

TexShare is a program developed by the Texas State Library and Archives Commission. TexShare offers a comprehensive collection of full-text articles from an extensive list of online publications covering all subject areas and topics of interest. EBSCO ebooks, an online resource offered by TexShare, provides access to almost 28,000 eBooks in full text. Other research links include WorldCat.

The Library is a member of the Harrington Library Consortium (HLC), which consists of over 130 libraries located in the Panhandle/North Texas region. Membership in the HLC allows FPC students access to all of the resources at any of the member libraries both directly as well as through InterLibrary Loan Services (ILL). ILL services are offered as a free benefit for both FPC students and community patrons using the Library. **All patrons need an active library card through Frank Phillips College to use the ILL services.**

For extended education or homebound students without Internet access, resources available through the Library may be obtained by calling (806) 457-4200 extension 787. Depending on availability, arrangements can be made to receive books, periodicals, or other research materials by mail or by courier.

## Student Computer Access

Any FPC student or community patron is welcome to use the Library's computers, located on the library's main floor. The twenty-one total computers have high-speed Internet access and software to accommodate all coursework at Frank Phillips College and are available for use

during the library's posted hours. Students and all patrons must adhere to all computer usage rules. Students may also use the Academic Readiness Center's (ARC) computers for course work. The ARC's hours are posted at the beginning of each semester. Students in the Perryton vicinity can use computers in the Student Resource Center located at the Allen Campus in Perryton.

## **Writing Matters - Quality Enhancement Plan (QEP)**

Writing Matters at Frank Phillips College. The College places a great deal of emphasis on writing and will work to help students develop writing skills. Research conducted both on the FPC campus and on campuses nationwide suggests that proper writing is imperative for success in college and in life.

In the 2009-2010 academic year, FPC began preparing for the implementation of a Quality Enhancement Plan (QEP) called Writing Matters. The project has two main goals:

1. Enhance students' written communication skills and
2. Create a positive, institution-wide writing culture.

The following directly impact students:

- All students must take the appropriate writing class the first semester on campus.
- ENGL 0312 and ENGL 1301 students are required to purchase software to use to complete assignments that will be part of the grade in the class.
- All students have access to writing software in the ARC or by remote connection.
- All campus students have access to writing tutors in the ARC and all online and dual-credit students have access to online tutors.
- Students experience an increase in writing assignments in all transfer courses.
- Students are required to visit the ARC for extra help or tutoring if referred by any instructor. Distance Education students will meet with online tutors if referred by an instructor.

Students are encouraged to take pride in the writing in all of their classes and take advantage of all the opportunities offered as the faculty and staff of FPC work to help them realize that Writing Matters.

## **College-Preparatory Program**

The College-Preparatory Program is designed to assist students in acquiring the necessary skills required for college-level study. The program is designed to serve students who:

- did not have adequate exposure to these skills,
- have been out of the academic setting for some time,
- feel their skills in these areas are not as strong as needed, **and/or**
- score below the passing level on the TSI test or other TSI-accepted test.

The curriculum of the program is centered on the basic abilities to write, read, perform fundamental mathematics, and study effectively. The courses include:

- INRW 0322 Integrated Reading & Writing
- MATH 0302 Elementary Algebra/Geometry
- MATH 0303 Intermediate College Algebra
- MATH 0304 Preparatory Mathematics Lab

Although students who do not pass all sections of a TSI-approved test are required to take preparatory courses, all students are free to enroll in preparatory courses if they would like to enhance their academic skills. The Academic Readiness Center (ARC) is a computer-based

learning lab available to all students of Frank Phillips College. Here students will find computer-assisted instruction, peer-tutoring services, and supplemental instruction for various high-risk courses. A Writing Coach is available to help individuals and groups with writing issues in general or for specific courses. Students may use the services available during posted hours.

The Student Resource Center (SRC) at the Allen Campus was developed with the student in mind. Through this facility students have access to computers and the internet as well as access to Harrington Consortium Library resources. The SRC also offers students access to tutoring as well as assistance with admissions testing and processes, and the FAFSA.

## **AEL (GED) Pathways to Advanced Learning Lab**

The Pathways to Advanced Learning Lab is a consortium between Region XVI Education Service Center, Frank Phillips College, and the Panhandle Workforce Development Board and is located in the Library building, Room 16. These pathways include preparation and instruction for basic skills, workforce, or college entry. There is no charge for these services. Instruction is individualized, and an individual assessment is given upon entry to the program. The student may attempt TSI or GED testing whenever mastery of the needed skill is achieved. For more details contact the Director of Counseling, Testing and Career Services. Lab hours will be posted at the beginning of each semester.

## **Testing Services**

Testing Services are provided to assist students, prospective students, and members of the community in fulfilling academic, personal, and vocational goals. These services include administration of standardized tests as listed below. Available testing includes:

- ACT—American College Testing Program
- GED—General Educational Development Test

For additional information, refer to [www.actstudent.org](http://www.actstudent.org).

**TSI testing** is available at multiple times during the year. Schedule of dates for testing are available on the FPC website at [www.fpctx.edu](http://www.fpctx.edu) under the student tab. Click on Advising and Placement testing to find the current year testing calendar.

**GED testing** is administered at various times throughout the year and dates are included on the testing calendar located on the FPC website. Follow the instructions above to reference the testing calendar.

For more information on testing, contact the Director of Counseling, Testing and Career Services at (806) 457-4200, ext. 777.

## **Online Education**

All online students are welcome to access online courses from the Academic Readiness Center (ARC) or the Library during scheduled hours. Students enrolled in the Perryton area may access online courses in the Student Resource Center at the Perryton site and through the computer lab at Dalhart. Online courses are also accessible from any Internet ready computer regardless of location. Frank Phillips College will not supply or purchase computer equipment or programs for online student home use. Students taking online courses from home are responsible for their own computers and software. All students are required to follow copyright laws and must not copy or distribute any material contained in online courses.

Students are responsible for their own learning. Online learning requires a tremendous amount of self-motivation. Students are responsible for accessing the class and staying current on all assignments. It is the student's responsibility to contact the instructor regarding any difficulties experienced. Courses are divided into units with assigned deadlines. If a student experiences a legitimate problem and falls behind, he or she should contact the instructor immediately. The online platform allows instructors access to student documentation such as the number of times a student has accessed the course, chat logs, email documentation, and other student tracking documentation.

Immediately upon registration, a student should contact the online instructor with his or her email address and inquire about first class meeting. Some online courses have a mandatory face-to-face initial meeting. All students are required to attend this meeting unless they have been granted special permission from the instructor. Students will receive important information such as course URL, username, password, and navigation instructions.

**Students taking online courses are required to use a proctor for major tests. It is the student's responsibility to secure an appropriate and acceptable proctor, and *any cost associated with proctoring tests is the responsibility of the student.***

Proctors must be approved by the course instructor and the appropriate documentation must be submitted with the test. Failure to utilize a proctor will result in a zero for the test, and any instances of dishonesty that occur in the test settings will be considered cheating. Irregularities must be reported to the instructor immediately. Students residing in the Borger, Dalhart, or Perryton areas may contact their instructors to make arrangements to take tests at the college.

## **Services for Students**

In support of the overall mission of the College, the Office of Educational Services provides a comprehensive program of student services that addresses the needs of a diverse student body. A network of services, programs, and policies has been established to contribute to the total academic experience at the College and enhance the quality of student life outside the classroom.

### **Student Orientation**

Prospective students are invited to experience Frank Phillips College first-hand by visiting the campus prior to enrollment. Tours can be arranged by contacting Student Central. Prospective students are given the opportunity to meet with an advisor or program sponsor in the areas of their interest.

Students who reside on campus will participate in a Residential Housing Student Orientation. All athletes will participate in an individual team orientation.

All students who are attending college for the first time since high-school graduation or obtainment of a GED are required to enroll in FYIS 0303 during their first semester of full-time enrollment or within earning their first twelve hours of credit. Hours earned through dual-credit courses are not considered on-campus hours.

Students who transfer with more than twelve hours of credit and a cumulative GPA of 2.5 or higher must attend an orientation seminar that will be scheduled on campus during the first two weeks of classes. This seminar will be offered at no cost to students.

Dual-credit students must complete an online orientation course during the first week of classes.

## **Counseling Services**

The counseling program is a basic component of the educational process. Services are established in a broad and flexible manner, which assess individual needs and strive to contribute to each student's success. Counseling services address a number of other issues that impact the college experience. Issues may include: personal adjustment to college, stress management, and study skills development. Students on academic probation will also benefit from meeting with a counselor or mentor. Students desiring assistance are encouraged to contact the Director of Counseling, Testing, and Career Services.

## **Academic Advising**

The College is committed to ensuring that students are taking the proper courses in proper sequence to meet their educational objectives. Students are encouraged to seek advising prior to initial enrollment and prior to registration each semester. Students are assigned advisors during the first semester of enrollment.

## **Career Services**

Career Services provide guidance to students who seek help in formulating and implementing career plans. Assessments, counseling, and a variety of resources are available for all students. To prepare students for entry into the job market, Career Services offer a resume writing program and assistance in developing job search and interview skills. For more information, students can contact the Director of Counseling, Testing and Career Services or consult the Workforce Solutions website at [www.wspanhandle.com](http://www.wspanhandle.com).

## **Special Services**

Special Services make available additional support services to select populations of students. Students are assisted in developing independence and self-reliance so that they may function in the college setting. The ultimate goal of these services is to provide opportunities to help students reach their full potential and become productive and effective members of the work force, contributing to the well-being of themselves, their families, and their community. Students can contact either the TRiO Student Support Services or the Director of Counseling, Testing and Career Services for additional information.

## **Special Populations**

Special Population Services are available to individuals with disabilities; individuals from economically disadvantaged families, including foster children; individuals preparing for non-traditional training and employment; single parents, including single pregnant women; displaced homemakers; and individuals with other barriers to educational achievement, including individuals with limited English proficiency. A variety of services are available to meet the needs of individuals who qualify as "Special Populations". These services include, but are not limited to:

- Academic Assessment & Advising
- Travel Assistance
- Personal Counseling
- Child Care Assistance
- Tutoring
- Vocational Assessment
- Career Counseling
- Study Skills Workshops/Brown Bag Seminars
- Note-taking Assistance
- Individualized Testing Accommodations
- Equipment to Meet Identified Needs

Any student who has a need for such help is encouraged to contact the Counselor at ext. 777.

## **Students with Disabilities**

Parking is available for students who are permanently disabled and who have a state issued plate or windshield card. All facilities on campus are equipped with ramps, and all program areas and living facilities are accessible to students with physically limiting conditions.

The College is committed to making additional accommodations for any student who provides adequate documentation verifying his/her disability and who has requested, in writing, specific services. Any student who anticipates a need for special accommodations should contact the Office of Educational Services.

Accommodations for qualified students with disabilities may include note takers, extended time for tests, separate testing locations, and other appropriate assistance. Accommodations are provided on an individual basis following presentation of documentation that confirms the presence of a disability that results in a substantial limitation of a major life function as defined under Section 504 and the ADA. Requests for accommodations should be made four weeks prior to initial enrollment to allow time for review and adequate coordination of services. Students will be provided accommodations and not class content modifications. No classroom work or graded assignments will be reduced or modified in any form.

## **TRiO Student Support Services**

Student Support Services is a TRiO program funded under Title IV Grant of the Higher Education Act of 1965. It provides opportunities for academic development, assists students with basic college requirements, and serves to motivate students toward the successful completion of their college education. The goal of SSS is to increase the college retention and graduation rates of students and facilitate the process of transition from one level of higher education to the next.

### **How do I qualify for TRiO?**

Students can qualify in one or all of these three areas:

1. **First Generation College Student** – neither of the student's parents (natural or adoptive) has a 4-year college degree.
2. **Low-Income Household** – determined by the federal government income chart.
3. **Physical or Learning Impairment** – any type of physical or learning impairment. The disability must be officially documented.

### **What services does TRiO provide?**

- Tutoring – free to all TRiO students
- Mentoring
- Counseling and Academic Advising Services
- Career and Personality Testing
- Career and Technology Workshops
- Seminars – including study skills, stress management, budgeting finances, etc.
- Cultural Activities – including concerts, plays, museums, workshops, etc.
- Computer Lab – open to all TRiO students with extended hours
- Grant Aid – to students who are currently receiving Federal Pell Grants and are currently participating in SSS program

For more information, call (806) 457-4200, ext. 733.

## **Residential Living System**

Frank Phillips College is committed to providing an environment that is conducive to learning. To help fulfill this commitment, the College operates safe, secure, and well-maintained residential living facilities. Residence halls are located on the western slope of the campus, west of the Classroom Learning Complex, and one block south of the main campus at 200 Tyler Street. Ample parking is available in front of each residence hall.

Students desiring residential living accommodations should make reservations for such accommodations before registration begins. Housing applications may be obtained from Student Central or on the web site at [www.fpctx.edu](http://www.fpctx.edu).

### ***W.G. Stephens Hall***

Stephens Hall is an air-conditioned hall for men with a capacity of 120 students. This hall has two wings adjoined by a central lobby. Each room houses two students, with two bathing facilities arranged in hall units in each wing.

### ***Maxine Goins Hall***

Goins Hall is an air-conditioned hall for women with a capacity of 80 students. This hall has two wings adjoined by a central lobby. Each room houses two students, with bathing facilities arranged in hall units in each wing.

### ***Tyler St. Student Living Facility***

Tyler St. is an air-conditioned hall for men and women with a capacity of 40 students. This hall has three wings adjoined by a central lobby. Each room houses two students. Some rooms have bathing facilities and the others have arrangements in the hall units of each wing.

## **Resident Responsibilities**

Upon being assigned a room in a residence hall, each student will be held responsible for all property in that room. An inventory of the property should be made by the student at the beginning of his/her occupancy to determine the extent of his/her responsibility. All hall residents are expected to be familiar with and to abide by the hall regulations. Students who violate hall regulations are subject to review of their status as a student in the residence hall and/or the College.

No changes in the room reservations or room assignments may be made without permission of the hall director. Students who wish to move at the end of the semester should give two weeks' notice before moving. Goins and Stephens Halls will be closed during all holidays and during the recess between semesters; there is no reduction in rent for these periods. The College is under no obligation to furnish housing for any student during holidays, during the recess between semesters, or during the summer. Concessions may be made for international students.

## **Student Organizations**

Frank Phillips College provides a variety of activities, organizations, and programs to foster the social, cultural, physical, and intellectual growth of students. All students are encouraged to participate.

### **Art Club**

Art Club membership is open to any student or employee of Frank Phillips College seeking to engage in the visual arts. No training or specific talent is required; all we ask is that you have an interest in creating and/or appreciating art in its various mediums. The club meets on the first and third Fridays of each month, beginning at 11:00 a.m. and creating until our pens, paintbrushes, and cameras are tired.



### **Cosmetology Club**

The Cosmetology Club is a social and service organization for students who are preparing for careers in cosmetology. Membership allows students to interact with the professional community and other students with similar interests. Club activities include entering the student competition at the International Beauty Show in Dallas and fund-raising to support local charities. For more information, contact the Cosmetology Department. Borger, Dumas, and Hereford each have a Cosmetology Club.

### **Honors Academy**

Frank Phillips College is committed to quality and integrity in the educational experience. The College is dedicated to providing unique and appropriate facilities for learning, and faculty and staff are relentless in their pursuit to improve the students' experience in and out of the classrooms. Part of the pursuit includes meeting the needs of high-risk learners who best succeed by embracing their pursuit for knowledge independently yet collectively in a setting conducive to the kind of ownership of their education that creates life-long learners and productive contributors to society.

The Academy is not a program based on grades alone, but a program in which student scholars create a community of like-minded learners in which the environment fosters creative and critical thinking in an application of the knowledge.

Students enrolled in the Academy enjoy the flexibility of participating in the creation of the honors courses and take pride in the ownership of their own education. Faculty members who participate in the Academy are partners in learning and mentors to students. Their focus is not on teaching the students but on helping students find the wonderment in their own discoveries.

Academy students learn in classroom environments that are unique to their particular needs. The Honors classroom contains rocking chairs instead of desks, and the faculty member is a part of the learning group and helps facilitate each class but does not lecture to students or control every aspect of the course evolution.

The Academy embraces those learners who learn in nontraditional ways and who best demonstrate their understanding and mastery of information through projects and applied learning. Students in the program have often struggled in the traditional classroom because they do not feel challenged and because they do not have the opportunity to demonstrate what they really know in ways other than tests.

### **Phi Theta Kappa Fraternity**

Phi Theta Kappa is the national community and junior college honor fraternity. Its purpose is to recognize and encourage scholarship among two-year college students. Working toward this goal, Phi Theta Kappa provides opportunity for the development of leadership for scholars and stimulation of interest in continuing academic excellence. To be eligible for membership, a student must be regularly enrolled in college, carrying a full-time load, and have completed at least one semester. At least 12 hours of this work must be in courses leading to a recognized degree in a fully accredited university or four-year college. In addition to these requirements, a student must also be of good moral character and possess recognized qualities of citizenship as judged by the faculty and be within the upper scholastic ten percent of the regularly enrolled student body. To maintain active membership, a student must have a grade point average of not less than a three-point on a four-point system, which is a "B," at the end of any given term. For more information, contact the Director of Student Central/FYE or the faculty sponsor.

**Plainsmen Rodeo Club**

The Plainsmen Rodeo Club is designed for students who are preparing for a career in some type of agriculture and/ or enjoy the sport of rodeo. Members develop leadership qualities and learn how to better prepare themselves for agricultural careers through contact with successful professionals in all phases of agriculture: farming, ranching, feedlots, and agribusiness.

The club is designed to promote intercollegiate rodeo as an organized standard collegiate sport. The club also fosters interest, understanding, and appreciation of our western heritage. Members of the Rodeo Club may board their horses in the new club stalls. For information and fee schedule, contact the Agriculture Department.

**Student Senate (SGA)**

The Student Senate is composed of students representing all areas of Frank Phillips College. The student body elects an Executive Council, which includes the President, Vice President, Secretary, Treasurer, and Parliamentarian. To serve on the Senate, a student must maintain a 2.0 GPA and be enrolled in at least 12 semester hours.

Among the services the Senate provides are: (1) to act as a liaison between the student body and the faculty and administration; (2) to host social activities; (3) to have jurisdiction over all Senate elections; (4) to assist the administration in matters of student relations such as tours, recruiting events etc.; and (5) to develop the art of democratic self-governing. Scholarships are available for active members. For more information, contact the Office of Educational Services or the faculty sponsor.

**Student Vocational Nursing Club**

The purposes of the Student Vocational Nursing Club are: (1) to promote professional and social unity among students of this association; (2) to aid in the development and growth of the individual student by fostering good citizenship; (3) to provide financial assistance to current and future vocational nursing students; and (4) to provide fun and fellowship for vocational nursing students. For more information, contact the Nursing Department.

**Rodeo Team**

The FPC Rodeo team competes in the National Intercollegiate Rodeo Association and participates in the Southwest Region. The Rodeo Team practices at the FPC Rodeo Arena housed on the campus. The Rodeo Grounds includes stalls and accommodations for the livestock needed to practice and prepare for intercollegiate rodeo competition.

**Livestock Judging Team**

Each year the Livestock Judging Team members compete in our country's biggest livestock judging competitions. They travel to Colorado, Kentucky, Missouri, California, Oklahoma, Arizona, and throughout Texas. The team offers many scholarships each semester. Members need to have a livestock background; however, judging experience is not required. The team competes under the guidelines of the Junior College Livestock Judging Coaches Association.

**Cheerleaders**

The FPC Cheer Squad is a collection of energetic and enthusiastic individuals that represents Frank Phillips College as Ambassadors on and off the court as well as to surrounding communities. The main objective of the squad is to motivate and energize the crowd at the college athletic events and perform entertaining half time programs. The program is open to individuals that are highly motivated and enjoy collegiate athletics. For more information, contact the Director of Student Central & First Year Experience.

### **Pre-Medical Career Club**

The FPC PMCC is an organization supporting students on an academic track leading to a medical or allied health career. Membership requirements are simple: Be an FPC student & enrolled in a course that could be part of a pre-medical career track, indicate you wish to join, pay your dues and you are officially a member. Members in good standing have the right to run for office, vote on Club matters, attend Club functions and place items on the meeting agenda to be discussed by the group as a whole. Fundraising, publicity, purchases, and so forth are coordinated by the Club sponsor, Professor Gina Marie Morris, who represents the organization to Frank Phillips College in addition to serving as advisor to the club members.

Most science courses: A&P 1 & 2, Microbiology, General Biology 1 & 2, General Chemistry 1 & 2 (for science majors), Organic Chemistry (for pharmacy majors, and others), Physics (1401 & 1402) for science majors (engineering physics classes are generally not part of prerequisites for those embarking on a career in medicine.), Nutrition, Psychology, Medical Terminology and College Algebra are generally part of prerequisites such students take at FPC.

This organization is a place for support when you are taking the more arduous courses and feel like you have no social life. You do! The Club will meet your need for socializing while also supporting your efforts to achieve your academic goals through group study sessions that are scheduled throughout each semester. In addition, the Club is committed to community service to the school and the community at large, as this is why students go into a medical career and it's never too soon to get involved. Finally, it is a group that will participate in activities to expand the members' understanding of the field of medicine. Those activities to date have included going on field trips unique to the group's needs, participating in the health fairs hosted by FPC and other community organizations with an interest in promoting the health of the community and so on. In the future the organization will be inviting qualified speakers to visit and bring further information about careers in medicine, sponsoring a research competition.

# Student Financial Services

**Student Financial Services (SFS)** are a part of an interrelated series of programs and services committed to supporting the mission of Frank Phillips College. It is the philosophy of the College that the educational opportunities of capable students should not be limited by their financial resources. The primary purpose of the College's financial aid program is to provide assistance for students who otherwise might find it difficult or impossible to attend college. All students are encouraged to apply for financial assistance. Assistance is available to students through state and federal government programs. Students receiving assistance and/or awarded scholarships must complete a Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Please refer to the section **How to Apply for Financial Assistance** for further instructions.

## Types of State and Federal Assistance Programs

### Federal Pell Grant

The Federal Pell Grant is designed to provide eligible students with financial assistance to help defray the cost of education. Funds awarded through this program do not have to be repaid. Eligibility is determined on the basis of a formula developed annually by the U.S. Department of Education. Students apply for Financial Aid using the Free Application for Federal Student Aid (FAFSA). When applications are processed, students receive a Student Aid Report (SAR), which is the official notification of eligibility for the grant. The school will receive this information electronically **if** the student lists the school's Title IV School Code number. (FPC's School Code is 003568) Students should contact the Office of Student Financial Services to determine the actual amount of the award. If the SAR states the student is not eligible for Federal Pell Grant, he/she may be eligible for other aid.

### Teach Grant Program

Through the College Cost Reduction and Access Act of 2007, Congress created the Teacher Education Assistance for College and Higher Education (TEACH) Grant Program that provides grants of up to \$4,000 per year to students who intend to teach in a public or private elementary or secondary school that serves students from low-income families. Visit this website for more details: [www.studentaid.ed.gov/PORTALSWebApp/students/english/TEACH.jsp](http://www.studentaid.ed.gov/PORTALSWebApp/students/english/TEACH.jsp).

### Federal Supplemental Educational Opportunity Grant (SEOG)

The Federal Supplemental Educational Opportunity Grant is awarded to students with the lowest estimated family contributions who are also receiving the Federal Pell Grant. Funds awarded through this program do not have to be repaid. Awards are based on financial need, which is determined by need analysis through application as stated above, and availability of funds. This program is administered by the Director of Student Financial Services.

### Texas Public Education Grant (TPEG)

The Texas Public Educational Grant is a school program, which does not have to be repaid. Awards are based on financial need, which is determined by need analysis through application as stated above, and availability of funds. It is administered by the Director of Student Financial Services.

### TEXAS (Toward EXcellence, Access & Success) Grant

The TEXAS Grant is a state program, which does not have to be repaid. Requirements include: the student must be a Texas resident; have graduated from a Texas public or accredited private high school in Texas no earlier than 16 months prior to his or her enrollment; must have completed the recommended or higher high school curriculum; must have received an initial

award from Frank Phillips or another Texas high school; have financial need, which is determined by need analysis through application as stated above; must enroll at least  $\frac{3}{4}$  time in an undergraduate degree or certificate program; and must not have been convicted of a felony or a crime involving a controlled substance. The award will be based on the amount of tuition and fees assessed the student (In-District rates). The number of awards will be limited. To continue to receive this award, students will be required to have a 2.5 GPA and complete 75% of their course load.

### **Texas Educational Opportunity Grant (TEOG)**

The Texas Educational Opportunity Grant is a state program which does not have to be repaid. Requirements include: Texas resident, financial need, enrolled at least half-time with an expected family contribution of \$4,000 or less. The grant is renewable if the student completes the hours attempted with a GPA of 2.5.

### **Federal College Work-Study Program & Texas College Work-Study Program**

The Federal and Texas College Work-Study Programs provide on-campus job opportunities, which allow students to earn money to help pay educational expenses. Work hours are flexible and generally fit into the student's class schedule. Eligibility is determined by need analysis through application as stated above as well as by the availability of funds and positions of employment on campus. Students employed through this program are paid biweekly. Employment through this program does not make the student eligible for unemployment compensation when the job is terminated and/or the school term ends.

### **Direct Loan Program**

The Direct Stafford Loan and Parent Loan to Undergraduate Students (PLUS) are loans borrowed from the Department of Education that are repaid with interest. Some are based on financial need, which is determined by need analysis through application as stated above. Loan application is accessible at [www.fpctx.edu](http://www.fpctx.edu). Loan disbursements for first time entering students are delayed for 30 days from the first class day as required by federal law.

## **Other Sources of Aid**

### **Workforce Investment Act**

The Workforce Solutions Office helps individuals obtain employment and training and assists with meeting related expenses. Information is available at [www.wspanhandle.com](http://www.wspanhandle.com).

### **Vocational Rehabilitation**

The Texas Rehabilitation Commission offers assistance for tuition and non-refundable fees to students who have certain disabling conditions provided their vocational objectives have been approved by a TRC Counselor. Examples of such conditions are orthopedic deformities, emotional disorders, diabetes, epilepsy, heart conditions, etc. Other services are also available to assist the handicapped student to become employable. Application for such services should be made at the Texas Department of Assistive and Rehabilitation Services. Information is available at [www.dars.state.tx.us](http://www.dars.state.tx.us).

### **Veterans**

Frank Phillips College is fully approved to offer instruction to students attending college under the provisions of the laws commonly referred to as the GI Bill. Veterans and eligible dependents of veterans should contact the Director of Student Financial Services prior to

registration. In order to qualify for benefits toward a certificate and/or degree program, the veteran or dependent must submit the following:

1. A copy of VA DD Form 214.
2. Letter of Eligibility. Veterans must apply on the website [www.qibill.va.gov](http://www.qibill.va.gov).
3. A complete official transcript of previous college work and military transcripts.
4. FPC Admissions Application.

Students seeking a certificate and/or degree who receive VA educational benefits must maintain a minimum cumulative GPA of 2.00. Students who fail to achieve a cumulative GPA of 2.00 or above shall be placed on probation for one semester. If the student on probation fails to achieve a semester GPA of 2.00 or above, the student shall be reported to the Veterans Administration Regional Office as making unsatisfactory progress. If the student on probation achieves a semester GPA of 2.00 or above but has not achieved a minimum cumulative GPA of 2.00, the student may be continued on probation for one additional semester. Students who fail to achieve a cumulative GPA at the end of the second probationary semester shall be reported to the Veterans Administration Regional Office as making unsatisfactory progress.

### **Hazelwood Act**

Veterans who have no remaining GI Educational benefits or veterans of the Spanish-American War through the Persian Gulf War may be eligible for benefits under the Hazelwood Act. To be eligible, individuals must currently be residents of Texas or must have been residents of Texas at the time they entered the armed forces or were discharged in the state of Texas. They must also have an honorable discharge from the service. Hazelwood unused benefits may be assigned to veterans' children.

In order to qualify for benefits under the Hazelwood Act, the veteran must file the following documents with the Student Financial Services Office:

1. A copy of the DD214.
2. A complete transcript of college and military transcripts prior to the first semester of registration.
3. A signed document disclosing the number of semester credit hours funded by Hazelwood Act.

### **Waivers/Exemptions**

State tuition waivers provide students with exemptions from certain tuition and fee charges in public colleges. Contact either the Student Financial Services Office or the Educational Services Office for additional information for a specific waiver. A few of the state waivers are listed below:

- Highest Ranking High School Graduates
- Orphans of the Members in Texas National Guard or
- U.S. Military
- Children of deployed military members
- Blind/Deaf Students
- Children of Disabled Firemen and Peace Officers
- Children of Prisoners of War or Persons Missing in Action
- Children Whose Parents Receive Texas Assistance for Needy Families (TANF)
- Early High School Graduates
- Certified Educational Aid Exemption
- Children in Foster Care (See Student Financial Services Office for criteria)

## FPC Payout Plan

FPC offers a payout plan for tuition, fees, dorm and meals through the FACTS Payment Plan. Students may view the options and enroll online through FPC's web site: [www.fpctx.edu](http://www.fpctx.edu) (Student's tab, Student Financial Services, SFS Forms, and Payout Application). Different payment options and methods are available.

## How to Apply for Financial Assistance

Students may apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA). The FAFSA is available in the Student Financial Services Office and most high school counseling offices, or online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). When completing the application, students must list the Title IV School Code number for all schools they are considering. The Title IV Code for Frank Phillips College is 003568. All applicants must apply every academic year.

Application should be made early (students are encouraged to start early spring each year) so that completed forms may be submitted to the Student Financial Services Office for early awarding. To assure that the application is processed in a timely manner, all forms must be fully and accurately completed. Any forms submitted that are incorrect or incomplete will delay the process. Applications will be considered at all times and will be processed so that students who are eligible for grant funds may apply those funds at registration. If the student is eligible for financial assistance and completes his/her file after registration, awarding and payment will be made during the semester.

To be eligible to begin receiving student financial assistance at Frank Phillips College, a student must meet the following criteria:

- The student must have a High School Diploma or GED. The approved test used by Frank Phillips College is the ACCUPLACER Test. Contact the Director of Counseling, Testing and Career Services for details on the approved test.
- The student must be enrolled in academic courses, which count toward a declared degree or certificate program that is at least 24 credit hours in length.
- The student's previous history and grade average at Frank Phillips College will be considered when awarding aid. The total number of hours attempted cannot exceed 150 percent of the published length of the student's major.

## Award Process

Awards at Frank Phillips College are made on the basis of financial need and/or academic achievement. When the student applies for federal financial aid, the information reported is used in a formula established by the U.S. Department of Education. The formula determines the student's Expected Family Contribution (EFC), an amount the student and his/her family are expected to contribute toward his/her education. The financial need of a student is the difference between the Cost of Attendance (COA), which includes direct expenses, such as tuition, fees, books and supplies, and indirect expenses, such as room and board, transportation and personal expenses, and the EFC.

$$\begin{array}{r} \text{Cost of Attendance} \\ - \text{Expected Family Contribution} \\ \hline \text{Financial Need} \end{array}$$

Student Financial Services Officers will process complete files and "package" aid based on the student's financial need. Awards can be a combination of different types of aid. A student's enrollment status will normally be set at the time the student registers. If a student enrolls less



than full time (12 credit hours) the student's awards will be adjusted accordingly. Notification of aid awarded will be posted to eligible student s on their Student Portal financial aid ledger.

### **Release of Funds**

Financial aid funds will be released according to Federal guidelines and the Business Office/Student Financial Services Disbursement Schedule, available from the Student Financial Services Office. Students with incomplete applications should make arrangements to pay their initial expenses (e.g. tuition, books, etc.) from their own resources. Once the application is complete, payment will be made as soon as possible. Students may also access the FPC payout plan available through FACTS. Please see the College's website [www.fpctx.edu](http://www.fpctx.edu) for access information. Financial Assistance Payments are made in two forms:

- A charge to the appropriate grant or loan account for costs (tuition, books, etc.)
- A deposit to the student's ID/Debit card or their personal bank account for the balance of funds.

A deposit will be made to the student's account as per the Disbursement Schedule. Federal and Texas Work Study employment earnings are paid biweekly. Any financial aid funds issued will first be applied to the balance due Frank Phillips College before being used for personal expenses.

### **Refunds/Repayments**

Refunds will be made to financial aid students as per college policy. Students who receive Title IV aid (Pell, SEOG, & Direct Loan) and withdraw from or cease to attend all classes prior to the 10th week of class will be required to repay a portion of their aid to the Department of Education, per federal regulations.

### **Financial Aid Satisfactory Progress Policy**

Student financial aid programs were created and funded to help students achieve access to higher education and accomplish academic goals. To receive funds administered by Student Financial Services, students must complete a degree plan and be making measurable progress toward completion of an eligible degree or certification. Federal regulations require evaluation of both quantitative and qualitative progress. The student financial aid policy on satisfactory progress is outlined below:

1. Only students enrolled in credit courses and seeking degrees or certificates requiring at least 24 credit hours completed at FPC, will be eligible to receive student financial aid. If a student is required to be enrolled in preparatory courses, these courses will be eligible for payment of financial aid. Students may receive financial aid for a maximum of 30 credit hours of preparatory courses, related to their degree plan. Students may not receive financial aid to retake a class only to acquire a better grade, unless the grade is an F.
2. All student aid recipients must maintain a 2.0 cumulative grade point average.
3. Students must meet enrollment status requirements as outlined:
  - Full-time students must maintain and complete the term with a minimum of 12 credit hours.
  - Three-quarter time students must maintain and complete the term with at least 9 credit hours.
  - Half-time students must maintain and complete the term with a minimum of 6 credit hours.
  - Students receiving aid for less than half-time must complete the hours in which the student originally enrolls.



4. Students must successfully complete his/her degree/certificate in the equivalent of 150% of the credit hours required for the certificate or degree plan. Enrollment hours at the beginning of the term will be used for the calculation. Preparatory courses will be used for the calculation to determine the maximum time for completion. Attempted hours are used, not earned hours.
5. The determination concerning a student's satisfactory progress toward his/her degree must be based on periods of performance when Title IV aid was received and periods of performance when no aid was received.
6. At the end of each Fall, Spring and Summer academic term, the student's cumulative grade point average will be considered and the percentage of work completed toward the recipient's degree will be determined. Consequences of failure to meet financial aid satisfactory progress are listed below:
  - If the student cumulative grade point average is below 2.0 or a student has not completed the number of hours awarded, a notice will be mailed to the student placing the student on financial aid warning. A student on financial aid warning may continue to receive financial aid.
  - If the student fails to maintain satisfactory progress in a subsequent term, the student is placed on financial aid suspension. A student on financial aid suspension will not receive financial aid, including Federal Direct Loans.
  - If the student fails to complete the hours they were funded for in a term, and with at least a 2.0 cumulative grade point average, the student will be placed on immediate financial aid suspension. The student will not receive financial aid, including Federal Direct loans.
  - If a student takes an incomplete on a course, the "I" will be treated as an "F" for that course for financial aid satisfactory progress purposes. When the student completes the course, the student will be responsible for submitting a changed grade transcript to the Student Financial Services Office. Warning/Suspension will be adjusted on the grade received for the course.
  - Transfer and returning FPC student's academic records will be reviewed and students may be placed on Financial Aid Warning if their past performance does not meet our Satisfactory Progress Policy. The warning status for transfer and returning FPC students will be removed after a term has been completed with at least 6 credit hours and a 2.0 grade point average or above. If the student does not make satisfactory progress the student may be placed on Financial Aid Suspension.
  - Students in a Consortium Agreement with another school will be monitored for grades and completion of course work from both schools.
  - Students who fail to complete a degree plan and change degree plans repeatedly, may not be eligible for financial aid. Eligibility will be determined on a case by case basis.
  - Students, who withdraw below their enrollment status during a term, will be placed on financial aid warning at the time of the withdrawal. If the student subsequently does not maintain a 2.0 grade point average at the end of the term, the student will be placed on financial aid suspension.

- To be removed from Financial Aid Warning, the student must complete at least 6 credit hours with a 2.0 grade point average in that term.
  - To be removed from Financial Aid Suspension, the student must pay for and complete 6 credit hours taken in the same term, with a 2.0 grade point average. Financial aid will be available to the student the next enrolled term after completing this criteria.
- 7. Exceptions to the above policy of satisfactory progress may be made by the Director of Student Financial Services. Criteria that will influence the decision will include:**
- Class attendance, completion of assignments and substantiated academic progress in courses supported by awards in progress towards your degree plan.
  - Completion of a subsequent term of at least half-time enrollment with a 2.0 or above grade point average.
  - Unusual circumstances (extended medical confinement or a death in the family, natural disasters).
  - Response to Office of Student Financial Services contacts.
- 8. The student has the right to appeal any decision made on his/her right to receive Title IV aid.** The student who does not meet the criteria for continuance of Title IV aid but can demonstrate mitigating circumstances has the right to appeal.
9. Students may appeal the decision of the Director of Student Financial Services through the Financial Aid Appeals process. The appeal should be submitted in writing, signed and dated, to the Director of Student Financial Services. Include the circumstances that prohibited you from completing the minimum academic standards. Include a plan of progress explaining how you will avoid this situation again or what has changed to correct the situation. Provide any additional documentation you have, such as doctor notes. Students placed on Financial Aid Suspension due to lack of satisfactory progress may appeal the denial of financial aid due to an unusual or extraordinary situation that affected the student's progression toward the successful completion of his or her program. Examples of unusual circumstances include: injury or illness of the student or family member, death of a relative of the student, maximum time limit exceeded, or other special circumstances as determined by the Director of SFS.
10. Students, who are appealing the maximum time frame limit, must provide a copy of their degree plan that has been signed by their academic advisor. The Director of Student Financial Services shall also have the authority to place conditions upon the receipt of any financial aid for those cases where aid is reinstated. The student with an approved appeal will regain eligibility to receive aid. The student will be placed on financial aid probation the term the student regains eligibility. The student must complete the probationary term without withdrawals and maintain a grade point average minimum of 2.0. Two consecutive appeals will not be approved. The Director of SFS will notify students in writing of the results within 10 business days after receipt of the appeal. The written notification to the student will be dated and signed by the Director of Student Financial Services. The Director will review and make final determination of all appeals.

## **Students Rights and Responsibilities**

You have the **right** to ask:

- What financial assistance is available?
- What the deadlines are for submitting applications?
- What the cost of attending is and refund policies?
- What criteria are used to select financial aid recipients?
- How financial need is determined?
- What criteria are used to determine the amount of student's award?
- What satisfactory progress is and how it affects you?

It is your **responsibility** to:

- Be informed about the institution before you enroll.
- Complete all forms accurately and submit them on time.
- Read and understand forms you are asked to sign.
- Know and comply with deadlines.
- Report all changes in address, telephone number, name, grants, scholarships, and school status to the Student Financial Services office.
- Accept responsibility for all agreements you sign.

## **NOTICE TO ALL FINANCIAL AID RECIPIENTS**

**Students that withdraw from all classes may owe money to the Department of Education.**

## **Tuition Rebates**

The purpose of the Tuition Rebate Program is to provide rebates of up to \$1,000 as a financial incentive for students to complete their baccalaureate studies with as few extra courses as possible. The program is available for students who have enrolled for the first time in an institution of higher education since 1997. To be eligible for the rebate, the student must:

- Have enrolled for the first time in an institution of higher education in the 1997 fall semester or later.
- Be requesting a rebate for work related to the first baccalaureate.
- Have been a resident of Texas, have attempted all course work at a Texas public institution, and have been entitled to pay resident tuition at all times while pursuing a degree.
- Have attempted not more than 3 hours in excess of the minimum number of semester credit hours required to complete the degree under the applicable catalog. Hours include transfer credit, course credit earned by exam, courses dropped after the 12th class day, credit developmental courses, optional internship and cooperative education courses, and repeated courses.
- Request the rebate when applying for graduation. For more information, contact the Student Financial Services Office.

# Scholarship Services

The scholarship programs administered by Frank Phillips College are generally awarded on the basis of academic achievement, need, skill, special population, or a combination of each. Scholarships are designed to encourage and assist students in pursuing academic excellence, skills, and leadership roles. Prospective students who plan to enroll at Frank Phillips College and current students are encouraged to make application.

## How to Apply for Scholarships

Scholarship applications can be obtained via the college website, [www.fpctx.edu](http://www.fpctx.edu) . Completed application forms must be on file by April 15<sup>th</sup>.

- Students should carefully complete all scholarship applications answering all questions to the best of their abilities.
- Scholarship applicants must be eligible for admission to the college in accordance with existing policies found in the admission section of the Catalog.
- Scholarship applicants must have submitted the free application for financial aid for need based scholarships.
- Dorm scholarship applicants must have a completed application for Housing & Food Service on file and are required to have paid the housing deposit.
- High school seniors must submit a current transcript of all high school courses and grades attached to the scholarship application.
- All applicants must submit an essay.

## General Guidelines for Scholarship Recipients

- Recipients must be enrolled or plan to enroll in a minimum of 12 hours per semester, unless otherwise stated.
- Once enrolled, scholarship recipients are expected to fulfill and maintain the semester hour and grade point requirements specified for the scholarship.
- All scholarship recipients are required to apply for financial aid.
- Scholarship recipients are subject to random drug testing.

## Types of Scholarships

### FPC Development Corporation Presidential Scholarships

Presidential scholarships are a competitive one-year award of \$800.00 (\$400 per semester) given to incoming freshmen from high schools in the College's service area (top nine counties of the Texas Panhandle) who demonstrate academic excellence and leadership in extracurricular high school and community activities. A minimum 3.5 high school grade point average is required. Recipients are selected by the FPC Scholarship Committee.

### FPC Development Corporation Dean's Scholarships

Dean's scholarships are a competitive one-year award of \$600 (\$300 per semester) given to students who demonstrate academic excellence and leadership in extracurricular high school/college and community activities. A minimum 3.0 grade point average is required. Recipients are selected by the FPC Scholarship Committee.

**FPC Development Corporation Re-Entering Adult Learner Scholarships (REAL)**

REAL scholarships are a competitive one-year award of \$400 (\$200 per semester) given to incoming students who have been out of high school for at least one year and demonstrate an initiative in pursuing a degree or certificate to help them fulfill professional goals. A minimum 2.0 grade point average is required. Recipients are selected by the FPC Scholarship Committee.

**Future Scholarships**

Future Scholarships are a competitive one-year award of \$600 (\$300 per semester) given to students who resides on the Borger campus. Recipients are selected by the FPC Scholarship Committee. Application must be submitted online.

**Athletic Scholarships**

Athletic scholarships are awarded by the Athletic Department and are based on performance, skill, and ability. Scholarships awarded in men's and women's basketball, men's baseball, women's volleyball, and women's fast pitch softball are administered according to Western Junior College Athletic Conference and National Junior College Athletic Association guidelines. Information concerning these scholarships can be obtained in the Athletic Department.

Athletic scholarships are awarded for men and women's rodeo in accordance with the Southwest Region of the National Intercollegiate Rodeo Association and for livestock judging in accordance with the National Junior College Coaches Association. Information concerning these scholarships can be obtained in the Agriculture Department.

Cheerleading scholarships are available for students interested in promoting school spirit. Recipients are selected by tryouts and/or recruitment by the sponsor. Information concerning these scholarships can be obtained on the College website.

**Private Scholarships**

Private scholarships are available to FPC students. The individuals and organizations listed on the following page contribute significantly to the scholarship opportunities of Frank Phillips College students. The list includes scholarships awarded by Frank Phillips College as well as those awarded and administered by outside agencies. To set up a scholarship program at FPC, please contact the Office of College Advancement.

See the list of scholarships on next page.

## List of Scholarships

Certain scholarships are open only to students who meet specified requirements, which may include selection of a particular major, participation in a designated program, or graduation from a select high school.

- Altrusa Club
- Amarillo Area Foundation, Jack and Rita Allen
- Clay Bolin Memorial Rodeo
- Borger Bank, GED
- Borger Rotary
- Brumley Foundation
- FPC Plainsmen Partners
- Gloria Rummel
- Greater Texas Foundation
- The Jane Phillips Society
- Jimmy Jones Memorial
- Phillips High School Alumni Association
- Amarillo Area Foundation – Malouf and Iris Abraham Scholarship
- Joel Douglas Adkins Memorial Scholarship
- Bobby Counts Memorial Scholarship
- W.W. “Bill” Cornelius Memorial Scholarship
- Hutchinson County Cornelison Scholarship
- Louise Forman Scholarship
- Mickie Gassaway Memorial Scholarship
- H & H Federal Credit Union FPC Scholarship
- Donna Haygood Sarchet Memorial Scholarship
- Dr. and Sue Ann Hicks Dual-Credit Scholarship
- Evelyn Hubbard Memorial Scholarship
- Harold Hudson Family Memorial Scholarship
- The Hutchinson County Retired School Personnel Association Scholarship
- Michael Judd Memorial Scholarship
- Raymond & Myrtle Keith Memorial Scholarship
- Kiwanis Club of Borger Tri-City Education Fund
- Joseph Levi “Joey” Killins Memorial Scholarship
- Inez & H.C. McCarley Foundation Trust Scholarship
- Wes McElreath Memorial scholarships
- Kevin McKinney Memorial Scholarship
- Pam Maxwell Memorial Scholarships
- Nell K. Mitchell Memorial Scholarship
- Professor Stephanie Harrah Mooney Memorial Scholarship
- Pantex Federal Credit Union FPC Scholarship & Pantex Federal Credit Union Scholarship Contest
- Leadership Perryton Alumni Troy Barclay Memorial Scholarship
- Phillips 66 – Marketable Skills
- Mike R. Richardson Memorial Scholarship
- Bobbye & Adolph Schmitz Memorial Scholarship
- Kim & Dr. I.Q. Sewell Memorial Scholarship
- Gene and Dot Sizemore Memorial
- Sherman Smith Memorial Scholarship
- Elaine Sowder Memorial Scholarship
- Roy & Robbie Tilson Memorial Scholarships
- Fritz & Peggy Thompson Memorial Scholarship
- D. Russell Weston Engineering & Business Management Memorial & Wilma Weston Education Scholarships
- Julia Williams Charitable
- Roy & Dixie Young Memorial Scholarship

# Academic Policies

## Academic Honesty and Integrity

Students attending Frank Phillips College are expected to maintain high standards of personal and scholarly conduct. Academic dishonesty including, but not limited to, cheating, collusion (working with anyone else to produce work for which you take credit without the professor's permission), utilizing resources such as books and notes for a test without the professor's permission, and plagiarism. Any of these offenses is considered serious and may result in disciplinary actions including:

- A grade of 0 for the test or assignment
- A semester grade of F for the course
- Administrative withdrawal from the course
- Academic suspension
- Notation of the student's transcript of "Academic Dishonesty."

## Credit for Courses

Academic credit at Frank Phillips College is granted on the basis of credit hours. A credit hour represents the passing work accomplished by a class meeting one hour a week for sixteen weeks. In a class meeting three hours a week, therefore, three credit hours are earned. Laboratory classes may require additional contact hours per credit hour.

## Explanation of Course Number

All college courses include a prefix indicating the field of study in which they are classified and a four-digit number.

- The first digit of the number indicates the classification of the course.  
1 = first-year level; 2 = sophomore level
- Courses with the first digit of "0" do not satisfy requirements for a degree from Frank Phillips College or any other state-supported college or university.
- The second digit represents the number of credit hours earned in the course.

## Explanation of Course Type

- CTE = Career/Technical Education, typically does not transfer to a university.
- TRAN = Typically transfers to a university as an elective course.
- Core Curriculum = Counts towards fulfillment of core curriculum component area and is guaranteed to transfer to a public university or college in Texas.
- DEV = College-preparatory course, does not transfer, does not count toward a degree.

## Explanation of Course Lecture-Lab Hours

The numbers located in the course description refers to the number of lecture hours per week and the number of lab hours per week for the course (3-3-4).

- The first number indicates the number of lecture hours per week.
- The second number indicates the number of lab hours per week.
- The third number indicates the credit hours given for the course.

**Credit Hours**

A full-time student is defined as a student enrolled in a minimum of twelve (12) credit hours in each fall/spring semester. In most programs of study, a normal credit hour load is sixteen (16) credit hours per semester. To enroll in nineteen (19) or more total credit hours per semester or eight (8) credit hours per summer session (maximum of eighteen [18] credit hours for both summer sessions and the mini-term), students must present a signed recommendation from their advisors to the Vice President for Academic Affairs for approval. Approval is granted only when a student has demonstrated the academic excellence in previous coursework. All student load calculations will include any special sessions, e.g., mid- and mini- sessions that are figured into the three primary semesters: fall, spring, and summer.

Students who are employed or who plan to seek employment are cautioned to consider carefully the amount of college work they attempt in relation to the number of hours they are employed each week and to the student activities in which they participate. Students who overload themselves in these areas are likely to have scholastic difficulties. Students should remember that, as a rule, three hours of preparation outside of class are necessary for each hour of class time.

**Prerequisites**

Prerequisites, listed at the end of each course description when applicable, are designed to ensure the student's preparation for the course is adequate. Prerequisites might include demonstration of proficiency in reading, writing, math, or computer technology or might include a course(s) that, when successfully completed with a grade of C or better, assists the student with the preparation necessary to succeed in the next class.

Students enrolled in courses without having met the prerequisites may be administratively withdrawn and notified via their student email in the Student Portal accounts. If withdrawal occurs, the student must replace the course with a suitable alternative and should seek the advice of the appropriate advisor. Because pre-registration takes place before final grades are calculated in the same semester, students are responsible for changing schedules when their grades do not qualify them to take a particular course. If students fail to change their schedules, they will be administratively withdrawn from the course at the end of the first week of classes. Students will be entitled only to the refunds applicable to all other withdrawals on the same date.



## Alternative College Credit

### Credit by Exam

Frank Phillips College offers students an opportunity to earn college credit by examination. Students must petition for credit through the Office of Educational Services. Credit earned through examination will be placed on the student's permanent record when the number of hours earned in residence equals the number of credits earned by examination. Course credit will be listed on the student's transcript along with the course number, title, and the grade "CE." A footnote will indicate that the credit was obtained by examination. Credit will not be awarded for any exams taken more than five years prior to a student's enrollment at Frank Phillips College. Complete information concerning the program of credit by examination may be obtained through the Director of Counseling, Testing and Career Services. Students intending to transfer should contact the transfer institution regarding alternative college credit as each institution determines its policy individually and may not accept alternative college credit from another institution.

### Advanced Placement (AP)

The College Board Advanced Placement (AP) Program examinations are offered in participating secondary schools. Frank Phillips College may accept AP test scores for comparable course work within an academic discipline. Credit may be granted for a score of three or above. The student is responsible for forwarding an official report from Educational Testing Services (ETS) to the Office of Educational Services. Students will be awarded credit following completion of their first semester of enrollment after graduation from high school.

### Minimum Scores for AP Credit

FPC Course		AP Test	Score
BIOL 1406	Biology for Science Majors I	Biology	3-5
BIOL 1407	Biology for Science Majors II	Biology	4-5
CHEM 1405	Introductory Chemistry I	Chemistry	3-5
CHEM 1407	Introductory Chemistry II	Chemistry	4-5
ECON 2301	Principles of Macroeconomics	Principles of Macroeconomics	4
ECON 2302	Principles of Microeconomics	Principles of Microeconomics	4
ENGL 1301	Composition I	English Language & Composition	3 or 4
		<b>OR</b>	
ENGL 1302	Composition II	English Literature & Composition	3 or 4
		<b>OR</b>	
ENGL 2332	World Literature I	English Language & Composition	4
		English Literature & Composition	4
		English Literature & Composition	3*
* Provided student has earned credit for Composition I and II through the English Language & Composition score of 4			
ENGL 2333	World Literature II	English Literature & Composition	4*
* Provided student has earned credit for Composition I and II through the English Language & Composition score of 4			
GOVT 2305	Federal Government	US Government & Politics	3
HIST 1301	United States History I	US History	3-5
HIST 1302	United States History II	US History	4-5
MATH 2312	Pre-Calculus	Calculus AB	4
MATH 2412	Pre-Calculus	Calculus BC	4
MATH 2413	Calculus I	Calculus BC	4
PHYS 1415	Physical Science I	Physics B	3-5
PHYS 1417	Physical Science II	Physics B	4-5
PSYC 2301	General Psychology	Psychology	3
SPAN 1411	Beginning Spanish I	Spanish	3-5
SPAN 1412	Beginning Spanish II	Spanish	4-5

### **College Level Examination Program (CLEP)**

Frank Phillips College accepts the subject examinations of the CLEP in most areas. Effective August 1, 2003, Frank Phillips College will grant credit on subject examinations with the following scores:

<b>CLEP Subject Required</b>	<b>FPC Examination</b>	<b>Score Course</b>
Accounting, Principles of	50	ACCT 2301 & 2302
American Government	50	GOVT 2305
Biology, General	50	BIOL 1406 & 1407
Calculus with Elem. Functions	50	MATH 2413 & 2414
Chemistry, General	50	CHEM 1411 & 1412
College Algebra	50	MATH 1314
English Literature	50	ENGL 2332 & 2333
Freshman College Composition	50	ENGL 1301
History of the United States I	50	HIST 1301
History of the United States II	50	HIST 1302
Macroeconomics, Principles of	50	ECON 2301
Microeconomics, Principles of	50	ECON 2302
Psychology, Introductory	50	PSYC 2301
Sociology, Introductory	50	SOCI 1301
Spanish Language, College Level	50	SPAN1411 & 1412
Trigonometry	50	MATH 1316

All CLEP required scores and hours granted are subject to revision.

### **Armed Forces Credit**

Frank Phillips College may award credit for military experience and training. Credit may be awarded when learning achieved through military experiences is consistent with the educational objectives of the student and the requirements of the curriculum. Students who wish to obtain such credit must submit official documentation to the Office of Educational Services.

### **Credit for Experience**

Credit will be awarded for learning achieved through experience outside typical educational settings when it is consistent with the educational objectives of the student, the requirements of the curriculum, and the policy on granting credit for experience. Awarding of credit will be considered for the following experience:

- Students who have completed one year of active duty in the Armed Forces of the United States and who have been discharged or released honorably may receive three semester hours of physical education credit.
- Students who wish to obtain this credit should submit an original copy of their DD-214 and/ or DD-2586 to the Office of Educational Services;
- Military training and experience;
- Professional certificates, licenses, and credentials such as FAA licenses, medical field licenses, etc.;
- Learning achieved through proprietary schools, apprenticeship, or other in-house training programs;
- Selected work experiences;
- Learning achieved through noncredit workshops, seminars, and conferences; and/ or
- Other experiences with appropriate documentation.

Students must be enrolled at the time they apply for credit. The credit, if awarded, must apply to the student's declared major. Students should:

- Contact the Vice President for Academic Affairs to answer questions and to assist with the request.
- Prepare application for credit by experience identifying course petitioned for credit.
- Each application/portfolio must include a written justification by the student.
- Prepare portfolio documenting experience, which should include, but is not limited to the following:
  - Previous education related to course;
  - Previous work experience, military, etc. including dates, titles, job descriptions; In-service training workshops, including dates, topics, certificates, or transcripts;
  - Professional certificates, licenses; and
  - Letter from employers, volunteer agencies, regulatory agencies supporting experience.
- Return application form to the Vice President for Academic Affairs.

The first three (3) credit hours for experience that are approved will be free. For any credits beyond the first three (3), students will be required to pay \$10 per credit hour granted, which will be transcribed. Only credits that are approved as "credit for experience" will be charged a fee. Students are to consult with their advisors regarding "credit for experience" and complete the application form. The Vice President for Academic Affairs will have the final authority in approving credit for experience.

### **Non-Accredited Transfer Credit**

Students with college credit from an institution of higher education not accredited by the Southern Association, New England Association, North Central Association, Northwest Association, Middle States Association, or Western Association may submit their transcripts for evaluation. Generally, courses taken from a non-accredited institution will count neither as a general education core requirement nor as an elective at FPC. Students, however, may still petition their requests by completing the form for "Non-Accredited Transfer Credit." Students are encouraged to notify their academic advisors as soon as possible to process their requests. The Vice President for Academic Affairs will have the final authority in approving credit from non-accredited institutions of higher education.

## **Class Schedule Revision**

### **Course Cancellation**

Frank Phillips College reserves the right to cancel or reschedule any course listed on the schedule for which the number of registered students is too small to justify the offering or for any other reasons in the best interest of the College. If students are unable to find a suitable course replacement, any tuition and fees paid by the students will be refunded at 100%. The College attempts to cancel classes as soon as it is evident that the enrollment is insufficient, but if the cancellation occurs after the first class day, the College will still refund 100% of the tuition and fees that the student paid.

### **Adding a Course**

To add a course, a student must consult an academic advisor and complete a schedule revision form. After payment of appropriate fees, the student must submit the schedule revision form to Student Central or the main office of the Allen Campus for final processing. Students should consult the calendar in the College *Catalog* for final dates for class changes and/or additions.

### **Dropping a Course**

To drop a course, a student should consult the instructor or the appropriate Administrator. The student must also consult an academic advisor and complete a schedule revision form. The student must also obtain clearance from the instructor or administrator before the schedule change form is taken to Student Central or the main office of the Allen Campus for final processing.

Students who are enrolled in college-preparatory courses for TSI purposes may not drop their only preparatory course unless they completely withdraw from college.

A grade of "W" will be given for drops processed on or before the last day to drop. It is the responsibility of the student to drop officially from a course. Failure to drop officially may result in the student receiving a grade of "F" in the course. Students must comply with the appropriate drop/add dates for each semester and should be aware that a final day to drop is posted in the academic calendar. Any exceptions to the posted dates must be approved by the Vice President for Academic Affairs.

### **State Limit on Dropped Courses**

Students who enrolled in a Texas public institution of higher education as a first-time freshman in fall 2007 or later are permitted to drop no more than six courses during their entire undergraduate career. This limit includes all transfer work taken at a Texas institution of higher education and to second baccalaureate degrees. This student policy was enacted by the State of Texas in spring 2007 (Texas Education Code 51.907). Any course that a student drops is counted toward the six-course limit if:

1. The student was able to drop the course without receiving a grade or incurring an academic penalty;
2. The student's transcript indicate or will indicate that the student was enrolled in the course; and
3. The student is not dropping the course in order to withdraw from the institution.

Students affected by this statute that has attended or plans to attend another institution of higher education should become familiar with the institution's policies on dropping courses. This statute applies across all Texas public institutions, but procedures for implementation may vary between institutions. Students affected by this policy may request an exemption to the policy by submitting a "Petition for Exemption to 6-Course Drop Policy" form. Exemptions include: illness, family death, active duty service and other good cause as determined by the institution. This form is available in the Office of Educational Services. Students who enroll in coursework at more than one institution of higher education have an obligation to keep track of the number of dropped courses across all institutions and ensure that they do not exceed six dropped course limit.

### **Withdrawal from the College**

If for any reason a student must withdraw from all classes, proper withdrawal procedures must be initiated by the student in Student Central either in person or by written correspondence that includes the student's signature, address, social security number, phone number, and course names and numbers. The withdrawal must be cleared by the instructors involved before it is taken to Student Central or the main office of the Allen Campus for final processing. Students must comply with the appropriate drop/add dates for each semester and should be aware that a final day to drop is posted in the academic calendar.

Any exceptions to the posted dates must be approved by the Vice President for Academic Affairs.

## **Class Attendance**

Regular attendance is necessary for satisfactory achievement. Therefore, it is the responsibility of the student to attend class in accordance with requirements of the course as established by the instructor.

Students will be excused from class without penalty when either representing the College in an approved activity or having an approved reason for not attending. Reasons for absences must be approved by the instructor of the course. These exceptions do not relieve the student of the responsibility of making up the missed work as designated by the instructor concerned. Instructors are not required to excuse any absences other than those incurred through official college activities.

Students who enroll in one or more college-preparatory course(s) because of TSI deficiency will be administratively withdrawn from all classes if the course in which they are excessively absent is their only preparatory course. For a student enrolled in more than one preparatory course, the student may be dropped from only the course affected by absences.

Any student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day, provided that proper notification of the absence is given to the instructor of the course missed. The student should notify the instructor within the first fifteen (15) days of the semester that he or she intends to be absent on the specified holy day.

## **Procedures for Assuring Identity of Distance-Learning Students**

1. Secure login and password: each student enters a user name assigned by the college upon enrollment that uses a system-generated number that combines the student's last name with the student's unique identifier information. The student then enters a password he or she created that is not available to other students or college personnel. If the student forgets the password, The Director of Enrollment Management or her designee can reset the password but cannot view the student's existing password.
  - a. Students accept responsibility for the security of their passwords.
2. Proctored Examinations: Students enrolling in distance-learning courses are required to take examinations under the supervision of a proctor. When students enroll in the Virtual College of Texas network of courses, the FPC liaison attempts to find courses that require proctored testing at the Frank Phillips College campus to ensure that the students enrolled are the students receiving credit. Students must identify themselves in the remote location with an acceptable picture ID card. Faculty must approve the testing site and proctor and these locations may include:
  - a. Testing centers at colleges or universities, including sites of Frank Phillips College
  - b. Professional testing centers such as Sylvan
  - c. Local independent school districts, proctored by a teacher, administrator, or librarian
  - d. Frank Phillips College does not charge students for proctoring exams and encourages students to find no-cost centers in their remote locations.
3. Faculty members teaching distance-learning courses have a role in ensuring the identity of the students. Through different methods of engagement, faculty members begin to recognize the student's voice in such a way that the personal work can be authenticated. Faculty who suspect the students is not creating his or her own work can contact the Vice President for Academic Affairs for support in proceeding with an investigation into the student's body of work.

## Academic Progress

Students are expected to meet certain standards for course work completed at Frank Phillips College. A student must maintain a semester and cumulative grade point average of 2.0 or above to remain in good standing. Any student falling below a 2.0 cumulative grade point average will be placed on academic probation. Please see the section on Academic Probation.

### Academic Honors

Frank Phillips College recognizes students with high academic achievement by naming them to the President's Honor Roll or the Vice President's Honor Roll. These lists are published soon after the close of the fall and spring semesters.

#### President's Honor Roll

To receive this honor, a student must be enrolled in twelve (12) or more credit hours (excluding preparatory courses) and have a grade point average (GPA) of 4.0 for the semester.

#### Vice President's Honor Roll

To receive this honor, a student must be enrolled in twelve (12) or more credit hours (excluding preparatory courses) and have a grade point average (GPA) between 3.50 and 3.99 for the semester.

## Grades & Reports

Students' semester grades in all courses are filed in the Office of Educational Services, and these are the official records of the college. Final grades are reported at the end of each semester, and students may check their grades through the Frank Phillips College website (CAMS Student Portal); directions for accessing the site are posted on the Frank Phillips College home page ([www.fpctx.edu](http://www.fpctx.edu)).

### Repeating a Course

When a course is repeated for credit, the higher grade and the credit hours associated with the higher grade will be used to determine the cumulative GP A. The lower grade and the credit hours associated with the lower grade will remain part of the student's permanent record and will remain on the students' transcript but will not be used to determine the cumulative GPA.

Preparatory courses are designed to assist the student in achieving college-level skills. Students who are underprepared for college will be placed according to the Texas Success Initiative (TSI) guidelines, and continued enrollment is necessary to master these skills. Students who drop (other than those administratively withdrawn for attendance) or end the course with an average lower than 70 may receive a semester grade of CT at the instructor's discretion, for continuation of the course. The student must enroll in and pay for the same course the following semester.

Grades are expressed in letters as follows:

<b>A</b>	Superior
<b>B</b>	Good
<b>C</b>	Average
<b>D</b>	Passing
<b>F</b>	Failure
<b>CE</b>	Credit Examination
<b>CR</b>	Credit by Experience
<b>I</b>	Incomplete
<b>W</b>	Withdrawal
<b>CT</b>	Continuation of a Preparatory Course

## Grade Points

A grade point is the numerical value given to letter grades. The following schedule of grade point values is used to compute a student's grade point average:

<b>A</b>	4 grade points per credit hour	<b>CE</b>	not computed
<b>B</b>	3 grade points per credit hour	<b>CR</b>	not computed
<b>C</b>	2 grade points per credit hour	<b>I</b>	not computed
<b>D</b>	1 grade point per credit hour	<b>W</b>	not computed
<b>F</b>	0 grade points	<b>CT</b>	not computed

## Grade Point Average (GPA)

### Semester Grade Point Average

The semester GPA is calculated by dividing the number of grade points earned in a given semester by the number of credit hours attempted in that same semester, excluding withdrawals and incompletes. This grade point average appears on the official grade report posted at the end of the semester.

### Cumulative Grade Point Average

The overall GPA is calculated by dividing the total number of grade points earned by the total number of credit hours attempted. This grade point average appears on the official grade report posted at the end of the semester and the official transcript.

## Incomplete Grades

Incomplete grades are strongly discouraged, but an "I" (Incomplete) may be given when a student, for a justifiable reason (such as a documented illness), has failed to complete the requirements for a course. In order for the grade "I" to be assigned, the exact requirements the student is to fulfill must be outlined in a contract and signed by the student and the instructor and submitted to the Vice President for Academic Affairs for approval before the end of the term. Faculty are not required to allow students to receive a grade of "I," and the opportunity to do so is at the discretion of the instructor and the Vice President for Academic Affairs. The student must complete the specified course requirements before the end of the next full semester unless special permission for an extension is granted by the Vice President for Academic Affairs. The instructor may specify a make-up time of less than the full-semester interval if the time period is noted in the contract. If the course requirements are not completed within the allotted time, the "I" will be changed to an "F" unless otherwise noted.

## Grade Changes

A petition to change a final course grade must be filed in writing no later than the end of the semester following the grading period in which the grade was earned. The petition should be filed with the Vice President for Academic Affairs and should include compelling reasons for the change. Once the instructor has submitted the final semester grade, students may not submit or revise work in order to improve the grade. (Refer to the official procedure in the Student Grade Appeal Policy section of the *Catalog*.)

## Student Grade Appeal Policy

It is the policy of Frank Phillips College that instructors are solely responsible for assessing and evaluating student work. A student may appeal a **final class grade** by using the following procedures. All timelines refer to the first regular semester after the semester or mini-, mid-, and summer term(s) in which the grade was awarded (e.g., fall, spring). Grade appeals are not processed during the summer sessions unless the Vice President for Academic Affairs determines that the case warrants immediate review. A Grade Appeal will not be conducted anonymously.

Written verification of the following steps below is critical. Therefore, the written appeal should be either mailed with return receipt or delivered to the Office of Educational Services and have a staff member verify the date and time of delivery.

The Vice President for Academic Affairs has the final decision on whether or not the deadlines have been met and has authority to extend the deadlines. Only in extraordinary circumstances shall the appeal extend beyond the first regular semester.

The student must follow the Student Grade Appeal Policy's steps 1-8 listed below, **first with the instructor and the Chair of Academic Divisions**.

### Step 1: Student's Responsibility

Within the first two weeks of the semester immediately following the grade in question:

- The student must first discuss the concerns with the course instructor, stating the reason(s) for questioning the grade.
- If the instructor is not available or "on-campus," the student should notify the Chair of Academic Divisions and obtain the mailing address and/or telephone number of the instructor.

### Step 2: Student's Responsibility

- If the complaint is not resolved with the instructor, the student must obtain and complete a Student Grade Appeal Form located in the Office of Educational Services.
- This form must be submitted to the instructor and a copy submitted to the Chair of Academic Divisions within the first three weeks of the semester. The student must attest in writing that the instructor has been informed of the intent to file a grade appeal.

### Step 3: Instructor

Within two weeks from the date of receipt of the student's written statement:

- The instructor shall respond in writing to the student and provide a copy to the Chair of Academic Divisions.
- The instructor should explain the grading procedures and how the grade in question was determined, as well as address any other issues raised in the student's statement.

### Step 4: Student's Responsibility

If the instructor is not available or does not resolve the matter within the two-week period:

- The student shall, within one week thereafter, readdress and submit the written appeal to the Chair of Academic Divisions.

### Step 5: Chair of Academic Divisions

- The Chair of Academic Divisions has two weeks to consider both the student's and the instructor's written statements and to confer with each.
- The Chair of Academic Divisions, who does not have the authority to change the grade, shall inform the Vice President for Academic Affairs, the instructor, and the student in writing of his/her recommendation. If a grade change is recommended, the instructor has



the right to refuse the grade change recommendation. The instructor shall notify the Chair of Academic Divisions, the Vice President for Academic Affairs, and the student in writing of his/her decision.

**Step 6: Student's Responsibility**

If the Chair of Academic Divisions or the Vice President for Academic Affairs does not act on or resolve the matter within a two-week period:

- The student shall, within one week thereafter, readdress and submit the written appeal to the Chair of Academic Divisions or the Vice President for Academic Affairs.

**Step 7: Vice President for Academic Affairs**

- The Vice President for Academic Affairs shall then convene the Academic Standards and Curriculum Committee to review the case.
- If feasible, the committee will meet with the student and the instructor together in an attempt to resolve the difference. The committee shall convene in a closed session to consider all aspects of the case before making its recommendation. At the conclusion of the hearing, however, the student will be given, verbally, the recommendation of the committee. The recommendation will then be considered by the Vice President for Academic Affairs within four weeks of the hearing.
- The hearing is not a legal hearing. Therefore, it is not appropriate for the student of the College to bring legal representation to the meeting.
- No electronic recording or participation is permitted.

**Step 8: Vice President for Academic Affairs**

- The Vice President for Academic Affairs shall make a final decision after full consideration of the committee's recommendation within one week of the committee's hearing of the student's appeal. The Vice President for Academic Affairs has the authority to change the grade. The Chair of Academic Divisions, the instructor, and the student shall be notified in writing of the Vice President for Academic Affairs' decision.
- The decision made by the Vice President for Academic Affairs is final. No other options for appeal are available to the student. Faculty members may not appeal the decision of the Vice President for Academic Affairs.

## **Academic Probation**

### **Placement**

In keeping with FPC graduation guidelines, all students must maintain a minimum cumulative grade point average of 2.0. Failure to do so will cause the student to be placed on academic probation through the next regular fall or spring semester.

If a student is placed on academic probation, notification by student email and/or mail will be sent to the student. After receiving the notification, the following conditions apply.

### **Conditions**

- The student must meet with the Director of Student Central & First Year Experience in the Office of Student Central.
- Failure to contact the Director of Student Central & First Year Experience will cause the student to remain on academic probation the following semester, regardless of GPA.
- Failure to contact the Director of Student Central & First Year Experience the 2nd semester will cause the student to be placed on academic suspension, regardless of GPA.

### **Important Information Regarding Academic Probation:**

- A student that is on academic probation may continue in succeeding semesters providing at least a 2.0 term GPA is achieved.
- A student placed on academic probation may not enroll in more than 16 hours unless special permission is given.
- A student receiving Veteran's Administration education benefits who is placed on academic probation will be reported to the VA as making unsatisfactory progress according to the criteria disclosed in the Student Financial Services section of the Catalog.

### **Return to Good Standing**

Students will be removed from academic probation when they have raised their cumulative GPA to 2.0 or above and met the conditions of probation.

## **Academic Suspension**

### **Placement**

- A student already placed on academic probation who earns a term grade point average below 2.0 will be placed on academic suspension through the next regular semester.
- A student placed on academic suspension due to extenuating circumstances may petition, in writing, the Director of Student Central & First Year Experience to be reinstated under academic probation.
- A student placed on academic suspension in the spring semester may enroll in a summer session. Upon completion of the summer session, the student's academic suspension status will be reevaluated for the fall semester.

### **Conditions**

- A student placed on academic suspension is given time to reconsider academic goals and career plans outside the college setting.
- A student receiving Veteran's Administration education benefits who is placed on academic suspension will be reported to the VA as making unsatisfactory progress according to the criteria disclosed in the Student Financial Services section of the Catalog.

### **Readmission**

After the suspension period of one regular semester, the student is eligible for readmission to FPC and will be automatically placed on academic probation with the requirement of meeting all the conditions previously stated.

## **Graduation**

Frank Phillips College awards the Associate in Applied Science, Associate in Arts, Associate in Science, Associate of Arts in Teaching, and Associate of Arts in Music Field of Study degrees.

### **Graduation Under a Particular Catalog**

Catalog graduation requirements are based upon the year a student enters Frank Phillips College. These catalog requirements will remain in effect for up to five years as long as the student completes course work in at least one semester of each school year beginning with the fall semester. If the student does not complete courses in any one of the four semesters during the school year, the student's new graduation requirements will be those in effect for the year the student reenters Frank Phillips College. A student may move to a newer catalog but will be responsible for fulfilling all requirements. No substitutions to core curricula requirements will be made.

### **General Requirements for Graduation**

The student must:

1. Meet the entrance requirements of the College;
2. complete the specific course requirements for a degree or certificate with a minimum cumulative grade point average of 2.0;
3. earn at least 25 percent of the required credit hours through Frank Phillips College;
4. complete an Application for Graduation in the Office of Educational Services;
5. discharge all financial obligations to the college prior to graduation;
6. meet all TSI requirements, if applicable; and
7. participate in graduation exercises. (All students are encouraged to participate in graduation exercises. Students working toward associate degrees are eligible to participate in graduation exercises when they earn a minimum of fifty [50] credit hours; awarding of the final degree occurs when all courses are completed.)

### **Procedures to Apply for Graduation**

Students entering their final semester toward completing a degree or certificate should complete an Application for Graduation in the Office of Educational Services between January 10 and two weeks before the end of the spring semester. Students who do not apply for graduation may still be awarded the earned certificate or degree but will not be eligible to participate in graduation ceremonies. Application for graduation includes verification of:

- a cumulative grade point average equal to or above 2.0;
- a completed degree plan and transcripts on file for the degree or certificate;
- a determination of the remaining credits that must be earned; and
- measurements for cap and gown.

## **Special Conditions**

### **Nursing Students**

Due to the structure of the nursing program, academic requirements vary from the above criteria. Students should review [departmental guidelines](#) (Nursing Program) for specific requirements.

### **Transfer Students**

Students transferring to FPC will be required to submit an official transcript for evaluation by the Director of Enrollment Management. Academic status (in good standing, probation, or suspension) will be determined based on their official transcripts in the same manner as other FPC students. Students transferring to FPC should refer to the General Admission Requirements

for additional transfer requirements. An evaluation of the credits earned at another institution will be completed by the Director of Enrollment Management. No grades of *D*, *F*, *W*, or *I* will transfer from another institution into Frank Phillips College. Students who fail to provide an official college or high-school transcript by the end of the first semester of enrollment will be administratively withdrawn and will receive any due refunds according to the College's official refund policy.

## **Policies Governing Students**

The Vice President for Academic Affairs is charged with the primary responsibility of administering policies and procedures relating to students. It is the responsibility of the student to obtain a copy of the *Frank Phillips College Student Handbook* from Student Central or the residential hall director and to understand all policies and procedures found therein.

### **Official Summons**

Administrative officers of the College may request that a student come to discuss matters concerning records, financial affairs, conduct, educational programs, or other affairs. These requests are Official Summons. Failure to respond to an Official Summons may result in formal disciplinary action.

### **Standards of Student Conduct**

Frank Phillips College students are both citizens and members of the academic community. As citizens, they enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy, and as members of the academic community, they are subject to the obligations, which are theirs by virtue of this membership. The college expects its students to conduct themselves in such a way as to reflect upon the institution they represent. There are four basic standards of conduct required of all students:

1. They shall assume the obligations of performance and behavior imposed by the College relevant to its lawful missions, process, and functions.
2. They shall adhere to laws and ordinances of the Nation, the State of Texas, and the community in which they reside.
3. They shall conduct themselves peaceably in espousing changes they consider necessary.
4. They shall respect the rights and freedoms of others.

Specific violations which are contrary to these standards include, but are not limited to, the following: violations of civil laws, theft, possession of intoxicants, possession of narcotics or other drugs, excessive absences, scholastic dishonesty, disrespect for constituted authority, threat of any type to cause harm to another person, improper entrance into a residence hall, destruction of College property, hazing, unlawful assembly and other acts out of harmony with the ideals of the institution. Students who witness any violation of a college regulation must report it to a college official. Standards of conduct extend to off-campus activities sponsored by the College as well as other situations in which a student's behavior is likely to have an adverse effect on the College or educational process.

Students are subject to federal, state, and local laws as well as College regulations and policies. A student is not entitled to greater immunities or privileges before the law than those enjoyed by other citizens generally.

## **Student Rights and Responsibilities**

### *Rights:*

- Students shall have the right to participate in a free exchange of ideas, speech, expression, petition, and peaceful assembly as set forth in the United States Constitution.
- Students have the right to equal treatment in all aspects of college life regardless of race, color, religion, sex, age, national origin, sexual orientation, or educational disabilities.
- Students have the right to privacy according to the law and the right to give access to personal information to a third party upon the written and documented request of the student.
- Students have the right to appeal disciplinary action through judicial hearings.
- Students have the right to a quality education through competent instruction, fair assessment, and prompt feedback.
- Students have the right to be free from ridicule, discrimination, and harassment and the right to express concerns regarding violations of these freedoms to the Vice President for Academic Affairs or his/her designee.
- Students have the right to appeal course grades through a fair and timely process.

### *Responsibilities:*

- Students have the responsibility of respecting the rights, freedoms, and property of other students, faculty, staff, and administration.
- Students have the responsibility to comply with College policies and local, state, and federal laws.
- Students have the responsibility to abstain from any activities that are disruptive to the learning of other students.

**Student Rights and Responsibilities** are published in the *Frank Phillips College Student Handbook*, which can be obtained in the Office of Student Central or the College website.

## **Student Intellectual Property Rights**

Intellectual property, such as research papers, essays, inventions, discoveries, creations, and new technologies, conceived or first reduced to practice by a College District student as a coursework product shall be owned by the student. The College District shall not claim ownership over this intellectual property.

## Student Discipline

Every student is responsible to the College for his or her actions. In cases where a student's actions violate college policy, the Vice President for Academic Affairs or his or her designee will administer student discipline. Students are subject to such reasonable disciplinary action as considered appropriate. Disciplinary action may include a verbal warning, probation, dismissal from college housing, enforced withdrawal, suspension, or expulsion from the College. When flagrant violations of policy cause major disruption, tension, or danger to the order, safety, or well-being of the institution or other persons, students may be suspended immediately pending formal investigation and hearing to determine final action. Any student who is suspended will forfeit any refunds or deposits. A student who is suspended may not attend classes or use College resources. However, if the disciplinary action is overturned, the student will be allowed to complete all missed assignments with no penalty and will be provided adequate instruction for the missed class days.

The steps involved in the Disciplinary Procedure are as follows:

1. The Vice President for Academic Affairs or his or her designee will advise the student of the charges verbally and/or in writing. Information supporting the charges may be verbal or written and the student will be advised of the information.
2. The student may present information in his or her defense and request witnesses are heard in his or her behalf concerning the charges.
3. The Vice President for Academic Affairs or his or her designee will take appropriate disciplinary action, if required. A disciplinary report will be completed and filed as deemed appropriate.
4. The student has the right to appeal decisions resulting in suspension or expulsion to the Disciplinary Committee. The committee is comprised of the Vice President for Academic Affairs or his or her designate, two to three faculty members, one to two staff members and the president of the Student Senate or his/her designee. The committee members may be changed prior to the hearing if membership on the committee presents a conflict of interest with the involved student(s). The student must file a written request for a hearing within 48 business hours to the Vice President for Academic Affairs or his or her designee.
5. The Vice President for Academic Affairs will review the appeal and determine whether there is sufficient reason for a hearing.
6. If there is sufficient reason, the committee will be convened as soon as administratively possible, but no later than two weeks after receipt of the student's written appeal.
7. The student will be notified by the Vice President for Academic Affairs of the date, location and time set for the hearing.
8. The student must provide the names of any witnesses who will appear on his or her behalf at least 24 hours prior to the hearing. Neither the student nor the institution is allowed to have an attorney present during the proceeding. No electronic recording or participation is permitted.
9. During the hearing, the Vice President for Academic Affairs or his or her designee will present charges and supporting information. The student and the Vice President for Academic Affairs may each call witnesses and cross-examine witnesses.
10. The committee will review the information in closed session and make a final determination of the action to be taken. The decision of the committee will be verbally presented to the student with a written decision available within two weeks of the hearing.

## Student Grievances

The College views certain individual rights as fundamental in its commitment to provide an atmosphere that enhances the opportunities for success of all students. Serious consideration is given in instances where these rights may have been violated. A procedure has been established to address all complaints brought by students ***alleging discrimination*** on the basis of race, color, creed, sex, age, national origin, religion, or disability.

The steps involved in the Student Grievance Procedure are as follows:

1. The student must file a written complaint with the Vice President for Academic Affairs or his or her designee.
2. The Vice President for Academic Affairs or his or her designee will convene the Student Grievance Committee, which consists of two faculty members, two students who are appointed by the president of the Student Government Association with the approval of the Vice President for Academic Affairs or his or her designee. If any of the committee members are named in the allegation of discrimination, an alternate member will be appointed. The committee will choose a chairperson from its membership, and the chairperson will vote only in the case of a tie. If a student can present reasons why any regular member would be biased, the chairperson may choose an alternate.
3. The student will be notified in writing of the time and place of the formal hearing.
4. The Student Grievance Committee will convene for the formal hearing within 14 business days following the receipt of the written complaint. The student will testify and may present evidence or call witnesses to support the allegations. Neither the student nor the institution is allowed to have an attorney present during the proceeding. No electronic recording or participation is permitted.
5. The committee will make a decision based on a majority vote. The decision will be given in writing to the Vice President for Academic Affairs, who will notify the student.
6. The student has the right to appeal the decision to the Vice President for Academic Affairs by submitting a written request within 72 hours.
7. The Vice President for Academic Affairs will act on the request within 10 days. The Vice President for Academic Affairs may affirm or overrule the decision in its entirety or may affirm or overrule the decision in part. The Vice President for Academic Affairs may elect to have a hearing to receive oral arguments of the parties prior to rendering a decision. The student will be notified of the decision in writing.

## Student Complaints

A student may wish to make a complaint without going through an official grievance process. A student complaint form is available in the Office of Educational Services and through directors at Dalhart, Dumas, Hereford, and Perryton.

A student may choose to make the complaint anonymous to the person(s) about whom the complaint is lodged. However, the student will not remain anonymous to the Vice President for Academic Affairs or the Chair of Academic Divisions, either of whom may handle the complaint on behalf of the student. If a student wishes to remain anonymous to anyone else, he or she will note this desire on the form. However, students must realize that, in order to address a complaint, the Vice President for Academic Affairs and/or the Chair of Academic Divisions may have to convey information that makes the identity of the student clear. Before discussing the complaint with anyone, however, the Vice President for Academic Affairs and/or the Chair of Academic Divisions will speak to the student who has made the complaint.

Because of the possibility of disciplinary action being taken on the alleged violator, the actions taken to resolve the complaint may not be shared with the student, but if a student feels the situation is not resolved, he or she may speak further with the Vice President for Academic Affairs and/or the Chair of Academic Divisions.

Only final grades may be appealed, but a student complaint form may be used to contest any other grades or actions taken by a faculty member. The student will be responsible for providing adequate documentation to support the complaint.

## Transfer of Credit

Academic courses (specified in the Community College General Academic Course Guide Manual and the FPC core curriculum) successfully completed at FPC should be fully transferable to and accepted as comparable degree credit by any Texas public institution of higher education where the equivalent courses are available for fulfilling associate degrees and the lower division portion of baccalaureate degree requirements. **It is the responsibility of the student, however, to determine prior to registration the transferability of any course with the Director of Enrollment Management who can be contacted at [mstevens@fpctx.edu](mailto:mstevens@fpctx.edu) or (806) 457-4200, ext. 707.**

Since transfer of specific courses normally depends upon the applicability of the completed work toward a degree plan specified by the receiving institution, any program of study at FPC should be planned to parallel the requirements of the program at the institution to which the student plans to transfer.

The Office of Educational Services maintains course articulation or conversion charts for many Texas institutions of higher education. These cross-reference charts enable students to determine the course equivalents at senior institutions. Counseling assistance is available to students who want more information about transferring to another institution.

Texas public senior colleges and universities usually accept up to sixty-six (66) hours of credit from a junior college. Some public colleges may deny the transfer of credit in courses with a grade of *D*. Preparatory courses are not transferable. CTE courses generally do not transfer to a four-year college or university.

## Resolution of Transfer Disputes

Frank Phillips College encourages its students to take advantage of the Coordinating Board guidelines for the resolution of Transfer Disputes that may exist occasionally between courses earned at Frank Phillips College and another institution in Texas. The Coordinating Board guidelines implement SB 457 of the Texas Legislature and apply to the transferability of all academic courses offered as lower division courses.

1. If an institution of higher education does not accept course credit earned by a student at another institution of higher education, that institution shall give written notice to the student and the other institution that the 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 institution at which the credit was earned within 45 days after the date the student received written notice of the denial, the institution that denies the transfer of the course credit shall notify the Commissioner of its denial and the reason for it. The



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

- a. The student who wishes to exercise his or her rights under these provisions needs to notify both the sending and the receiving institution of the intention to ask for a dispute to be resolved within 15 days of being notified that a transfer credit has been denied.

### **Guarantee for Transfer Credit**

**Transfer of Credit-Completed Core Curriculum:** If a student successfully completes the 42 semester credit hour core curriculum at a Texas public institution of higher education, that block of courses may be transferred to any other Texas public institution of higher education and must be substituted for the receiving institution's core curriculum. A student shall receive academic credit for each of the courses transferred and may not be required to take additional core curriculum courses at the receiving institution unless the Board has approved a larger core curriculum at that institution.

**Transfer of Credit-Core Curriculum Not Completed:** Except as specified in subsection (f) of this section, a student who transfers from one institution of higher education to another without completing the core curriculum of the sending institution shall receive academic credit within the core curriculum of the receiving institution for each of the courses that the student has successfully completed in the core curriculum of the sending institution. Following receipt of credit for these courses, the student may be required to satisfy the remaining course requirements in the core curriculum of the receiving institution.

**Substitutions and Waivers:** No institution or institutional representative may approve course substitutions or waivers of the institution's core curriculum requirements for any currently enrolled student. For students who transfer to a public institution from a college or university that is not a Texas public institution of higher education, evaluation of the courses the student completed prior to admission should apply to the fulfillment of the core curriculum component areas only those courses the institution has accepted for transfer that can demonstrate fulfillment of the exemplary educational objectives for the appropriate component area or areas.

### **Transfer Resolution**

1. Frank Phillips College will assist students in their efforts to resolve transfer disputes. For students attending public institutions of higher education in Texas, the Texas Higher Education Coordinating Board (THECB) provides arbitration measures on behalf of the student. Transferability means acceptance of credit toward a specific major and degree at a specific institution. These components must be identified by the student in accordance with the application for admission process and during the first semester of enrollment at FPC.
2. 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.
3. Transferability refers to courses in a written transfer/ degree plan filed in a student's file in the Office of Educational Services at FPC. This plan must include the institution to which the student will transfer, the baccalaureate major and degree sought, and the date such decision was made.
4. Only college-level courses with the Community College General Academic Course Manual approved numbers are included in this resolution.
5. Credit by examination (such as CLEP, etc.) must satisfy requirements of the receiving institution, and students are responsible for checking with the transfer college for acceptability.

If all the above conditions are met and a course or courses are not accepted by a receiving institution in transfer for similar course or courses as listed in the *Community College General Academic Course Guide Manual*, the student must notify the Vice President for Academic Affairs at FPC within 15 days of first notice of transfer credit denial so that the transfer dispute resolution process can be initiated.

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

### **Guarantee of Program Proficiency**

If a recipient of a Certificate of Completion or an Associate in Applied Science (A.A.S.) degree is judged by his/her employer to be lacking in workforce job skills identified as exit competencies for his/her specific certificate or degree program, the graduate will be provided up to nine (9) tuition-free credit hours of additional skill training by FPC under the conditions of the guarantee policy. Special conditions that apply to the guarantee are listed below.

1. The graduate must have earned the Certificate of Completion or the A.A.S. degree in a workforce program identified in FPC's Catalog.
2. The graduate must have completed requirements for the Certificate of Completion or the A.A.S. degree at FPC, with a minimum of 75% of credits earned at FPC.
3. The graduate must be employed full-time in the area directly related to the area of the program concentration as certified by the Vice President for Academic Affairs.
4. Employment must commence within 6 months of graduation.
5. The employer must certify in writing that the employee is lacking entry-level skills identified by FPC as program exit competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment with the employer.
6. The employer, graduate, Vice President for Academic Affairs, FPC counselor, and appropriate faculty advisor will develop a written educational plan for retraining.
7. Retraining will be limited to nine (9) semester credit hours 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.
11. Only course work taken within 5 years prior to graduation will be covered.
12. The guarantee does not include proficiency in computer software upgrades and technology improvements made after a student has successfully completed a course.

A student's sole remedy against FPC and its employees for skill deficiencies shall be limited to nine (9) semester credit hours of tuition-free education under the conditions described above. Activation of this guarantee may be initiated by the graduate by contacting the Vice President for Academic Affairs within 90 days of the graduate's initial employment.

### International Baccalaureate Diploma Credit

Frank Phillips College will grant a maximum of 24 semester credit hours (SCH) to any new student having an International Baccalaureate Diploma based on the table below. Frank Phillips College may grant fewer than 24 SCH to a student if the student has scored less than 4 on any IBD examination administered as part of the diploma program. Applicants with the IB diploma must provide a completed IB official transcript with exam title and score to the Office of Educational Services before enrolling in order to receive credit.

Students who participate in the International Baccalaureate Program may receive college credit for exam scores of 4 or better on most Higher Level (HL) Exams and for a 5 or better on most Standard Level (SL) Exams. The amount of credit awarded will depend upon the exam scores and the level of the courses.

In compliance with SB 1 11, students will be granted a minimum of 24 hours of credit if they have earned the IB Diploma and have no scores lower than 4 on the Standard Level and Higher Level Exams. Applicants with the IB diploma must provide a complete IB official transcript with exam title and score to the Office of Educational Services before enrollment in order to receive credit. Frank Phillips College will include the IBD Policy in the Catalog and on the College website.

#### IB Subject SL Score HL Score

IB Subject	SL Score	HL Score	FPC/TCCN	Credit Hours
English A1		4	ENGL1301 or 1302	3
		5+	ENGL1301 & 1302	6
Spanish A2 or B	5	4	SPAN1411 & 1412	8
		5+	SPAN1411 & 1412 & 2311 & 2312	14
Business & Management	5	4	BUSI1301	3
Economics	5	4	ECON2301 & 2302	6
Geography	5	4	GEOG1303	3
History	5	4	HIST1301 or 1302	3
		5+	HIST1301 & 1302	6
Philosophy	5	4	PHIL1301	3
Psychology	5	4	PSYC2301	3
		5+	PSYC2301 & 2314	6
Anthropology	5	4	ANTH2346 or 2351	3
		5+	ANTH2346 & 2351	6
Biology	4	5	BIOL1406	4
Chemistry	5		CHEM1405	4
		6	CHEM1411	4
Physics		6	PHYS1401 & 1402	8
Mathematics (HL only)		5	MATH2413	4
Computer Science	5	4	COSC1301	3
Visual Arts	5	4	HUMA1315	3
Music	5	4	MUSI1306	3
Theatre Arts	5	4	DRAM1310	3

# Instructional Programs

## Associate in Arts Degree and Associate in Science Degree

The purpose of the Associate in Arts (A.A.) and the Associate in Science (A.S.) degree programs is to provide students with university-parallel or pre-professional courses, which readily transfer to four-year colleges and universities. Upon completing a degree, FPC students generally transfer to area universities with junior class standing. While the curricula suggested in this *Catalog* will satisfy the requirements of most senior institutions, it is the students' responsibility to identify as early as possible the institution to which they will transfer and to ascertain the specific degree requirements of that institution for the freshman and sophomore years. Students should consult with an FPC advisor on a regular basis to ensure enrollment in courses appropriate to the chosen major field of interest. The A.A. and A.S. degrees require completion of a minimum of 64 credit hours, excluding preparatory credits, 25 percent of which must be earned in residence at FPC. Most colleges/universities will accept at least 65 credit hours in transfer to satisfy specific baccalaureate requirements.

### Pre-Professional Focus Recommendations

Pre-Dentistry	Pre-Professional Studies in Engineering
Pre-Engineering	Pre-Professional Studies in Law
Pre-Medicine	Pre-Professional Studies in Physical
Pre-Pharmacy	Therapy
Pre-Veterinary Medicine	

No college/university awards a “pre” degree. Students are advised to consult with an academic advisor at FPC to determine the program of study providing the most appropriate background (freshman/sophomore courses) for the programs listed above and for selected health science fields. Students should carefully check the entrance requirements of the university to which they expect to transfer. Completion of the suggested curriculum along with the appropriate General Education Core will qualify students for an associate degree.

### Additional Degrees

An additional associate degree may be conferred if all requirements for both degrees have been satisfactorily completed and at least 30 additional semester hours credit have been earned above the one requiring the most hours.

## Associate in Applied Science Degree Information & Certificates

The Associate in Applied Science degree (A.A.S.) is awarded upon completion of a prescribed two-year program of study designed to prepare students to enter and compete in the job market. A.A.S. curricula are designed to enable the graduate to enter an occupation with marketable skills, an acceptable level of technical competency, and the ability to communicate effectively. The general education core and the total number of hours required for completing an A.A.S. degree varies depending upon the program of study.

**Certificate Programs**

FPC offers certificate programs designed to meet specific employment needs of the community. Students who enroll in certificate programs are generally interested in reentering the job market after an absence, changing careers, or upgrading job related skills in order to enhance employment specialization. Although certificates are normally one year in length, the specific number of credit hours varies by program area.

**Program Advisory Committees**

Advisory committees are used by the instructional divisions in each technical program area for program development, evaluation, long-range planning, development of employment opportunities for graduates, and other program issues. These committees provide an essential link between the education institution and the business community to ensure that graduates are adequately prepared for employment. Members of the advisory committees are selected from related industry, prospective employers, and other knowledgeable community representatives.

**Marketable Skills Achievement Awards**

Advisory committees are valuable resources that assist the instructional divisions in each technical program area to determine which courses constitute a marketable basic-skill. The Marketable Skills Achievement Award provides an additional opportunity for students to enter the workforce with the necessary basic skills in a specific area such as agriculture or welding. These awards range from nine (9) to fourteen (14) credit hours.

# General Education Core Curriculum

## Frank Phillips College

Component Area (*Core Curriculum Codes)	Required Credit Hours
<b>Communication (*10)</b>	6
ENGL 1301, SPCH 1311, SPCH 1318 <b>or</b> SPCH 1321	
Choose two (2) courses to fulfill the communication requirement; however, students must realize that ENGL 1301 is a pre-requisite to ENGL 1302, which is also required in the core. It is, therefore, in the best interest of students to choose ENGL 1301 and one speech class.	
<b>Mathematics (*20)</b>	3
MATH 1314, MATH 1316, MATH 1324, MATH 1325, MATH 1332, MATH 1342, MATH 1350, MATH 1351, MATH 2312, MATH 2313, MATH 2314, MATH 2315, MATH 2318, MATH 2320, MATH 2413, <b>or</b> MATH 2414	
Choose one (1) course for core requirements.	
<b>Life &amp; Physical Sciences (*30)</b>	6
AGRI 1419, ANTH 2401, BIOL 1406, BIOL 1407, BIOL 1411, BIOL 1413, BIOL 2401, BIOL 2402, BIOL 2406, BIOL 2421, CHEM 1405, CHEM 1407, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, PHYS 1401, PHYS 1402, PHYS 1403, PHYS 1404, PHYS 1415, PHYS 1417, PHYS 2425, <b>or</b> PHYS 2426	
Choose two (2) courses from the list. The courses do not have to be in the same discipline; however, students should choose courses that best fit their intended majors. The distribution of credits for science will be two six (6) of the hours counting as a Natural Science requirement, and two (2) of the hours counting as a Component Area Option. Fulfillment of both component areas is required to complete the core curriculum.	
<b>Language, Philosophy &amp; Culture (*40)</b>	3
ANTH 2346, ANTH 2351, ENGL 2321, ENGL 2326, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, <b>or</b> HIST 2311	
Choose one (1) course from the list. Students pursuing an Associate of Arts degree are required to have either an anthropology course and a literature course or two literature courses.	
<b>Creative Arts (*50)</b>	3
HUMA 1315, ARTS 1303, ARTS 1304, <b>or</b> MUSI 1306	
Choose one (1) course from the list.	
<b>American History (*60)</b>	6
HIST 1301 <b>and</b> HIST 1302	
Both courses are required for fulfillment of the core curriculum.	
<b>Government/Political Science (*70)</b>	6
GOVT 2305 <b>and</b> GOVT 2306	
Both courses are required for fulfillment of the core curriculum.	
<b>Social and Behavioral Sciences (*80)</b>	3
ECON 2301, ECON 2302, PSYC 2301, PSYC 2314, or SOCI 1301	
Choose one (1) course from the list.	
<b>Component Area Option (*90)</b>	6
PSYC 1100 <b>or</b> EDUC 1100	Students must take one (1) of these courses. (1)
ENGL 1302 <b>or</b> ENGL 2311	Students must take one (1) of these courses. (3)
*The remaining two (2) hours required to fulfill the component area option are derived from the additional two (2) hours taken under the Life & Physical Sciences component area.	(2)
<b>Total Credit Hours</b>	<b>42</b>

# Associate in Arts General Degree

## Frank Phillips College

Component Area (*Core Curriculum Codes)	Required Credit Hours
<b>Communication (*10)</b>	<b>6</b>
<i>Must include:</i>	
ENGL 1301 Composition I <b>and</b>	(3)
SPCH 1311 Introduction to Speech Communication <b>or</b>	(3)
SPCH 1321 Business & Professional Communication	
<b>Mathematics (*20)</b>	<b>3</b>
<i>Any college-level mathematics course</i>	
<b>Life &amp; Physical Sciences (*30)</b>	<b>6</b>
<i>Must be laboratory science courses**</i>	
<b>Language, Philosophy, and Culture (*40)</b>	<b>3</b>
<i>Choose one course from the list below:</i>	
ANTH 2346 General Anthropology	ENGL 2332 World Literature I
ANTH 2351 Cultural Anthropology	ENGL 2333 World Literature II
ENGL 2321 British Literature	ENGL 2342 Forms of Literature I
ENGL 2326 American Literature	ENGL 2343 Forms of Literature II
<b>Creative Arts (*50)</b>	<b>3</b>
<i>Choose one course from the list below:</i>	
HUMA 1315 Fine Arts Appreciation	ARTS 1304 Art History Survey II
ARTS 1303 Art History Survey I	MUSI 1306 Music Appreciation
<b>American History (*60)</b>	<b>6</b>
<i>Must include:</i>	
(Legislatively mandated)	
HIST 1301 United States History I <b>and</b>	(3)
HIST 1302 United States History II	(3)
<b>Government/Political Science (*70)</b>	<b>6</b>
<i>Must include:</i>	
(Legislatively mandated)	
GOVT 2305 Federal Government <b>and</b>	(3)
GOVT 2306 Texas Government	(3)
<b>Social/Behavioral Science (*80)</b>	<b>3</b>
<i>Choose one course from the list below:</i>	
ECON 2301 Principles of Macroeconomics	PSYC 2301 General Psychology
ECON 2302 Principles of Microeconomics	PSYC 2314 Lifespan Growth & Development
	SOCI 1301 Introduction to Sociology
<b>Component Area Option (*90)</b>	<b>6</b>
EDUC 1100 Learning Framework <b>or</b> PSYC 1100 Learning Framework	(1)
ENGL 1302 Composition II <b>or</b> ENGL 2311 Technical & Business Writing	(3)
**the remaining two (2) hours are derived from the lab science courses above	(2)
<b>Additional Credit Hours for A.A. Degree</b>	<b>3</b>
Any literature course (in addition to the literature course taken in the core requirements)	
<b>Humanities Elective for A.A. Degree</b>	<b>3</b>
<i>Choose one course from the list below:</i>	
ENGL 1302 Composition II	HIST 2301 Texas History
ENGL 2307 Creative Writing I	HIST 2311 Western Civilization I
ENGL 2311 Technical & Business Writing	HIST 2312 Western Civilization II
ENGL 2342 Forms of Literature I	SPCH 1321 Business & Professional Communication
ENGL 2343 Forms of Literature II	
<b>Approved Electives (Refer to the appropriate focus area for recommended electives.)</b>	<b>16</b>
<b>A.A. Degree Total:</b>	<b>64 Credit Hours Minimum</b>

# Associate in Science General Degree

## Frank Phillips College

Component Area (*Core Curriculum Codes)	Required Credit Hours
<b>Communication (*10)</b>	<b>6</b>
<i>Must include:</i>	
ENGL 1301 Composition I <i>and</i>	(3)
SPCH 1311 Introduction to Speech Communication <i>or</i>	(3)
SPCH 1321 Business & Professional Communication	
<b>Mathematics (*20)</b>	<b>3</b>
<i>Any college-level mathematics course</i>	
<b>Life &amp; Physical Sciences (*30)</b>	<b>6</b>
<i>Must be laboratory science courses**</i>	
<b>Language, Philosophy, and Culture (*40)</b>	<b>3</b>
<i>Choose one course from the list below:</i>	
ANTH 2346 General Anthropology	ENGL 2332 World Literature I
ANTH 2351 Cultural Anthropology	ENGL 2333 World Literature II
ENGL 2321 British Literature	ENGL 2342 Forms of Literature I
ENGL 2326 American Literature	ENGL 2343 Forms of Literature II
<b>Creative Arts (*50)</b>	<b>3</b>
<i>Choose one course from the list below:</i>	
HUMA 1315 Fine Arts Appreciation	ARTS 1304 Art History Survey II
ARTS 1303 Art History Survey I	MUSI 1306 Music Appreciation
<b>American History (*60)</b>	<b>6</b>
<i>Must include:</i>	
(Legislatively mandated)	
HIST 1301 United States History I <i>and</i>	(3)
HIST 1302 United States History II	(3)
<b>Government/Political Science (*70)</b>	<b>6</b>
<i>Must include:</i>	
(Legislatively mandated)	
GOVT 2305 Federal Government <i>and</i>	(3)
GOVT 2306 Texas Government	(3)
<b>Social/Behavioral Science (*80)</b>	<b>3</b>
<i>Choose one course from the list below:</i>	
ECON 2301 Principles of Macroeconomics	PSYC 2314 Lifespan Growth & Development
ECON 2302 Principles of Microeconomics	SOCI 1301 Introduction to Sociology
PSYC 2301 General Psychology	
<b>Component Area Option (*90)</b>	<b>6</b>
EDUC 1100 Learning Framework <i>or</i> PSYC 1100 Learning Framework	(1)
ENGL 1302 Composition II <i>or</i> ENGL 2311 Technical & Business Writing	(3)
**the remaining two (2) hours are derived from the lab science courses above	(2)
<b>Additional Credit Hours for A.S. Degree - Choose one of the options below:</b>	<b>6</b>
1. Students may take two (2) additional college-level mathematics courses; <i>or</i>	
2. Students may take one (1) additional college-level lab science course and one (1) additional college-level mathematics course; <i>or</i>	
3. Students may take two (2) additional college-level lab science courses; <i>or</i>	
4. Students may take one (1) additional college-level mathematics course and one (1) additional social science course from the courses listed below:	
<i>Social Science Elective</i>	
EDUC 1301 Introduction to Teaching Profession	PSYC 2314 Lifespan Growth & Development
GOVT 2304 Introduction to Political Science	PSYC 2319/SOCI 2326 Social Psychology
GOVT 2306 Texas Government	SOCI 1306 Social Problems
GOVT 2311 Mexican-American Politics	SOCI 2301 Marriage & the Family
<b>Approved Electives (Refer to the appropriate focus area for recommended electives.)</b>	<b>16</b>
<b>A.S. Degree Total:</b>	<b>64 Credit Hours Minimum</b>



# Associate of Arts in Teaching Degree

Leading to Initial Texas Teaching Certification in EC - 6

Frank Phillips College

Component Area (*Core Curriculum Codes)	Required Credit Hours
<b>Communication (*10)</b>	<b>6</b>
<b>Must include:</b>	
ENGL 1301 Composition I <b>and</b>	(3)
SPCH 1311 Introduction to Speech Communication <b>or</b>	(3)
SPCH 1321 Business & Professional Communication	
<b>Mathematics (*20)</b>	<b>3</b>
MATH 1314 College Algebra	
<b>Life &amp; Physical Sciences (*30)</b>	<b>6</b>
<b>Must be laboratory science courses**</b>	
<b>Language, Philosophy, and Culture (*40)</b>	<b>3</b>
<b>Choose one course from the list below:</b>	
ANTH 2346 General Anthropology	ENGL 2332 World Literature I
ANTH 2351 Cultural Anthropology	ENGL 2333 World Literature II
ENGL 2321 British Literature	ENGL 2342 Forms of Literature I
ENGL 2326 American Literature	ENGL 2343 Forms of Literature II
<b>Creative Arts (*50)</b>	<b>3</b>
<b>Choose one course from the list below:</b>	
HUMA 1315 Fine Arts Appreciation	ARTS 1304 Art History Survey II
ARTS 1303 Art History Survey I	MUSI 1306 Music Appreciation
<b>American History (*60)</b>	<b>6</b>
<b>Must include:</b>	
(Legislatively mandated)	
HIST 1301 United States History I <b>and</b>	(3)
HIST 1302 United States History II	(3)
<b>Government/Political Science (*70)</b>	<b>6</b>
<b>Must include:</b>	
(Legislatively mandated)	
GOVT 2305 Federal Government <b>and</b>	(3)
GOVT 2306 Texas Government	(3)
<b>Social/Behavioral Science (*80)</b>	<b>3</b>
<b>Choose one course from the list below:</b>	
ECON 2301 Principles of Macroeconomics	PSYC 2314 Lifespan Growth & Development
ECON 2302 Principles of Microeconomics	SOCI 1301 Introduction to Sociology
PSYC 2301 General Psychology	
<b>Component Area Option (*90)</b>	<b>6</b>
EDUC 1100 Learning Framework <b>or</b> PSYC 1100 Learning Framework	(1)
ENGL 1302 Composition II <b>or</b> ENGL 2311 Technical & Business Writing	(3)
**the remaining two (2) hours are derived from the lab science courses above	
	(2)
<b>Additional Credit Hours for A.A. Degree</b>	<b>3</b>
<b>Any literature course (in addition to the literature course taken in the core requirements)</b>	
<b>Humanities Elective for A.A. Degree</b>	<b>3</b>
<b>Choose one course from the list below:</b>	
ENGL 1302 Composition II	HIST 2301 Texas History
ENGL 2307 Creative Writing I	HIST 2311 Western Civilization I
ENGL 2311 Technical & Business Writing	HIST 2312 Western Civilization II
ENGL 2342 Forms of Literature I	SPCH 1321 Business & Professional Communication
ENGL 2343 Forms of Literature II	
<b>AAT Components</b>	<b>15</b>
<i>Mathematics</i>	
MATH 1350 Advanced Mathematics I for Elementary Education Teachers	(3)
MATH 1351 Advanced Mathematics II for Elementary Education Teachers	(3)
<i>Science</i>	
BIOL 1308 Integrated Science: Biology for Non-Science Majors I (see advisor) <b>or</b>	(3)
PHYS 1415 Physical Science I <b>or</b> PHYS 1417 Physical Science II	(4)
<i>Field Experience Courses</i>	
EDUC 1301 Introduction to the Teaching Profession	(3)
EDUC 2301 Introduction to Special Populations	(3)
<b>Content Area Teaching Fields/Academic Disciplines</b>	<b>8</b>
<b>Degree Total Credit Hours</b>	<b>65</b>

# Associate of Arts in Teaching Degree

Leading to Initial Texas Teaching Certification in 4-8, EC-12 Special Education

## Frank Phillips College

Component Area (*Core Curriculum Codes)	Required Credit Hours
<b>Communication (*10)</b>	<b>6</b>
<b>Must include:</b>	
ENGL 1301 Composition I <b>and</b>	(3)
SPCH 1311 Introduction to Speech Communication <b>or</b>	(3)
SPCH 1321 Business & Professional Communication	
<b>Mathematics (*20)</b>	<b>3</b>
MATH 1314 College Algebra	
<b>Life &amp; Physical Sciences (*30)</b>	<b>6</b>
<b>Must be laboratory science courses**</b>	
<b>Language, Philosophy, and Culture (*40)</b>	<b>3</b>
<b>Choose one course from the list below:</b>	
ANTH 2346 General Anthropology	ENGL 2332 World Literature I
ANTH 2351 Cultural Anthropology	ENGL 2333 World Literature II
ENGL 2321 British Literature	ENGL 2342 Forms of Literature I
ENGL 2326 American Literature	ENGL 2343 Forms of Literature II
<b>Creative Arts (*50)</b>	<b>3</b>
<b>Choose one course from the list below:</b>	
HUMA 1315 Fine Arts Appreciation	ARTS 1304 Art History Survey II
ARTS 1303 Art History Survey I	MUSI 1306 Music Appreciation
<b>American History (*60)</b>	<b>6</b>
<b>Must include:</b>	
(Legislatively mandated)	
HIST 1301 United States History I <b>and</b>	(3)
HIST 1302 United States History II	(3)
<b>Government/Political Science (*70)</b>	<b>6</b>
<b>Must include:</b>	
(Legislatively mandated)	
GOVT 2305 Federal Government <b>and</b>	(3)
GOVT 2306 Texas Government	(3)
<b>Social/Behavioral Science (*80)</b>	<b>3</b>
<b>Choose one course from the list below:</b>	
ECON 2301 Principles of Macroeconomics	PSYC 2314 Lifespan Growth & Development
ECON 2302 Principles of Microeconomics	SOCI 1301 Introduction to Sociology
PSYC 2301 General Psychology	
<b>Component Area Option (*90)</b>	<b>6</b>
EDUC 1100 Learning Framework <b>or</b> PSYC 1100 Learning Framework	(1)
ENGL 1302 Composition II <b>or</b> ENGL 2311 Technical & Business Writing	(3)
**the remaining two (2) hours are derived from the lab science courses above	
	(2)
<b>Additional Credit Hours for A.A. Degree</b>	<b>3</b>
<b>Any literature course (in addition to the literature course taken in the core requirements)</b>	
<b>Humanities Elective for A.A. Degree</b>	<b>3</b>
<b>Choose one course from the list below:</b>	
ENGL 1302 Composition II	HIST 2301 Texas History
ENGL 2307 Creative Writing I	HIST 2311 Western Civilization I
ENGL 2311 Technical & Business Writing	HIST 2312 Western Civilization II
ENGL 2342 Forms of Literature I	SPCH 1321 Business & Professional Communication
ENGL 2343 Forms of Literature II	
<b>AAT Components</b>	<b>15</b>
<i>Mathematics</i>	
MATH 1350 Advanced Mathematics I for Elementary Education Teachers	(3)
MATH 1351 Advanced Mathematics II for Elementary Education Teachers	(3)
<i>Science</i>	
BIOL 1308 Integrated Science: Biology for Non-Science Majors I <b>or</b>	(3)
PHYS 1415 Physical Science I <b>or</b> PHYS 1417 Physical Science II	(4)
<i>Field Experience Courses</i>	
EDUC 1301 Introduction to the Teaching Profession	(3)
EDUC 2301 Introduction to Special Populations	(3)
<b>Content Area Teaching Fields/Academic Disciplines</b>	<b>8</b>
<b>Degree Total Credit Hours</b>	<b>65</b>

# Associate of Arts in Teaching Degree

Leading to Initial Texas Teaching Certification  
in 8-12, EC-12 Other Than Special Education

Frank Phillips College

Component Area (*Core Curriculum Codes)	Required Credit Hours
<b>Communication (*10)</b>	<b>6</b>
<b>Must include:</b>	
ENGL 1301 Composition I <b>and</b>	(3)
SPCH 1311 Introduction to Speech Communication <b>or</b>	(3)
SPCH 1321 Business & Professional Communication	
<b>Mathematics (*20)</b>	<b>3</b>
<i>Any college-level mathematics course</i>	
<b>Life &amp; Physical Sciences (*30)</b>	<b>6</b>
Must be laboratory science courses**	
<b>Language, Philosophy, and Culture (*40)</b>	<b>3</b>
<b>Choose one course from the list below:</b>	
ANTH 2346 General Anthropology	ENGL 2332 World Literature I
ANTH 2351 Cultural Anthropology	ENGL 2333 World Literature II
ENGL 2321 British Literature	ENGL 2342 Forms of Literature I
ENGL 2326 American Literature	ENGL 2343 Forms of Literature II
<b>Creative Arts (*50)</b>	<b>3</b>
<b>Choose one course from the list below:</b>	
HUMA 1315 Fine Arts Appreciation	ARTS 1304 Art History Survey II
ARTS 1303 Art History Survey I	MUSI 1306 Music Appreciation
<b>American History (*60)</b>	<b>6</b>
<b>Must include:</b>	
(Legislatively mandated)	
HIST 1301 United States History I <b>and</b>	(3)
HIST 1302 United States History II	(3)
<b>Government/Political Science (*70)</b>	<b>6</b>
<b>Must include:</b>	
(Legislatively mandated)	
GOVT 2305 Federal Government <b>and</b>	(3)
GOVT 2306 Texas Government	(3)
<b>Social/Behavioral Science (*80)</b>	<b>3</b>
<b>Choose one course from the list below:</b>	
ECON 2301 Principles of Macroeconomics	PSYC 2314 Lifespan Growth & Development
ECON 2302 Principles of Microeconomics	SOCI 1301 Introduction to Sociology
PSYC 2301 General Psychology	
<b>Component Area Option (*90)</b>	<b>6</b>
EDUC 1100 Learning Framework <b>or</b> PSYC 1100 Learning Framework	(1)
ENGL 1302 Composition II <b>or</b> ENGL 2311 Technical & Business Writing	(3)
**the remaining two (2) hours are derived from the lab science courses above	(2)
<b>Additional Credit Hours for A.A. Degree</b>	<b>3</b>
<b>Any literature course (in addition to the literature course taken in the core requirements)</b>	
<b>Humanities Elective for A.A. Degree</b>	<b>3</b>
<b>Choose one course from the list below:</b>	
ENGL 1302 Composition II	HIST 2301 Texas History
ENGL 2307 Creative Writing I	HIST 2311 Western Civilization I
ENGL 2311 Technical & Business Writing	HIST 2312 Western Civilization II
ENGL 2342 Forms of Literature I	SPCH 1321 Business & Professional Communication
ENGL 2343 Forms of Literature II	
<b>AAT Components</b>	<b>16</b>
<i>Field Experience Courses</i>	
EDUC 1301 Introduction to the Teaching Profession	(3)
EDUC 2301 Introduction to Special Populations	(3)
<b>Content Area Teaching Fields/Academic Disciplines</b>	(10)
<b>Degree Total Credit Hours</b>	<b>66</b>

# Associate of Arts - in Music Field of Study Curriculum

## Frank Phillips College

Component Area (*Core Curriculum Codes)	Required Credit Hours
<b>General Education*</b>	<b>32</b>
<b>Communication (*10)</b>	<b>6</b>
<b>Must include:</b>	
ENGL 1301 Composition I <b>and</b>	(3)
SPCH 1311 Introduction to Speech Communication <b>or</b>	(3)
SPCH 1321 Business & Professional Communication	
<b>Mathematics (*20)</b>	<b>3</b>
<i>Any college-level mathematics course</i>	
<b>Life &amp; Physical Sciences (*30)</b>	<b>3</b>
<i>Must be laboratory science course**</i>	
<b>Language, Philosophy, and Culture (*40)</b>	<b>3</b>
<i>Must be a literature course</i>	
<b>American History (*60)</b>	<b>6</b>
<b>Must include:</b>	
<i>(Legislatively mandated)</i>	
HIST 1301 United States History I <b>and</b>	(3)
HIST 1302 United States History II	(3)
<b>Government/Political Science (*70)</b>	<b>6</b>
<b>Must include:</b>	
<i>(Legislatively mandated)</i>	
GOVT 2305 Federal Government <b>and</b>	(3)
GOVT 2306 Texas Government	(3)
<b>Component Area Option (*90)</b>	<b>5</b>
EDUC 1100 Learning Framework <b>or</b> PSYC 1100 Learning Framework	(1)
ENGL 1302 Composition II <b>or</b> ENGL 2311 Technical & Business Writing	(3)
<i>**the remaining one (1) hour is derived from the lab science course above</i>	(1)
<b>Music Field of Study Curriculum (FOSC)</b>	<b>34</b>
<i>Music Theory:</i>	(12)
MUSI 1311 Music Theory I      MUSI 2311 Music Theory III	
MUSI 1312 Music Theory II      MUSI 2312 Music Theory IV	
<i>Sight Singing &amp; Ear Training:</i>	
MUSI 1116 Sight Singing & Ear Training I      MUSI 2116 Sight Singing & Ear Training III	(4)
MUSI 1116 Sight Singing & Ear Training II      MUSI 2117 Sight Singing & Ear Training IV	
<i>Music Literature:</i>	
MUSI 1308 Music Literature I	(3)
<i>Primary Applied:</i>	
Choose either Option A or Option B for both Primary Applied and Secondary Applied	
Option A – Piano      MUAP 1XXX and/or MUAP 2XXX	(8)
Option B      Choose from one of the following fields: Voice, Brass, Organ, Strings, Woodwind or Percussion MUAP 1XXX and/or MUAP 2XXX	
<i>Secondary Applied:</i>	
Choose either Option A or Option B for both Primary Applied and Secondary Applied	
Option A – Piano      MUAP 1XXX and/or MUAP 2XXX	(4)
Option B      Choose from one of the following fields: Voice, Brass, Organ, Strings, Woodwind or Percussion MUAP 1XXX and/or MUAP 2XXX	
<i>Ensembles: Community Choir and/or Instrumental Ensemble</i>	
MUEN 1131 Instrumental Ensemble      MUEN 1151 Community Choir	
MUEN 1132 Instrumental Ensemble      MUEN 1152 Community Choir	(3)
MUEN 2131 Instrumental Ensemble      MUEN 2151 Community Choir	
MUEN 2132 Instrumental Ensemble      MUEN 2152 Community Choir	
<b>Degree Total Credit Hours</b>	<b>66</b>

# Focus Recommendations

Frank Phillips College does not award associate degrees in arts or science with any particular concentration. However, the college recognizes that students who fill elective requirements with courses that lend themselves to preparation for a particular university baccalaureate degree often have greater success. Advisors have developed recommendations for students who know the general area in which they plan to seek a four-year degree so that students are well prepared for their upper-level courses. While no student is bound to follow a degree plan based on these recommendations, advisors will work with students to help them determine the best course of action for their plans.

## Accounting Focus Recommendations

### Career Opportunities

Accountants and auditors prepare, analyze and verify financial reports and taxes, and monitor information systems that furnish this information to managers in business, industrial and government organizations. Four major fields of accounting are public, management and governmental accounting, and internal auditing. Most accounting positions require a bachelor's degree.

The suggested curriculum below is for students who plan to transfer to a four-year college or university. Transferability and specific requirements can be determined only by the receiving institution. Students should consult an academic advisor early in their program of study. Only college-level courses may apply toward completion of this curriculum.

<b>I. General Education Core</b>	<b>42 credit hours</b>
See A.A. Degree or A.S. Degree (MATH 1324 & MATH 1325 are recommended to satisfy the mathematics requirement.)	
<b>II. Major Course Requirements</b>	<b>9 credit hours</b>
• BUSI 1301 Business Principles	(3)
• ACCT 2301 Principles of Accounting I	(3)
• ACCT 2302 Principles of Accounting II	(3)
<b>III. Focus Area Recommended Courses</b>	
• ECON 2301 Principles of Macroeconomics	(3)
• ECON 2302 Principles of Microeconomics	(3)
• MATH 1325 Calculus for Business & Social Sciences	(3)
<b>Total:</b>	<b>64 credit hours minimum</b>

## Agriculture Focus Recommendations

### Career Opportunities

Many agriculture career opportunities are enhanced by taking agriculture courses. Students entering the various agriculture fields may benefit from the knowledge and skills gained by taking agriculture courses. Students receiving an associate degree typically transfer and pursue a degree from a four-year institution. The following are some career fields that agriculture major can pursue:

- Agriculture Education
- Extension Agent
- Agronomist
- Agricultural Lender
- Animal Scientist
- Research

The suggested curriculum below is for students who plan to transfer to a four-year college or university. Transferability and specific requirements can be determined only by the receiving institution. Students should consult an academic advisor early in their program of study. Only college-level courses may apply toward completion of this curriculum.

#### **I. General Education Core** **42 credit hours**

See A.A. Degree or A.S. Degree

AGRI 1419, BIOL 1411, BIOL 1413, CHEM 1411 or  
(CHEM 1412 are suggested to satisfy the life and  
physical science requirement.)

#### **I. Major Course Requirements** **12 credit hours**

- AGRI 1131 The Agricultural Industry (1)
- AGRI 1407 Agronomy (4)
- AGRI 1419 Introductory Animal Science (4)
- AGRI 2317 Intro. to Agricultural Economics (3)

#### **I. Focus Area Recommended Courses**

- AGRI 2313 Plant Protection (3)
- AGRI 1329 Principles of Food Science (3)
- AGRI 2330 Wildlife Conservation & Mgmt. (3)

**Total:** **64 credit hours minimum**

## Biology Focus Recommendations

### Career Opportunities

Biology students may select a career in a wide range of scientific and technical fields. Students transferring to a university may pursue such diverse fields as the following:

- Biology
- Biology with emphasis on Zoology, Cell & Molecular Biology or Microbiology
- Biology as a component of a combined degree such as Biochemistry, Bioinformatics or Biotechnology
- Biology related to Animal Science and Behavior
- Range & Wildlife Management
- Ecology
- Environmental Sciences
- Health-related fields( i.e., Pre-Medicine, Pharmacy, Kinesiology, or Physical Therapy
- Science Policy

The suggested curriculum below is for students who plan to transfer to a four-year college or university. Transferability and specific requirements can be determined only by the receiving institution. Students should consult an academic advisor early in their program of study. Only college-level courses may apply toward completion of this curriculum.

#### I. General Education Core

**42 credit hours**

See A.A. Degree or A.S. Degree

(BIOL 1406 and BIOL 1407 are required to satisfy the life and physical science requirement.)

#### II. Major Course Requirements

BIOL 1406 and BIOL 1407 as stated above.

#### III. Focus Area Recommended Courses\*

- BIOL 2401 Anatomy & Physiology I (4)
- BIOL 2402 Anatomy & Physiology II (4)
- BIOL 1411 General Botany (4)
- BIOL 1413 General Zoology (4)
- BIOL 2421 Microbiology for Science Majors (4)
- BIOL 2406 Environmental Biology (4)
- CHEM 1411 General Chemistry I (4)
- CHEM 1412 General Chemistry II (4)
- PHYS 1401 College Physics I (4)
- PHYS 1402 College Physics II (4)
- MATH 1314 College Algebra (3)
- MATH 1316 Plane Trigonometry (3)

\*Students should consult their transfer institution early to determine which electives are appropriate for the particular track of their desired Biology degree.

**Total:**

**64 credit hours minimum**

## Business Focus Recommendations

### Career Opportunities

Numerous career opportunities are available to those with an academic background in business. Areas of career opportunities are listed below. Prospective students should bear in mind that many of these areas require training beyond the associate degree and many may require professional degrees.

- Banking & Finance
- Retail Sales
- Accounting
- Insurance
- Marketing
- Management
- Human Resources

The suggested curriculum below is for students who plan to transfer to a four-year college or university. Transferability and specific requirements can be determined only by the receiving institution. Students should consult an academic advisor early in their program of study. Only college-level courses may apply toward completion of this curriculum.

<b>I. General Education Core</b>	<b>42 credit hours</b>
See A.A. Degree or A.S. Degree (MATH 1324 and MATH 1325 are recommended to satisfy the mathematics requirement.)	
<b>II. Major Course Requirements</b>	<b>15 credit hours</b>
• BUSI 1301 Business Principles	(3)
• ECON 2301 Principles of Macroeconomics	(3)
• ECON 2302 Principles of Microeconomics	(3)
• ACCT 2301 Principles of Accounting I	(3)
• ACCT 2302 Principles of Accounting II	(3)
<b>III. Focus Area Recommended Courses</b>	
• BUSI 2301 Business Law	(3)
<b>Total:</b>	<b>64 credit hours minimum</b>



## Chemistry Focus Recommendations

### Career Opportunities

Chemistry students may select a career in a wide range of scientific and technical fields. Students matriculating to a four-year institution pursue many diverse fields such as the following:

- Chemistry
- Astronomy
- Pre-Medical
- Biology
- Pharmacy
- Biochemistry
- Physical Therapy
- Medical Research
- Geology
- Ecology
- Engineering
- Environmental Science

The suggested curriculum below is for students who plan to transfer to a four-year college or university. Transferability and specific requirements can be determined only by the receiving institution. Students should consult an academic advisor early in their program of study. Only college-level courses may apply toward completion of this curriculum.

<b>I. General Education Core</b>	<b>42 credit hours</b>
See A.A. Degree or A.S. Degree (CHEM 1411 and CHEM 1412 are required to satisfy the life and physical science requirement.)	
<b>II. Major Course Requirements</b>	<b>8 credit hours</b>
• CHEM 2423 Organic Chemistry I	(4)
• CHEM 2425 Organic Chemistry II	(4)
<b>III. Focus Area Recommended Courses</b>	
• PHYS 2425 University Physics I	(4)
• PHYS 2426 University Physics II	(4)
• ENGL 2311 Technical & Business Writing	(3)
• MATH 1316 Plane Trigonometry	(3)
• MATH 2413 Calculus I	(4)
• MATH 2414 Calculus II	(4)
<b>Total:</b>	<b>64 credit hours minimum</b>

## Engineering Focus Recommendations Fast Track

### Career Opportunities

Many career opportunities are enhanced by studying engineering. Students unable to pursue the fast-track program indicated below due to anticipated employment or family needs are advised to complete requirements for the Associate in Science degree thus ensuring transfer of credits should continuous enrollment in college courses be disrupted. Students transferring to a four-year institution and pursuing an engineering degree typically enter vocational fields such as these listed below:

- Chemical Engineering
- Engineering Physics
- Civil Engineering
- Industrial Engineering
- Computer Engineering
- Mechanical Engineering
- Electrical Engineering
- Petroleum Engineering

The suggested curriculum below is for students who plan to transfer to Texas Tech University after receiving 42 semester credit hours at Frank Phillips College. Transferability and specific requirements of other universities can be determined only by the receiving institution. Students should consult an academic advisor early in their program of study.

***Fast-Track recommended sequences of courses are listed below.***

<b>I. Fall Semester</b>	<b>15 credit hours</b>
• CHEM1411 General Chemistry I	4
• MATH 2413 Calculus I	4
• PHYS 2425 University Physics I	4
• HIST 1301 United States History I	3
<b>II. Spring Semester</b>	<b>18 credit hours</b>
• CHEM 1412 General Chemistry II	4
• MATH 2414 Calculus II	4
• PHYS 2426 University Physics II	4
• ENGL 1301 Composition I	3
• GOVT 2305 Federal Government	3
<b>III. Fall Semester</b>	<b>15 credit hours</b>
• MATH 2315 Calculus III	3
• HUMA1315 Fine Arts Appreciation	3
• ENGL 1302 Composition II	3
• HIST 1302 United States History II	3
• GOVT 2306 Texas Government	3
<b>Total:</b>	<b>48 credit hours</b>

## English Focus Recommendations

English courses are designed to train students in effective communication. Composition I and II enable students to build skills in thinking and analysis and to express their products in written form. Composition I students will practice expository and persuasive writing while examining model essays. Composition II students will read and analyze literature through the vehicle of written literary criticism; a critical research paper is required. Masterpieces of World Literature I and II, Masterpieces of British Literature, Masterpieces of American Literature, and Literature of the Non-Western World are courses designed to familiarize students with the various genres of literature—fiction, non-fiction, poetry and drama.

### Career Opportunities

Combined with further study, the associate degree with a focus in English may equip students for a variety of careers in education, law, government and public information.

The suggested curriculum below is for students who plan to transfer to a four-year college or university. Transferability and specific requirements can be determined only by the receiving institution. Students should consult an academic advisor early in their program of study. Only college-level courses may apply toward completion of this curriculum.

<b>I. General Education Core</b>	<b>42 credit hours</b>
See A.A. Degree or A.S. Degree (ENGL 1301 and ENGL 1302 are required in the core curriculum to satisfy the communication and component area option requirements. ENGL 2321, 2326, 2332, 2333, 2342 or 2343 will satisfy the language, philosophy & cultural requirement.)	
<b>II. Major Course Requirements</b>	<b>3 credit hours</b>
<ul style="list-style-type: none"><li>ENGL 2332 World Literature I <i>or</i></li><li>ENGL 2333 World Literature II</li></ul>	(3)
<b>III. Focus Area Recommended Courses</b>	
<ul style="list-style-type: none"><li>ENGL 2307 Creative Writing I</li><li>ENGL 2311 Technical &amp; Business Writing</li><li>ENGL 2321 British Literature</li><li>ENGL 2326 American Literature</li><li>ENGL 2331 World Literature (of Non-Western World)</li><li>ENGL 2342 Forms of Literature I</li><li>ENGL 2343 Forms of Literature II</li><li>SPAN 1411 Beginning Spanish I</li><li>SPAN 1412 Beginning Spanish II</li><li>SPAN 2311 Intermediate Spanish I</li><li>SPAN 2312 Intermediate Spanish II</li></ul>	 (3) (3) (3) (3) (3) (3) (3) (4) (4) (3) (3)
<b>Total:</b>	<b>64 credit hours minimum</b>

## Government Focus Recommendations

### Career Opportunities

Numerous career opportunities are available to those with an academic background in political science. Prospective students should bear in mind that many of these areas require training beyond the associate degree. Career opportunities include (but are not limited to) the following:

- Education (secondary and post-secondary)
- Public Services
- Governmental Agencies
- Law

The suggested curriculum below is for students who plan to transfer to a four-year college or university. Transferability and specific requirements can be determined only by the receiving institution. Students should consult an academic advisor early in their program of study. Only college-level courses may apply toward completion of this curriculum.

- |  |                        |
|--|------------------------|
| <b>I. General Education Core</b>   | <b>42 credit hours</b> |
| See A.A. Degree or A.S. Degree<br>(GOVT 2305 and GOVT 2306 are required to satisfy<br>the government/political science requirement.) |                        |
| <b>II. Major Course Requirements</b>   |                        |
| GOVT 2305 and GOVT 2306 as indicated above.  |                        |
| <b>III. Focus Area Recommended Courses</b>   |                        |
| • GOVT 2304 Intro. to Political Science  | (3)                    |
| • GOVT 2306 Texas Government   | (3)                    |
| • HIST 2301 Texas History  | (3)                    |
| • HIST 2321 World Civilizations I  | (3)                    |
| • HIST 2322 World Civilizations II   | (3)                    |
| • CRIJ 1301, 1306, 1307, 2314 or 2323  | (3)                    |
| • ECON 2301 Principle of Macroeconomics  | (3)                    |
| • ECON 2302 Principles of Microeconomics   | (3)                    |

<b>Total:</b>	<b>64 credit hours minimum</b>
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## History Focus Recommendations

### Career Opportunities

A baccalaureate degree in history will naturally assist the student interested in being a writer or teacher but also will provide career opportunities in such adjacent fields as public history, museum curator, archivist, research associate for public and private agencies, and in developing fields like environmental historian for state agencies, contract work for legal firms and in the areas which will dominate the twenty-first century: computer/ video/film documents.

The suggested curriculum below is for students who plan to transfer to a four-year college or university. Transferability and specific requirements can be determined only by the receiving institution. Students should consult an academic advisor early in their program of study. Only college-level courses may apply toward completion of this curriculum.

<b>I. General Education Core</b>	<b>42 credit hours</b>
See A.A. Degree or A.S. Degree (HIST 1301 and HIST 1302 are required to satisfy the American History requirement.)	
<b>II. Major Course Requirements</b>	<b>6 credit hours</b>
• HIST 1301 and HIST 1302 as indicated above	
• HIST 2321 World Civilizations I	(3)
• HIST 2322 World Civilizations II	(3)
<b>III. Focus Area Recommended Courses</b>	
• ECON 2301 Principles of Macroeconomics	(3)
• ECON 2302 Principles of Microeconomics	(3)
• PSYC 2301 General Psychology	(3)
• SOCI 1301 Introduction to Sociology	(3)
• HIST 2312 Western Civilizations II	(3)
• HIST 2301 Texas History	(3)
• HIST 2311 Western Civilization I	(3)
• HIST 2323 Eastern Civilizations	(3)
• HIST 2381 African-American History	(3)
<b>Total:</b>	<b>64 credit hours minimum</b>

## Mathematics Focus Recommendations

### Career Opportunities

Many career opportunities are enhanced by studying mathematics. Students entering business, industry, engineering, medicine and many other fields will benefit from the technical knowledge gained by taking mathematics courses.

- Actuary
- Consultant
- Education
- Engineering

The suggested curriculum below is for students who plan to transfer to a four-year college or university. Transferability and specific requirements can be determined only by the receiving institution. Students should consult an academic advisor early in their program of study. Only college-level courses may apply toward completion of this curriculum.

<b>I. General Education Core</b>	<b>42 credit hours</b>
See A.A. Degree or A.S. Degree (PHYS 2425 and PHYS 2426 are required to satisfy the life & physical science requirement.)	
<b>II. Major Course Requirements</b>	<b>14 credit hours</b>
• MATH 2312 Pre-Calculus	(3)
• MATH 2413 Calculus I	(4)
• MATH 2414 Calculus II	(4)
• MATH 2315 Calculus III	(3)
<b>III. Focus Area Recommended Courses</b>	
• MATH 2320 Differential Equations	(3)
• MATH 2318 Linear Algebra	(3)
• ENGL 2311 Technical & Business Writing	(3)
• CHEM 1411 General Chemistry I	(4)
• CHEM 1412 General Chemistry II	(4)
• PHYS 2425 University Physics I	(4)
• PHYS 2426 University Physics II	(4)
<i>Some universities may require</i>	
• PHYS 1401 College Physics I	(4)
• PHYS 1402 College Physics II	(4)
<b>Total:</b>	<b>64 credit hours minimum</b>

## Physics Focus Recommendations

### Career Opportunities

Physics students may select a career in a wide range of scientific and technical fields.

- Aerospace Technology
- Astronomy
- Biophysics
- Chemistry
- Computer Science
- Education
- Engineering
- Geophysics
- Instrumentation
- Medicine

The suggested curriculum below is for students who plan to transfer to a four-year college or university. Transferability and specific requirements can be determined only by the receiving institution. Students should consult an academic advisor early in their program of study. Only college-level courses may apply toward completion of this curriculum.

<b>I. General Education Core</b>	<b>42 credit hours</b>
See A.A. Degree or A.S. Degree (PHYS 2425 and PHYS 2426 are required to satisfy the life & physical science requirement.)	
<b>II. Major Course Requirements</b>	<b>11 credit hours</b>
• MATH 2312 Pre-Calculus	(3)
• MATH 2413 Calculus I	(4)
• MATH 2414 Calculus II	(4)
<b>III. Focus Area Recommended Courses</b>	
• MATH 2315 Calculus III	(3)
• MATH 2320 Differential Equations	(3)
• CHEM 1411 General Chemistry I	(4)
• CHEM 1412 General Chemistry II	(4)
• ENGL 2311 Technical & Business Writing	(3)
<b>Total:</b>	<b>64 credit hours minimum</b>

## Psychology Focus Recommendations

The psychology program features a variety of introductory courses exploring the nature of behavior and mental processes. These courses emphasize current psychological theory and research, as well as the practical application of the basic principles of psychology to the student's daily life.

### Career Opportunities

Most careers in psychology require a graduate degree. Students who earn advanced degrees in psychology are often employed as counselors, psychotherapists and mental health workers. With further study, a psychology degree may also be used as a stepping-stone to a career in education, business, law or medicine.

- Counselor
- Psychotherapy
- Mental health professional
- Social worker
- Teacher

The suggested curriculum below is for students who plan to transfer to a four-year college or university. Transferability and specific requirements can be determined only by the receiving institution. Students should consult an academic advisor early in their program of study. Only college-level courses may apply toward completion of this curriculum.

<b>I. General Education Core</b>	<b>42 credit hours</b>
See A.A. Degree or A.S. Degree (PSYC 2301 is required to satisfy the social and behavioral science requirement.)	
<b>II. Major Course Requirements</b>	<b>3 credit hours</b>
• PSYC 2314 Lifespan Growth & Development	(3)
<b>III. Focus Area Recommended Courses</b>	
• PSYC 2315 Psychology of Adjustment	(3)
• PSYC 2319 Social Psychology	(3)
• PSYC 2306 Human Sexuality	(3)
• SOCI 1301 Introduction to Sociology	(3)
• SOCI 1306 Social Problems	(3)
• SOCI 2301 Marriage and the Family	(3)
<b>Total:</b>	<b>64 credit hours minimum</b>



## Sociology Focus Recommendations

### Career Opportunities

The majority of students who select sociology as their focus at the community college transfer to a four-year program. Sociology is an excellent major for those planning to enter social service agencies. Some career opportunities are available with an associate degree. Sociology is an excellent major for students considering careers in education, business, law , medicine or psychology. Sociology majors typically seek careers in teaching, social services or research and planning in governmental or corporate settings.

- Teacher
- Business Professional
- Lawyer
- Medical Doctor
- Psychologist
- Social Worker

<b>I. General Education Core</b>	<b>42 credit hours</b>
See A.A. Degree or A.S. Degree (SOCI 1301 is required to satisfy the social and behavioral sciences requirement.)	
<b>II. Major Course Requirements</b>	<b>6 credit hours</b>
• SOCI 1306 Social Problems	(3)
• SOCI 2301 Marriage and the Family	(3)
<b>III. Focus Area Recommended Courses</b>	
• PSYC 2301 General Psychology	(3)
• PSYC 2315 Psychology of Adjustment	(3)
• PSYC 2306 Human Sexuality	(3)
• PSYC 2314 Lifespan Growth & Development (Child)	(3)
• ENGL 2311 Technical & Business Writing	(3)
• PHED 1346 Drug Use and Abuse	(3)
• SOCI 2326 Social Psychology	(3)

**Total: 64 credit hours minimum**

# Career & Technical Education Programs

## Agriculture Technology

### Associate in Applied Science Degree & Certificate in Farm & Ranch Management

The Agriculture Program encompasses all key aspects of the progressive agriculture industry and general education courses which when completed will meet the requirements for the Associate in Applied Science Degree in Agriculture (Farm and Ranch Management). The agriculture core course requirements concentrate on agribusiness, plant and soil sciences, animal and food sciences. General education core courses offer a solid foundation for students whether they plan on transferring to a university or immediately entering the workforce. The majority of the agriculture courses and all of general education courses are **transferable** in this particular degree plan.

A Certificate of Completion may also be earned after completing the required 30-32 credit hours and a Marketable Skills Achievement Award after completing the required 12 credit hours. Learn more about the Agriculture Program by contacting the agriculture department at ext. 784.

### Career Opportunities

There are endless agriculture career opportunities enhanced by completing the agriculture degree or certificate programs offered. Students entering agribusiness and production occupations can benefit from the technical knowledge and skills gained by taking the required agriculture courses and participating in the cooperative training program. Students receiving an Associate in Applied Science Degree in Agriculture (Farm and Ranch Management) typically enter vocational fields such as those listed below:

- Production Agriculture Operations
- Agriculture Marketing and Business Management
- Natural Resource Conservation
- Public Service in Agriculture
- Industrial Processing and Fabrication in Agriculture

## Associate in Applied Science Degree - Farm & Ranch Management

<b>I. General Education Core</b>	<b>19 credit hours</b>
• ENGL 1301 Composition I	3
• AGRI 1419 or Biology, Chemistry or Physics lab science	4
• SPCH 1311 Intro. to Speech Communication <b>or</b>	
• SPCH 1321 Business & Professional Communication	3
• MATH 1314 College Algebra or higher college-level math	3
• <i>select one course from options below:</i>	3
▪ HUMA1315 Fine Arts Appreciation <b>or</b>	
▪ ANTH 2351 Cultural Anthropology	
• <i>select one course from options below:</i>	3
▪ GOVT 2305 Federal Government <b>or</b>	
▪ GOVT 2306 Texas Government	
<b>II. Required Agriculture Core Courses</b>	<b>15 credit hours</b>
• AGRI 1131 The Agricultural Industry	1
• AGRI 1329 Principles of Food Science	3
• AGRI 1407 Agronomy	4
• AGRI 1419 Introductory Animal Science	4
• AGRI 2317 Introduction to Agricultural Economics	3
<b>III. Required Agriculture Courses</b>	<b>23 credit hours</b>
• AGRI 1325 Marketing of Agricultural Products	3
• AGCR 1407 Range Management	4
• AGAH 2313 Principles of Feeds & Feeding	3
• AGRI 2321 Livestock Evaluation I	3
• AGRI 2330 Wildlife Conservation & Management	3
• AGRI 2403 Agricultural Construction	4
• AGMG 2388 Agribusiness Operations Internship	3
<b>IV. Electives-choose a minimum of 7 hours</b>	<b>7 credit hours</b>
• WLDG 1204 Fundm. of Oxy-Fuel Welding and Cutting	2
• WLDG 1202 Fundm. of Gas Metal Arc (GMAW) Welding	2
• WLDG 1428 Intro. to Shielded Metal Arc Welding (SMAW)	4
• AGMG 2301 Livestock Business Management	3
• BUSI 1301 Business Principles	3
• BCIS 1405 Business Computer Applications	4
• ACCT 2301 Principles of Accounting I-Financial	3
<b>Total:</b>	<b>64 credit hours</b>

## **Exit Level Certificate of Completion - Farm & Ranch Management**

<b>I. Required Agriculture Core Courses</b>	<b>15 credit hours</b>
• AGRI 1131 The Agricultural Industry	1
• AGRI 1329 Principles of Food Science	3
• AGRI 1407 Agronomy	4
• AGRI 1419 Introductory Animal Science	4
• AGRI 2317 Introduction to Agricultural Economics	3
<b>II. Select a minimum of 12 hours from the following:</b>	<b>12 credit hours</b>
• AGRI 1325 Marketing of Agricultural Products	3
• AGCR 1407 Range Management	4
• AGAH 2313 Principles of Feeds & Feeding	3
• AGMG 2301 Livestock Business Management	3
• AGRI 2321 Livestock Evaluation I	3
• AGRI 2330 Wildlife Conservation & Management	3
• AGRI 2403 Agricultural Construction	4
<b>III. Required Internship</b>	<b>3 credit hours</b>
• AGMG 2388 Agribusiness Operations Internship	3
<b>Total:</b>	<b>30-32 credit hours</b>

## **Marketable Skills Achievement Award - In Farm & Ranch Management**

<b>I. Required Agriculture Core Courses</b>	<b>12 credit hours</b>
• AGRI 1131 The Agricultural Industry	1
• AGRI 1407 Agronomy	4
• AGRI 1419 Introductory Animal Science	4
• AGRI 2317 Introduction to Agricultural Economics	3
<b>Total:</b>	<b>12 credit hours</b>

# Cosmetology

## Certificate of Completion

The cosmetology program is designed to incorporate the theory and laboratory experiences required to achieve the basic competencies necessary for a career in cosmetology, nail technology and/or cosmetology instructor. Students are introduced to the most current techniques based on the National Cosmetology Association Trend Releases. Frank Phillips College is dedicated to providing each student with competencies that will meet the demands of today's full-service salons. Satisfactory completion of the total required hours of instruction entitles the student to a certificate of completion. The issuance of this certificate is considered evidence that the holder is qualified to take the examination given by the Texas Department of Licenses and Regulation. The capstone experience for this program of study is the State Board of Cosmetology Exam. Individuals passing the state examination qualify to practice as licensed cosmetologists in the state of Texas.

The demand for cosmetologists in today's market is constant as the working population seeks out cosmetic services more frequently. Cosmetologists may specialize in hair design, cutting, perming, coloring and/or make-up. Although many cosmetologists are self-employed as stylists, business opportunities are also available in the following occupational areas: consultant, supply distributor or instructor.

## Admission to the Program

The Cosmetology program accepts students in fall, spring, and summer semesters. Each program has a student to faculty ratio of 25:1, and admission is offered to students who have completed all admission requirements on a first-come, first-serve basis. When the program has enrolled students to capacity, the Director will create a waiting list for students who may be admitted if space permits.

Students who are admitted into the Cosmetology program must meet all FPC admissions requirements and the following requirements:

1. Provide a birth certificate or driver's license.
2. Provide 25.00 in money order, debit card, or credit card for the TDLR fee.

## Certificate of Completion – Cosmetology

Required Courses	42 credit hours
Fall Semester	
• CSME 1443 Manicuring & Related Theory (CSME)	4
• CSME 1310 Introduction to Haircutting & Related Theory	3
• CSME 1447 Principles of Skin Care/Facials & Related Theory	4
• CSME 1505 Fundamentals of Cosmetology	5
Spring Semester	
• CSME 1553 Chemical Reformation & Related Theory	5
• CSME 2310 Intermediate Haircutting & Related Theory	3
• CSME 2337 Advanced Cosmetology Techniques	3
• CSME 2501 Principles of Hair Coloring & Related Theory	5
Summer Semester	
• CSME 2539 Advanced Hair Design	5
• CSME 2541 Preparation for Texas Cosmetology Examination	5

## Certificate of Completion - Nail Technology

Required Courses	19 credit hours
• CSME 1330 Orientation to Nail Technology	3
• CSME 1431 Principles of Nail Technology I	4
• CSME 1441 Principles of Nail Technology II	4
• CSME 1443 Manicuring & Related Theory (Nails)	4
• CSME 2430 Nail Enhancement	4

## Certificate of Completion – Cosmetology Instructor

Required Courses	20 credit hours
• CSME 1434 Cosmetology Instructor I	4
• CSME 1435 Orientation to the Instruction of Cosmetology	4
• CSME 2414 Cosmetology Instructor II	4
• CSME 2415 Cosmetology Instructor III	4
• CSME 2445 Instructional & Theory Clinical Operation	4

## Instrumentation & Electrical Technology (I&E)

### Associate in Applied Science Degree

The Instrumentation and Electrical Technology (I&E) program is intended to prepare students for positions within the petrochemical and related industries. The degree has distinct areas of concentration in Instrumentation Technology and Electrical Technology. Exit points include certificates of completion in each discipline area, as well as the Associate in Applied Science Degree. An internship experience is incorporated into the degree and the certificate programs to provide practical, relevant on-the-job training. For more information, contact the I&E center at ext. 138, 721 or 875.

The 31 hour certificate of completion in Pump and Engine Technology (P&E) will prepare students for positions in both field and plant operations within the petrochemical and related industries.

**Career Opportunities:** There are several career options open to students who have completed the Instrumentation and Electrical Technology (I&E) degree program. The job outlook in this area is favorable and employers are actively seeking graduates of this type of program. Many petrochemical plants are now requiring potential employees to have an associate degree prior to the offer of employment. Students receiving an Associate of Applied Science in Instrumentation and Electrical Technology (I&E), or receiving one of the certificates, typically enter the career pathways listed below.

- Instrumentation Technology
- Electrical Technology
- Pump & Engine Technology

# Associate in Applied Science

## Instrumentation & Electrical Technology (I&E)

<b>I. General Education Core</b>	<b>15 credit hours</b>
• MATH Elective (college-level math)	3
• ENGL 1301 Composition I	3
• HUMA1315 Fine Arts Appreciation	3
• SPCH Elective (college-level speech)	3
• Social/Behavioral Science Elective (college-level)	3
<b>II. Technical Core Courses</b>	<b>23 credit hours</b>
• CETT 1409 DC-AC Circuits	4
• CETT 1425 Digital Fundamentals	4
• INTC 1350 Digital Measurements & Controls	3
• INTC 1355 Unit Operations	3
• INTC 2336 Distributed Control & Programmable Logic	3
• INTC 2339 Instrument & Control Review (Capstone)	3
• INTC 2388 Internship Instrumentation Technology <i>or</i>	
• INTC 1391 Special Topics in Instrumentation Technology	3
<b>III. Required Instrumentation Technology Courses</b>	<b>12 credit hours</b>
• INTC 1305 Introduction to Instrumentation	3
• INTC 1348 Analytical Instrumentation	3
• INTC 1356 Instrumentation Calibration	3
• INTC 1358 Flow & Measurement Calibration	3
<b>IV. Required Electrical Technology Courses</b>	<b>12 credit hours</b>
• ELPT 1331 Survey of the National Electrical Code	3
• ELPT 1341 Motor Control	3
• ELPT 2339 Electrical Power Distribution	3
• ELPT 2347 Electrical Testing & Maintenance	3
<b>Total:</b>	<b>62 credit hours</b>

## Certificate of Completion — Instrumentation Technology

<b>I. Technical Core Courses</b>	<b>23 credit hours</b>
• CETT 1409 DC-AC Circuits	4
• CETT 1425 Digital Fundamentals	4
• INTC 1350 Digital Measurements & Controls	3
• INTC 1355 Unit Operations	3
• INTC 2336 Distributed Control & Programmable Logic	3
• INTC 2339 Instrument & Control Review (Capstone)	3
• INTC 2388 Internship Instrumentation Technology <b>or</b>	
• INTC 1391 Special Topics in Instrumentation Technology	3
<b>II. Required Instrumentation Technology Courses</b>	<b>12 credit hours</b>
• INTC 1305 Introduction to Instrumentation	3
• INTC 1348 Analytical Instrumentation	3
• INTC 1356 Instrumentation Calibration	3
• INTC 1358 Flow & Measurement Calibration	3
<b>Total:</b>	<b>35 credit hours</b>

## Certificate of Completion — Electrical Technology

<b>I. Technical Core Courses</b>	<b>23 credit hours</b>
• CETT 1409 DC-AC Circuits	4
• CETT 1425 Digital Fundamentals	4
• INTC 1350 Digital Measurements & Controls	3
• INTC 1355 Unit Operations	3
• INTC 2336 Distributed Control & Programmable Logic	3
• INTC 2339 Instrument & Control Review (Capstone)	3
• INTC 2388 Internship Instrumentation Technology <b>or</b>	
• INTC 1391 Special Topics in Instrumentation Technology	3
<b>II. Required Electrical Technology Courses</b>	<b>12 credit hours</b>
• ELPT 1331 Survey of the National Electrical Code	3
• ELPT 1341 Motor Control	3
• ELPT 2339 Electrical Power Distribution	3
• ELPT 2347 Electrical Testing & Maintenance	3
<b>Total:</b>	<b>35 credit hours</b>



## Certificate of Completion — Pump & Engine Technology (P&E)

- CBFM 2317 Mechanical Maintenance 3
- ENER 1330 Basic Mechanical Skills for Energy 3
- HEMR 1304 Natural Gas Compression 3
- IEIR 1343 Industrial Equipment Maintenance 3
- CETT 1409 DC-AC Circuits 4
- INTC 1305 Introduction to Instrumentation 3
- ELPT 1341 Motor Control 3
- INMT 2303 Pumps, Compressors & Mechanical Drives 3
- INTC 1355 Unit Operations (Capstone) 3
- HEMR 1304 Natural Gas Compression 3
- INTC 2388 Internship-Instrumentation Technology *or*
- INTC 1391 Special Topics in Instrumentation Technology 3

**Total:**

**31 credit hours**

## Marketable Skills Achievement Award - In Basic Electronics

### II. Required Courses

- CETT 1303 DC Circuits 3
- CETT 1305 AC Circuits 3
- CETT 1425 Digital Fundamentals 4
- INTC 2336 Distributed Control & Programmable Logic 3

**Total:**

**13 credit hours**

## **Nursing**

### **Nursing Program**

Upon satisfactory completion of a 12-month course of training the vocational nursing student is entitled to receive a Certificate of Completion and is prepared to function in a nursing situation as a graduate vocational nurse. A graduate vocational nurse is eligible to make application to the Texas Board of Nursing to take the NCLEX-PN to become a Licensed Vocational Nurse (LVN). The vocational nursing program at Frank Phillips College is approved by the Texas Board of Nursing and the Texas Higher Education Coordinating Board.

### **Career Opportunities**

A world of opportunity awaits you as a Licensed Vocational Nurse. You will be prepared to function as a vital member of a health care team. For men and women who accept the responsibilities of the profession, rewards will be plentiful and frequent. Your services will be in immediate demand and job prospects for the future appear excellent.

### **Special Admission Requirements**

Admission to the vocational nursing program is competitive. Final admission determination and assignment to clinical sites is based on comparative scores on the HESI Entrance Exam. A sanction screen, background verification, and drug screen are required for all students entering the Vocational Nursing Program. The sanction screen, background verification, and drug screen will be performed at the student's expense. The outcome may disqualify a student from continuing in the nursing program. For further information contact the Vocational Nursing Department.

### **Career Concept Nursing Program**

The Texas Board of Nursing and the Coordinating Board have approved the nursing program at Frank Phillips College. Vocational nursing courses may count toward an Associate of Science Degree in Nursing or a Bachelor of Science Degree in nursing. This concept of creates upward mobility in nursing through higher education. The process of upward mobility has been developed in cooperation with Amarillo College and WTAMU where facilities for registered nurses' training are available.

## Year 1—Vocational Nursing Certificate of Completion (FPC)

Satisfactory completion of the curriculum below makes the graduate eligible to apply for licensure as a Licensed Vocational Nurse.

<b>SUMMER</b>	<b>14 credit hours</b>
• PSYC 2301 General Psychology	3
• BIOL 2401 Anatomy & Physiology I	4
• BIOL 1322 Nutrition & Diet Therapy I	3
• BIOL 2402 Anatomy & Physiology II	4
<b>FALL</b>	<b>20 credit hours</b>
• VNSG 1402 Applied Nursing Skills I	4
• VNSG 1230 Maternal-Neonatal Nursing	2
• VNSG 1226 Gerontology	2
• VNSG 1227 Essentials of Medication Administration	2
• VNSG 1231 Pharmacology	2
• VNSG 1360 Clinical-Practical Nurse Introductory	3
• VNSG 1236 Mental Health	2
• HITT 1305 Medical Terminology I	3
<b>SPRING</b>	<b>14 credit hours</b>
• VNSG 1234 Pediatrics	2
• VNSG 1329 Medical-Surgical I	3
• VNSG 1332 Medical-Surgical II	3
• VNSG 2360 Clinical-Practical Nurse Intermediate	3
• VNSG 2363 Clinical-Practical Nurse Advanced	3
<b>Total:</b>	<b>48 credit hours</b>

### ***Clinical Sites***

Coon Memorial Hospital, Dalhart  
Pampa Regional Medical Center, Pampa  
Moore County Hospital District, Dumas  
Golden Plains Community Hospital, Borger  
Ochiltree Hospital District, Perryton

## **Associate Degree in Nursing (Amarillo College)**

After completing the vocational nursing program at Frank Phillips College, students can continue their studies toward the Associate Degree in Nursing. Satisfactory completion of the curriculum below makes the graduate eligible to apply for licensure as a Registered Nurse.

### **Curriculum – Program of Study at Amarillo College (AC)**

#### **GENERAL EDUCATION REQUIREMENTS**

##### *Communication*

- ENGL 1301 Composition I (freshman)
- Speech (see AC Catalog general education requirements)

##### *Humanities/Fine Arts*

- Humanities (see AC Catalog general education requirements)

##### *Mathematics/Natural Sciences*

- MATH 1332 Contemporary Math I (see AC Catalog general education requirements)
- BIOL2401 Human Anatomy and Physiology I
- BIOL2402 Human Anatomy and Physiology II
- BIOL 2421 Microbiology

##### *Social/Behavioral Sciences:*

- PSYC 2301 General Psychology

##### *Related Required Courses:*

- HECO 1322 Principles of Nutrition

Students may enroll in major course requirements after successful completion of all pre-requisite general education courses. \*Humanities may be taken concurrently with Transition to Nursing Practice, RNSG 2307. Transition at AC only goes from May to May after VN student receives nursing license.

#### **MAJOR COURSE REQUIREMENTS**

##### **Semester I**

- RNSG 2307 – Transition to Nursing Practice
- HPRS 2200 – Pharmacology for Health Professionals
- RNSG 1115 – Health Assessment I

**\*Articulated credit** will be granted for the following courses upon successful completion of RNSG 2307

##### Transition to Nursing Practice

- RNSG 1209 – Introduction to Nursing
- RNSG 1105 – Nursing Skills I
- RNSG 1331 – Principles of Clinical Decision Making
- RNSG 1362 – Clinical-Principles of Clinical Decision Making
- RNSG 1251 – Care of the Childbearing Family
- RNSG 1260 – Clinical-Care of the Childbearing Family
- RNSG 1247 – Concepts of Clinical Decision Making I
- RNSG 1263 – Clinical-Concepts of Clinical Decision Making I

##### **Semester II**

- RNSG 2201 – Care of Children and Family
- RNSG 2260 – Clinical-Care of Children and Family
- RNSG 1248 – Concepts of Clinical Decision Making II
- RNSG 2261 – Clinical-Concepts of Clinical Decision Making II
- RNSG 2213 – Mental Health Nursing
- RNSG 2161 – Clinical- Mental Health Nursing

##### **Semester III**

- RNSG 2231 – Adv. Concepts of Adult Health
- RNSG 2262 – Clinical-Adv. Concepts of Adult Health
- RNSG 2221 – Management of Client Care
- RNSG 2263 – Clinical-Management of Client Care
- RNSG 1110 – Intro to Community-Based Nursing
- RNSG 2163 – Clinical-Intro to Community-Based Nursing

**Total: 74 credit hours** (Theory and Clinical courses must be taken concurrently.)

### **Baccalaureate Degree in Nursing (WTAMU)**

The suggested curriculum below is for graduates of Frank Phillips College Vocational Nursing Program who plan to transfer to WTAMU to pursue a Bachelor of Science Degree in Nursing. Students should consult a counselor or academic advisor early in their program of study. In agreement with WTAMU Division of Nursing, Frank Phillips College Vocational Nursing graduates may petition for advance placement. See the WTAMU Catalog for further nursing curriculum guidelines.

#### **Freshman Year**

- ENGL 1301 & 1302 - Composition I & II
- BIOL 2401 & 2402 - Anatomy and Physiology
- CHEM 1411 – General Chemistry or BIOL 1372 – Natural Science
- PSYC 2301 - General Psychology
- PSYC 2314 - Child & Lifespan Development
- PHED - Physical Education
- COSC 1401 - Microcomputer Applications
- MATH 1314 - College Algebra

#### **Sophomore Year**

- ENGL 2332 - Masterpieces in World Literature I
- BIOL 2421 - Microbiology
- HIST 1301 - United States History I
- HIST 1302 - United States History II
- GOVT 2305 - Federal Government
- GOVT 2306 - Texas Government
- SOCI 1301 - Introduction to Sociology
- SCOM 1315 – Speech Communication
- BIOL 1322 – Elementary Nutrition
- Humanities

### **LICENSURE OF PERSONS WITH CRIMINAL CONVICTIONS, MENTAL ILLNESS, OR TREATMENT AND/OR ADDICTION FOR ALCOHOL OR DRUGS**

“The Board may rely solely on the conviction of a crime or probation for a crime, with or without an adjudication of guilt, to limit, deny, suspend, or revoke a license” (Texas Board of Nursing).

#### **DISCLOSURE OF CRIMINAL HISTORY OR DISCIPLINARY ACTIONS**

If you have been convicted, adjudged guilty by a court, plead guilty, no contest or nolo contendere to any crime in any state, territory or country, whether or not a sentence was imposed, including any pending criminal charges or unresolved arrests (excluding minor traffic violations), it must be disclosed to the Texas Board of Nursing. \* This includes expunged offenses and deferred adjudications with or without prejudice of guilt. Please note that DUI's, DWI's, and PI's must be reported and are not considered minor traffic violations. (One time minor in possession (MIP) or minor in consumption (MIC) does not need to be disclosed).

Individuals who have had any licensing authority refuse to issue you a license or revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a professional license or certificate held by you now or previously, or ever fined, censured, reprimanded or other imposed disciplined action taken must be disclosed to the Texas Board of Nursing.

#### **DISCLOSURE OF MENTAL ILLNESS**

The practice of professional nursing requires current mental fitness. The Board has identified certain disorders, which if occurring within the last 5 years, may indicate a potential lack of fitness. The disorders that must be disclosed to the Texas Board of Nursing include: schizophrenia and other psychotic disorders, bipolar disorder, paranoid personality disorder, anti-social personality disorder, or borderline personality disorder.

#### **DISCLOSURE OF TREATMENT AND/OR ADDICTION FOR ALCOHOL OR DRUGS**

The practice of professional nursing requires current sobriety and fitness. If you have been addicted to or treated

(i.e. attending support groups, out-patient treatment centers) for the use of alcohol or any other drug within the last five (5) years, it must be disclosed to the Texas Board of Nursing.

## Welding Technology

### Certificate of Completion

The welding program is designed to train the student in the fundamentals of industrial welding processes with emphasis on layout and design. Specific areas of training include welding processes, welding procedures, blueprint reading, welding metallurgy, plate welding, pipe welding, pipe fitting, plate and pipe layout and fabrication, welding inspection and weld testing methods. Preparation for ASME testing is included in the curriculum.

Students that complete a list of required courses then complete a chosen area of specialization receive a certificate of completion. Possible areas of specialization include General Welding Specialist, which is designed to establish a strong foundation utilizing various welding techniques and processes, and Pipe Welding Specialist, which includes carbon steel and stainless steel alloys, utilizing SMAW, GMAW (MIG), and GTAW (TIG) processes in all positions.

Also, students that complete the required basic skills courses of fourteen (14) credit hours will receive the marketable skills achievement award.

Special equipment is required of all welding students and includes the following: gloves, hood, goggles, and safety glasses.

### Certificate of Completion in Welding Technology

<b>I. Required Courses</b>	<b>23 credit hours</b>
• WLDG 1317 Introduction to Layout Fabrication	3
• WLDG 1204 Fundamentals of Oxy-Fuel Welding and Cutting	2
• DFTG 1325 Blueprint Reading and Sketching	3
• WLDG 1337 Introduction to Welding Metallurgy	3
• WLDG 1428 Intro. to Shielded Metal Arc Welding (SMAW)	4
• WLDG 1457 Intermediate Shielded Metal Arc Welding (SMAW)	4
• WLDG 2488 Internship – Welder/Welding Technologist*	4
*Capstone course	
<b>II. Selected Areas of Specialization</b>	<b>12-15 credit hours</b>
<b>-General Welding Specialist</b>	
• WLDG 1202 Intro. to Gas Metal Arc Welding(GMAW)	2
• WLDG 1206 Fundm. of Gas Tungsten Arc Welding(GTAW)	2
• WLDG 1435 Introduction to Pipe Welding	4
• WLDG 2443 Advanced Shielded Metal Arc Welding (SMAW)	4
<b>-Pipe Welding Specialist</b>	
• WLDG 1435 Introduction to Pipe Welding	4
• WLDG 2506 Intermediate Pipe Welding	5
• WLDG 2453 Advanced Pipe Welding	4
• WLDG 1206 Fundm. of Gas Tungsten Arc Welding (GTAW)	2
<b>Total:</b>	<b>35-38 credit hours</b>

**Additional Welding Classes Offered:**

• WLDG 1391 Special Topics	3
• WLDG 1305 Art Metals	3
• WLDG 2451 Advanced Gas Tungsten Arc Welding (GTAW)	4
• WLDG 2439 Advanced Oxy-Fuel Welding & Cutting	4
• WLDG 2447 Advanced Gas Metal Arc Welding (GMAW)	4
• WLDG 2452 Advanced Flux Cored Arc Welding	4
• PFPB 1443 Pipefitting Fabrication & Blueprint Reading	4
• PFPB 2408 Pipe Standards & Materials	4
• PFPB 2432 Adv. Pipefitting Standards, Specifications & Installation	4
• PFPB 2443 Advanced Pipe Practices	4
• PFPB 2449 Field Measuring, Sketching & Layout	4

**Pipe Fitting Specialist - Certificate of Completion**

<b>I. Required Courses</b>	<b>24 credit hours</b>
• WLDG 2488 Internship – Welder/Welding Technologist*	4
• PFPB 1443 Pipefitting Fabrication & Blueprint Reading	4
• PFPB 2408 Pipe Standards & Materials	4
• PFPB 2432 Adv. Pipefitting Standards, Specs. & Installation	4
• PFPB 2443 Advanced Pipe Practices	4
• PFPB 2449 Field Measuring, Sketching & Layout	4

**Marketable Skills Achievement Award in Basic Welding**

<b>I. Required Courses</b>	<b>12 credit hours</b>
• WLDG 1204 Fundamentals of Oxy-Fuel Welding and Cutting	2
• WLDG 1317 Intro. to Layout Fabrication	3
• DFTG 1325 Blueprint Reading and Sketching	3
• WLDG 1428 Intro. to Shielded Metal Arc Welding (SMAW)	4
<b>II. Area of Specialization</b>	<b>2 credit hours</b>
<i>Select one course from options below:</i>	
• WLDG 1202 Introduction to Gas Metal Arc (GMAW) Welding	2
• WLDG 1206 Fundamentals of Gas Tungsten Arc (GTAW) Welding	2

**Total:** **14 credit hours**

# Credit for Courses

Academic credit at Frank Phillips College is granted on the basis of credit hours. A credit hour represents the passing work accomplished by a class meeting one hour a week for sixteen weeks. In a class meeting three hours a week, therefore, three credit hours are earned. Laboratory classes may require additional contact hours per credit hour.

## **Explanation of Course Number**

All college courses include a prefix indicating the field of study in which they are classified and a four-digit number.

- The first digit of the course number indicates the classification of the course.  
1 = first-year level; 2 = sophomore level
- Courses with the first digit of "0" do not satisfy requirements for a degree from Frank Phillips College or any other state-supported college or university.
- The second digit represents the number of credit hours earned in the course.

## **Explanation of Course Type**

- CTE = Career/Technical Education, typically does not transfer to a university.
- TRAN = Typically transfers to a university as an elective course.
- Core Curriculum = Counts towards fulfillment of core curriculum component area and is guaranteed to transfer to a public university or college in Texas.
- DEV = College-preparatory course, does not transfer, does not count towards a degree.

## **Explanation of Course Lecture-Lab Hours**

The numbers located in the course description refers to the number of lecture hours per week and the number of lab hours per week for the course (3-3-4).

- The first number indicates the number of lecture hours per week.
- The second number indicates the number of lab hours per week.
- The third number indicates the credit hours given for the course.



# Course Descriptions

## Accounting

### **ACCT 2301—Principles of Financial Accounting**

**3-1-3**

THECB CIP 52.0301.5104

\*TRAN

This course is an introduction to the fundamental concepts of financial accounting as prescribed by U.S. generally accepted accounting principles (GAAP) as applied to transactions and events that affect business organizations. Students will examine the procedures and systems to accumulate, analyze, measure, and record financial transactions. Students will use recorded financial information to prepare a balance sheet, income statement, statement of cash flows, and statement of shareholders' equity to communicate the business entity's results of operations and financial position to users of financial information who are external to the company. Students will study the nature of assets, liabilities, and owners' equity while learning to use reported financial information for purposes of making decisions about the company. Students will be exposed to International Financial Reporting Standards (IFRS).

### **ACCT 2302—Principles of Managerial Accounting**

**3-1-3**

THECB CIP 52.0301.5104

\*TRAN

This course is an introduction to the fundamental concepts of managerial accounting appropriate for all organizations. Students will study information from the entity's accounting system relevant to decisions made by internal managers, as distinguished from information relevant to users who are external to the company. The emphasis is on the identification and assignment of product costs, operational budgeting and planning, cost control, and management decision making. Topics include product costing methodologies, cost behavior, operational and capital budgeting, and performance evaluation. Prerequisite: ACCT 2301 with a grade of C or better.

### **ACNT 1303—Introduction to Accounting I**

**3-0-3**

THECB CIP 52.0302.0000

\*CTE

A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Students understanding the complete accounting cycle and preparing financial statements, bank reconciliations and payroll. Emphasis is given on the evaluative quality of financial information as it relates to the accounting cycle and the business cycle. Students analyzed annual financial statements and communicate the results of business operations.

### **ACNT 1313—Computerized Accounting Applications**

**3-1-3**

THECB CIP 52.0302.0000

\*CTE

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 spreadsheet and/or database package program. Students will also fully design a financial system that defines controls, accounts, cost flow assumptions and report generation for a business. The last part of the class embodies selected readings on technology ranging from the intensive use of technology to a moderate approach to using technology.

### **ACNT 1331—Federal Income Tax: Individual**

**3-0-3**

THECB CIP 52.1601.0000

\*CTE

Basic instruction in the tax laws as currently implemented by the Internal Revenue Service providing a working knowledge of preparing taxes for the individual. A brief introduction to the nature of corporate taxes is also included in the course.

**ACNT 1380—Coop Education Accounting****1-20-3**

THECB CIP 52.0301.0000

**\*CTE**

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.

**ACNT 2309—Cost Accounting****3-1-3**

THECB CIP 52.0301.0000

**\*CTE**

A study of budgeting and cost control systems including detailed study of manufacturing cost accounts and reports, job order costing, and process costing. Includes in-depth coverage of alternative costing methods such as activity-based and just-in-time costing. Emphasis is given on the relationships of cost and their part in the decision making process of a business entity. Integration of Excel and the Internet in class.

**ACNT 2386—Internship: Accounting Technology****0-15-3**

THECB CIP 52.0302.0000

**\*CTE**

The student engages in various fields relating to the program developed by the college. Either on-campus or off-campus with an employer, the student is mentored and supervised. Permission of Instructor is required for enrollment.

**BUSG 1304—Introduction to Financial Advising (Personal Finance)****3-0-3**

THECB CIP 52.0801.0000

**\*CTE**

A study of the financial problems encountered in managing family financial affairs. Topics include financial security for the family, budgeting, use of credit, home ownership, financial tangles, and savings and investment planning.

**Agriculture****AGAH 1197—Special Topics in Agriculture****1-0-1**

THECB CIP 01.0302.0000

**\*CTE**

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. Course topic objectives are determined by local occupational need and business and industry trends.

**AGAH 1343—Animal Health****3-0-3**

THECB CIP 01.0302.0000

**\*CTE**

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.

**AGAH 1347—Animal Reproduction****2-2-3**

THECB CIP 01.0302.0000

**\*CTE**

Study of organs, functions, endocrinology, and common management practices related to production.

**AGAH 1453—Beef Cattle Production****3-3-4**

THECB CIP 01.0302.0000

**\*CTE**

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.

- AGAH 2301—Anatomy & Physiology of Animals** **2-2-3**  
 THECB CIP 26.0707.0000 \*CTE  
 Introduction to the systematic study of anatomy and physiology of animals with emphasis on functional relationships and interdependence of systems.
- AGAH 2313—Principles of Feeds & Feeding** **2-2-3**  
 THECB CIP 26.0707.0000 \*CTE  
 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 regimens.
- AGAH 2386—Internship: Animal/Livestock Husbandry & Production** **0-18-3**  
 THECB CIP 01.0302.0000 \*CTE  
 An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. Capstone course.
- AGAH 2407—Principles of Feedlot Management** **3-3-4**  
 THECB CIP 01.0302.0000 \*CTE  
 Study of all aspects of feedlot management. The student will list commonly used supplies and equipment needed to process and treat livestock; implement feedlot management practices; and demonstrate marketing techniques for buying necessary commodities. The basic principles which apply to the management of a feedlot. Extensive study in the areas of cattle feeding, animal health, buying and selling, supervision of personnel, and training involving organizational procedures within a feedlot.
- AGCR 1407—Range Management** **3-3-4**  
 THECB CIP 01.1106.0000 \*CTE  
 Study of the practical problems of managing native pastures and range lands. Topics include range land ecology, stocking rates, rotation systems, toxic plants, range reseeding, brush control, and ecological and physiological responses of range vegetation to grazing.
- AGCR 2313—Soil and Water Conservation Management** **2-2-3**  
 THECB CIP 03.0101.0000 \*CTE  
 Study of physical and chemical soil deterioration and loss, water conservation, and principles for protection and maintenance of these resources. Topics include plant/water relationships, water conservation methods, basic terrace engineering principles, sediment loss, and land use plans.
- AGEQ 1301—Equine Behavior & Training I** **2-2-3**  
 THECB CIP 01.0507.0000 \*CTE  
 Instruction in basic equine behavior and training methods. Topics include anatomy and physiology, behavior, safety, health care management, and training methods.
- AGEQ 1311—Equine Science I** **2-2-3**  
 THECB CIP 01.0507.0000 \*CTE  
 An introduction to the horse industry. Topics include breeds and breeding, selection, and management practices. The student will describe horse breeds, care, and handling; identify external parts of horses and markings; and implement managerial practices relevant to the horse industry.

- AGEQ 1345—Principles of Farrier Science** **2-3-3**  
 THECB CIP 01.0507.0000 \*CTE  
 The study of the anatomy of the lower limbs of the horse and correct shoeing procedure of the straight and sound pleasure horse.
- AGME 1209—Equipment Repair** **1-3-2**  
 THECB CIP 01.0201.0000 \*CTE  
 Introduction to the skills required for maintenance, repair, and renovation of equipment.
- AGME 1291—ST in Agricultural Mechanizations, General** **1-2-2**  
 THECB CIP 01.0201.0000 \*CTE  
 Topics address recently identified current events, skills, knowledges, 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.
- AGME 1380—Cooperative Education: Agricultural Mechanization** **1-20-3**  
 THECB CIP 01.0201.0000 \*CTE  
 Career related activities encountered in the student's area of specialization are offered through an 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. Capstone course.
- AGME 1415—Farm & Ranch Shop Skills I** **3-3-4**  
 THECB CIP 01.0201.0000 \*CTE  
 A course designed to introduce students to shielded metal arc welding and oxy-acetylene welding and cutting skill necessary on the farm or ranch. Safety procedures, operation of equipment, and electrode selection will be covered. Students will perform welds with several types of electrodes in different positions.
- AGMG 1380—Cooperative Education: Agricultural Business & Management** **1-20-3**  
 THECB CIP 01.0101.0000 \*CTE  
 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. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience.
- AGMG 1580—Cooperative Education: Agricultural Business & Management** **1-39-5**  
 THECB CIP 01.0101.0000 \*CTE  
 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.

- AGMG 2301—Livestock Business Management** **3-0-3**  
 THECB CIP 01.0101.0000 \*CTE  
 Instruction in contracts, leases, laws and regulations, estate planning, and applications of personnel and management principles. Study of contract terms related to livestock and real estate; explain laws and regulations pertaining to the livestock industry; illustrate the importance of estate planning; and compare the personnel and management techniques employed in the livestock industry.
- AGMG 2388—Internship: Agricultural Business/Agribusiness Operations** **0-18-3**  
 THECB CIP 01.0102.0000 \*CTE  
 An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a work place employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. Capstone course.
- AGRI 1121—Livestock Judging** **1-1-1**  
 THECB CIP 01.0901.5201 \*TRAN  
 Selection, evaluation, and classification of livestock and livestock products. May be repeated for credit. Prerequisite: AGRI 2321 with a grade of C or better.
- AGRI 1131—The Agricultural Industry** **1-0-1**  
 THECB CIP 01.0103.5201 \*TRAN  
 Overview of world agriculture, nature of the industry, resource conservation, and the American agricultural system, including production, distribution, and marketing. Emphasis is placed on career guidance, counseling, educational requirements to the job market, and current trends in the field of agriculture.
- AGRI 1309—Computers in Agriculture** **2-2-3**  
 THECB CIP 01.0101.5101 \*TRAN  
 Use of computers in agricultural applications. Introduction to programming languages, word processing, electronic spreadsheets, and agricultural software.
- AGRI 1315—Horticulture** **2-2-3**  
 THECB CIP 01.0601.5101 \*TRAN  
 This course familiarizes the student with the structure, growth and development of horticulture plants from a practical and scientific approach. Students will study the environmental effects and principles of propagation, greenhouse and outdoor production of horticulture crops, nutrition, pruning, chemical control of growth, pest control, and landscaping.
- AGRI 1325—Marketing of Agricultural Products** **3-0-3**  
 THECB CIP 01.0102.5101 \*TRAN  
 Operations in movement agriculture commodities from producer to consumer. Essential marketing functions of buying, selling, transporting, storing, financing, standardizing, pricing, and risk bearing.
- AGRI 1329—Principles of Food Science** **3-0-3**  
 THECB CIP 01.1001.5101 \*TRAN  
 Biological and scientific aspects of modern industrial food supply systems. Food classification, modern processing and quality control.

<b>AGRI 1407—Agronomy</b>	<b>3-3-4</b>
THECB CIP 01.1102.5101	*TRAN
Principles and practices in the development, production, and management of field crops including plant breeding, plant diseases, soils, insect control, and weed control.	
<b>AGRI 1419—Introductory Animal Science</b>	<b>3-3-4</b>
THECB CIP 01.0901.5101	*Core Curriculum (Life & Physical Sciences)
Scientific animal agriculture. An introductory course to the importance of livestock and meat industries. Selection, reproduction, nutrition, management, and marketing of beef cattle, swine, sheep, goats, and horses.	
<b>AGRI 2221—Livestock Evaluation II</b>	<b>1-2-2</b>
THECB CIP 01.0901.5201	*TRAN
Selection, evaluation, and classification of livestock and livestock products. Prerequisite: AGRI 2321 with a grade of C or better.	
<b>AGRI 2301—Agricultural Power Units</b>	<b>2-2-3</b>
THECB CIP 01.0204.5101	*TRAN
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.	
<b>AGRI 2313—Plant Protection</b>	<b>2-2-3</b>
THECB CIP 01.1105.5101	*TRAN
Principles and practices of controlling and preventing economic loss caused by plant pests. Includes instruction in entomology, plant pathology, weed science, crop science, environmental toxicology, and related environmental protection measures.	
<b>AGRI 2317—Introduction to Agricultural Economics</b>	<b>3-0-3</b>
THECB CIP 01.0103.5101	*TRAN
Introduction to fundamental economic principles and their application to the problems of the industry of agriculture.	
<b>AGRI 2321—Livestock Evaluation I</b>	<b>2-2-3</b>
THECB CIP 01.0901.5201	*TRAN
Selection, evaluation, and classification of livestock and livestock products.	
<b>AGRI 2330—Wildlife Conservation &amp; Management</b>	<b>3-0-3</b>
THECB CIP 03.0601.5101	*TRAN
Principles and practices used in the production and improvement of wildlife resources. Aesthetic, ecological, and recreational uses of public and private lands.	
<b>AGRI 2403—Agricultural Construction</b>	<b>3-3-4</b>
THECB CIP 01.0201.5101	*TRAN
Selection, use and maintenance of hand and power tools; arc and oxy-acetylene welding, and construction materials and principles.	

## Anthropology

### **ANTH 2346—General Anthropology**

**3-0-3**

THECB CIP 45.0201.5125

Core Curriculum (Language, Philosophy & Culture)

Study of human beings, their antecedents and related primates, and their cultural behavior and institutions. Introduces the major subfields: physical and cultural anthropology, archeology, linguistics, their applications, and ethics in the discipline.

### **ANTH 2351—Cultural Anthropology**

**3-0-3**

THECB CIP 45.0201.5325

Core Curriculum (Language, Philosophy & Culture)

The study of human cultures. Topics may include social organization, institutions, diversity, interactions between human groups, and ethics in the discipline.

### **ANTH 2401—Physical Anthropology**

**3-3-4**

THECB CIP 45.0301.5125

Core Curriculum (Life & Physical Sciences)

The study of human origins and bio-cultural adaptations. Topics may include primatology, genetics, human variation, forensics, health, and ethics in the discipline. Must be taken concurrently with a lab, which includes demonstrations of the major principles of the lecture course.

## Arts

### **ARTS 1301—Art Appreciation**

**3-0-3**

THECB CIP 50.0703.5126

\*TRAN

Exploration of purposes and processes in the visual arts including evaluation of selected works.

### **ARTS 1311—Design I**

**2-4-3**

THECB CIP 50.0401.5326

\*TRAN

Emphasis upon two-dimensional design; includes the fundamentals of line, color, form, texture, shape, space and arrangement.

### **ARTS 1312—Design II**

**2-4-3**

THECB CIP 50.0401.5326

\*TRAN

Continuation of Design I with emphasis upon three-dimensional concept. Prerequisite: ARTS 1311 Design I.

### **ARTS 1313—Foundations of Art**

**2-4-3**

THECB CIP 50.0701.5126

\*TRAN

Introduction to the creative media designed to enhance artistic awareness and sensitivity through the creative and imaginative use of art materials and tools. Includes art history and culture through the exploration of a variety of art works with an emphasis on aesthetic judgment and growth. Designed for elementary education majors.

### **ARTS 1316—Drawing I**

**2-4-3**

THECB CIP 50.0705.5226

\*TRAN

A beginning course investigating a variety of techniques and subjects exploring perceptual and descriptive possibilities with consideration of drawing as a developmental process as well as an end in itself. Basic fundamentals of art will be presented in lectures, slides and demonstrations. The media used will be pencil.

- ARTS 1317—Drawing II** **2-4-3**  
 THECB CIP 50.0705.5226 \*TRAN  
 Expansion of Drawing I, stressing the expressive and conceptual aspects of drawing.  
 Prerequisite: ARTS 1316 Drawing I.
- ARTS 1325—Multi-Media Art for Non-Majors** **2-4-3**  
 THECB CIP 50.0708.5126 \*TRAN  
 Study of various art media. Topics may vary by semester. May include drawing, oil painting, watercolors and charcoal.
- ARTS 2311—Design III** **2-4-3**  
 THECB CIP 50.0401.5326 \*TRAN  
 An advanced investigation into the problems of two-dimensional form with emphasis on individual expression. Prerequisite: Freshman Studio Core.
- ARTS 2312—Design IV** **2-4-3**  
 THECB CIP 50.0401.5326 \*TRAN  
 An advanced investigation into the problems of three-dimensional form with emphasis on individual expression. Prerequisite: Freshman Studio Core.
- ARTS 2316—Painting I** **2-4-3**  
 THECB CIP 50.0708.5226 \*TRAN  
 Exploring the potentials of painting media with emphasis on color and composition. Prerequisite: Freshman Studio Core. May be taken for non-transfer hobby painting without the prerequisite.
- ARTS 2317—Painting II** **2-4-3**  
 THECB CIP 50.0708.5226 \*TRAN  
 A continuation of Painting I with emphasis on individual expression in the oil painting media. May be taken for non-transfer hobby painting without the prerequisite. Prerequisite: ARTS 2316 Painting I.
- ARTS 2323—Life Drawing I (3rd semester drawing)** **2-4-3**  
 THECB CIP 50.0705.5326 \*TRAN  
 A life drawing course emphasizing structure and action of the human figure. Prerequisite: Freshman Studio Core.
- ARTS 2324—Life Drawing II (4th semester drawing)** **2-4-3**  
 THECB CIP 50.0705.5326 \*TRAN  
 A further investigation of drawing with emphasis on individual expression. Prerequisite: ARTS 2323.
- ARTS 2326—Sculpture I** **2-4-3**  
 THECB CIP 50.0709.5126 \*TRAN  
 An exploration of various sculpture approaches in a variety of media including additive and subtractive techniques. Prerequisite: Freshman Studio Core.
- ARTS 2327—Sculpture II** **2-4-3**  
 THECB CIP 50.0709.5126 \*TRAN  
 A continuation of Sculpture I with emphasis on individual expression. Prerequisite: ARTS 2326 Sculpture I. An elective suitable for substitution in the sophomore art core.



**ARTS 2346—Ceramics I****2-4-3**

THECB CIP 50.0711.5126

\*TRAN

This course includes an introduction to hand building processes and glaze application. Students learn to use the potter's wheel with emphasis on individual expression.

**ARTS 2347—Ceramics II****2-4-3**

THECB CIP 50.0711.5126

\*TRAN

This course includes the combining of hand building and wheel thrown objects. Students learn the techniques of section pottery throwing. In addition to glaze application and kiln firing, Baku pottery will be introduced. Opportunities for specialization and individual expression in the creative pottery processes and clay sculpture techniques. Prerequisite: ARTS 2346 Ceramics I. Ceramics II may be taken for non-transfer hobby pottery study without the prerequisite.

**ARTS 2366—Watercolor Painting I****2-4-3**

THECB CIP 50.0708.5326

\*TRAN

Exploration of ideas using water-based media and techniques. Prerequisite: Freshman Studio Core. May be taken for non-transfer hobby without the prerequisite.

**ARTS 2367—Watercolor Painting II****2-4-3**

THECB CIP 50.0708.5326

\*TRAN

A continuation of Watercolor Painting I with the emphasis on individual expression in the water-based painting media. Prerequisite: ARTS 2366 Watercolor Painting I. May be taken for non-transfer hobby without the prerequisite.

**Prerequisites of sophomore art courses** are applicable for the professional art student. However, at the discretion of the instructor of the art department, these prerequisites may be waived for such reasons as allowing for advanced placement of students, providing classes for nonprofessional art students and/or non-degree students, or arranging for the individual student with a unique circumstance.

**Arts—Graphic Design****ARTC 1305—Basic Graphic Design****2-4-3**

THECB CIP 50.0402.0000

\*CTE

Graphic design with emphasis on the visual communication process. Topics include basic terminology and graphic design principles. Students will define basic design terminology; apply the design process using graphic design principles; and demonstrate the use of design tools and equipment.

**PHTC 1411—Fundamentals of (Digital) Photography****2-4-4**

THECB CIP 50.0406.0000

\*CTE

An introduction to the use of the camera for photographing in various lighting; create photographic images; manipulate camera control for specific outcomes; compose a communicative image; and present work for critical discussion.

## Biology

### **BIOL 1308—Integrated Science: Biology for Non-Science Majors I**

**2-3-3**

THECB CIP 26.0101.5103

\*TRAN

Concepts and activities for elementary curriculum with emphasis on biology: fundamental principles of living organisms including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of reproduction, genetics, ecology, and the scientific method are included. Topics emphasized are structures and systems, energy transformations, changes over time, interactions and scientific worldview. This course is designed for elementary education majors transferring to WTA&M University. Laboratory projects are included.

### **BIOL 1322—Nutrition & Diet Therapy I**

**3-0-3**

THECB CIP 19.0501.5109

\*TRAN

Study of the chemical, physical, and sensory properties of food; nutritional quality; and food use and diet applications. The modern concept of an adequate diet as it pertains to the nutritional needs of the individual.

### **BIOL 1406—Biology for Science Majors I**

**3-3-4**

THECB CIP 26.0101.5103

\*Core Curriculum (Life & Physical Sciences)

Fundamental principles of living organisms will be studied including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of cytology, reproduction, genetics, and scientific reasoning are included. No prerequisite. Must be taken concurrently with a laboratory section.

### **BIOL 1407—Biology for Science Majors II**

**3-3-4**

THECB CIP 26.0101.5103

\*Core Curriculum (Life & Physical Sciences)

The diversity and classification of life will be studied, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals. No prerequisite. Must be taken concurrently with a laboratory section.

### **BIOL 1411—General Botany**

**3-3-4**

THECB CIP 26.0301.5103

\*Core Curriculum (Life & Physical Sciences)

Fundamental biological concepts relevant to plant physiology, life cycle, growth and development, structure and function, and cellular and molecular metabolism. The role of plants in the environment, evolution, and phylogeny of major plant groups, algae, and fungi. (This course is intended for science majors.) No prerequisite. Must be taken concurrently with a laboratory section.

### **BIOL 1413—General Zoology**

**3-3-4**

THECB CIP 26.0701.5103

\*Core Curriculum (Life & Physical Sciences)

Fundamental biological concepts relevant to animals, including systematics, evolution, structure and function, cellular and molecular metabolism, reproduction, development, diversity, phylogeny, and ecology. (This course is intended for science majors.) No prerequisite. Must be taken concurrently with a laboratory section.

### **BIOL 2406—Environmental Biology**

**3-3-4**

THECB CIP 03.0103.5101

\*Core Curriculum (Life & Physical Sciences)

Principles of environmental systems and ecology, including biogeochemical cycles, energy transformations, abiotic interactions, symbiotic relationships, natural resources and their management, lifestyle analysis, evolutionary trends, hazards and risks, and approaches to ecological research. (Designed mainly for biology majors.) No prerequisite. Must be taken concurrently with a laboratory section.

**BIOL 2401—Anatomy & Physiology I****3-3-4**

THECB CIP 26.0707.5103

\*Core Curriculum (Life &amp; Physical Sciences)

Study of the structure and function of human anatomy, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. Content of A&P I is focused on the study of vertebrate structure, cavities and regions of the human body followed by the study of the systems of the human body. Must be taken concurrently with a laboratory section. This course is designed for pre-med, nurses, physical education majors and for those who would prepare to become medical or clinical laboratory technologists. Prerequisite: Passage or exemption from the reading section of a TSI approved test or completion of INRW 0322 with a grade of C or better.

**BIOL 2402—Anatomy & Physiology II****3-3-4**

THECB CIP 26.0707.5103

\*Core Curriculum (Life &amp; Physical Sciences)

Study of the structure and function of human anatomy, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. A&P II is a continuation of A&P I with the focus of study on the systems of the human body and their functions. Must be taken concurrently with a laboratory section. Prerequisite: Completion of BIOL 2401 with a grade of C or better.

**BIOL 2421—Microbiology for Science Majors****3-3-4**

THECB CIP 26.0503.5103

\*Core Curriculum (Life &amp; Physical Sciences)

Principles of microbiology, including metabolism, structure, function, genetics, and phylogeny of microbes. The course will also examine the interactions of microbes with each other, hosts, and the environment. Must be taken concurrently with a laboratory section. Prerequisite: Passage of or exemption from the reading section of a TSI approved test or completion of INRW 0322 with a grade of C or better.

**Business****BMGT 1301—Supervision****3-0-3**

THECB CIP 52.0201.0000

\*CTE

Study the role of the supervisor. Managerial functions as applied to leadership, counseling, motivation, and human skills are examined. The student will explain the role, characteristics, and skills of a supervisor and the principles of planning, leading, controlling, staffing, and organizing at the supervisory level. Identify and discuss the human relation skills necessary for supervision; explain motivational techniques and give examples of how they may be used; and structure a working environment that will provide a variety of ways for employees to be motivated.

**BMGT 1327—Principles of Management****3-0-3**

THECB CIP 52.0201.0000

\*CTE

Concepts, terminology, principles, theories, and issues in the field of management. The student will apply the various theories, processes, and functions of management, identify roles of leadership in organizations, and recognize elements of the communication process.

**BMGT 1341—Business Ethics****3-0-3**

THECB CIP 52.0201.0000

\*CTE

Discussion of ethical issues, the development of a moral frame of reference and the need for an awareness of social justice in management practices and business activities. Review of ethical responsibilities and relationships between organizational departments, divisions, executive management, and the public.

- BMGT 1382, 1383, 2382, or 2383—Coop Ed. Business Administration/Mgmt.** **1-20-3**  
 THECB CIP 52.0201.0000 \*CTE  
 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.
- BUSG 1304—Introduction to Financial Advising (Personal Finance)** **3-0-3**  
 THECB CIP 52.0801.0000 \*CTE  
 A study of the financial problems encountered in managing family financial affairs. Topics include financial security for the family, budgeting, use of credit, home ownership, financial tangles, and savings and investment planning.
- BUSG 2309—Small Business Management** **3-0-3**  
 THECB CIP 52.0703.0000 \*CTE  
 An analysis of the organization, operation and role of the small business. Topics include facts about small businesses, essential management skills, how to prepare a business plan, financial needs, marketing strategies, and legal issues.
- BUSI 1301—Business Principles** **3-0-3**  
 THECB CIP 52.0101.5104 \*TRAN  
 This course provides a survey of economic systems, forms of business ownership, and considerations for running a business. Students will learn various aspects of business, management, and leadership functions; organizational considerations; and decision-making processes. Financial topics are introduced, including accounting, money and banking, and securities markets. Also included are discussions of business challenges in the legal and regulatory environment, business ethics, social responsibility, and international business. Emphasized is the dynamic role of business in everyday life.
- BUSI 2301—Business Law** **3-0-3**  
 THECB CIP 22.0101.5124 \*TRAN  
 The course provides the student with foundational information about the U.S. legal system and dispute resolution, and their impact on business. The major content areas will include general principles of law, the relationship of business and the U.S. Constitution, state and federal legal systems, the relationship between law and ethics, contracts, sales, torts, agency law, intellectual property, and business law in the global context.
- HRPO 2307—Organizational Behavior** **3-0-3**  
 THECB CIP 52.1003.0000 \*CTE  
 Analysis and application of organizational theory, group dynamics, motivation theory, leadership concepts, and the integration of disciplinary concepts from the behavioral sciences.
- MRKG 1311—Principles of Marketing** **3-0-3**  
 THECB CIP 52.1401.0000 \*CTE  
 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. The student will identify the marketing mix components in relation to market segmentation; explain the various factors, which influence consumer and organizational decision-making processes; and interpret market research data to forecast industry trends and meet customer demands.

## Chemistry

### **CHEM 1305—Integrated Science: Chemistry**

**2-3-3**

THECB CIP 40.0501.5103

\*TRAN

Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry, and environmental/consumer chemistry. Designed for allied health students, elementary education majors, and for students who are not science majors.

### **CHEM 1405—Introductory Chemistry I**

**3-3-4**

THECB CIP 40.0501.5103

\*Core Curriculum (Life & Physical Sciences)

Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry, and environmental/consumer chemistry. Designed for non-science and allied health students. This course emphasizes the study of scientific method, atomic and molecular structure, chemical bonds, periodic relationships of properties of elements, nuclear energy, properties of the states of matter and an introduction to hydrocarbons. Must be taken with a laboratory section.

### **CHEM 1407—Introductory Chemistry II**

**3-3-4**

THECB CIP 40.0501.5103

\*Core Curriculum (Life & Physical Sciences)

Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry, and environmental/consumer chemistry. Designed for non-science and allied health students. Must be taken with a laboratory section. There is an emphasis on environmental aspects related to these topics. This course is designed for students planning to enter senior college as non-science majors.

### **CHEM 1411—General Chemistry I**

**3-3-4**

THECB CIP 40.0501.5403

\*Core Curriculum (Life & Physical Sciences)

Fundamental principles of chemistry for majors in the sciences, health sciences, and engineering; topics include measurements, fundamental properties of matter, states of matter, chemical reactions, chemical stoichiometry, periodicity of elemental properties, atomic structure, chemical bonding, molecular structure, solutions, properties of gases, and an introduction to thermodynamics and descriptive chemistry. Basic laboratory experiments supporting theoretical principles presented in lecture and introduction of the scientific method, experimental design, data collection and analysis, and preparation of laboratory reports. This course is designed for science majors including pre-med, pre-pharmacy and pre-engineering. Must be taken concurrently with a laboratory section. Prerequisite: High school chemistry is strongly recommended.

### **CHEM 1412—General Chemistry II**

**3-3-4**

THECB CIP 40.0501.5703

\*Core Curriculum (Life & Physical Sciences)

A detailed study of chemical equilibrium; phase diagrams and spectrometry; acid-base concepts; thermodynamics; kinetics; electrochemistry; nuclear chemistry; an introduction to organic chemistry and descriptive inorganic chemistry. Basic laboratory experiments supporting theoretical principles presented in lecture and introduction of the scientific method, experimental design, chemical instrumentation, data collection and analysis, and preparation of laboratory reports. This course is designed for science majors including pre-med, pre-pharmacy, and pre-engineering. Must be taken concurrently with a laboratory section. Prerequisite: CHEM 1411 or its equivalent with a grade of C or better.

**CHEM 2423—Organic Chemistry I****3-4-4**

THECB CIP 40.0504.5203

\*Core Curriculum (Life &amp; Physical Sciences)

Fundamental principles of organic chemistry will be studied, including the structure, bonding, properties, and reactivity of organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. This course is designed for science majors including pre-med, pre-pharmacy, and chemistry majors. Must be taken concurrently with a laboratory section. Prerequisite: CHEM 1411 and CHEM 1412 with grades of C or better.

**CHEM 2425—Organic Chemistry II****3-4-4**

THECB CIP 40.0504.5203

\*Core Curriculum (Life &amp; Physical Sciences)

Advanced principles of organic chemistry will be studied, including the structure, properties, and reactivity of aliphatic and aromatic organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. This course is designed for science majors including pre-med, pre-pharmacy, and chemistry majors. Must be taken concurrently with a laboratory section. Prerequisite: CHEM 2423 with a grade of C or better.

**College-Preparatory Education****INRW 0322—Integrated Reading and Writing****3-1-3**

THECB CIP 32.0108.5912

\*DEV

This course serves as introduction to critical reading and writing as interdependent practices. IRW prepares students for academic writing by reading closely, analyzing texts and developing and revising a range of compositions. This class fulfills TSI requirement for reading and/or writing, and may not fulfill baccalaureate requirements. (Does not count toward a degree.)

**ENGL 0311—Basic English****3-1-3**

THECB CIP 32.0108.5312

\*DEV

Development of college-level writing focusing on idea generation, drafting, organization, revision, and utilization of standard English. Course is an intense review of grammatical principles with emphasis on correct usage, spelling, sentence structure, punctuation, and application of writing skills. Students who have not passed the Writing Section of a TSI approved test may be placed in this course. Please consult with an academic advisor. (Does not count toward a degree.)

**ENGL 0312—Intermediate Writing Skills****3-1-3**

THECB CIP 32.0108.5312

\*DEV

A course designed to develop writing skills. Focus on rhetorical principles, pre-writing, organization, and structure of paragraphs and essays. Prerequisite: ENGL 0311 with a grade of C or better or placement by a TSI approved test. Please consult with an academic advisor. (Does not count toward a degree.)

**ENGL 0315—Basic Reading****3-1-3**

THECB CIP 32.0108.5212

\*DEV

Development of reading and higher order thinking skills necessary for college readiness. A guided reading program using multifunctional instructional materials to develop skills and fluency in vocabulary, comprehension, and reading speed. Continuous testing and immediate scoring gives the student evaluation of his/her progress. Students who have not passed the Reading Section of a TSI approved test may be placed in this course. Please consult with an academic advisor. (Does not count toward degree.)

**ENGL 0316—Reading Techniques****3-1-3**

THECB CIP 32.0108.5212

\*DEV

Development of reading and higher order thinking skills necessary for college readiness. A program using multifunctional instructional materials to improve reading proficiency, comprehension, and general study skills. This program helps develop skills for reading college-level textbooks in all disciplines. Prerequisite: ENGL 0315 with a grade of C or better or placement by a TSI approved test. Please consult with an academic advisor. (Does not count toward a degree.)

**ESOL 0311—English Language Speaking and Listening I****2-3-3**

THECB CIP 32.0108.5512

\*DEV

Develops speaking and listening skills in speakers of languages other than English who have little or no mastery of basic English language skills for verbal communication. Concentration is on cultural and work-place skill development. (Does not count toward a degree.)

**ESOL 0312—English Language Reading I****2-3-3**

THECB CIP 32.0108.5612

\*DEV

Develops listening, speaking, and reading skills in speakers of languages other than English and prepares students to function in an English-speaking society. Emphasis is on TSI approved Reading Section readiness with concentration on vocabulary building and reading comprehension. (Does not count toward a degree.)

**ESOL 0313—English Language Writing I****2-3-3**

THECB CIP 32.0108.5712

\* DEV

Develops writing fluency and vocabulary in speakers of languages other than English and prepares students to function in an English-speaking society. Emphasis is on TSI approved Writing Section readiness with concentration on parts of speech, mechanics, punctuation, sentence writing, and vocabulary building. (Does not count toward a degree.)

**ESOL 0321—English Language Speaking and Listening II****2-3-3**

THECB CIP 32.0108.5512

\* DEV

Develops speaking and listening skills in speakers of languages other than English who have minimal mastery of basic English language skills for verbal communication. Concentration is on cultural and work-place skill development. (Does not count toward a degree.)

**ESOL 0322—English Language Reading II****2-3-3**

THECB CIP 32.0108.5612

\*DEV

Develops listening, speaking, and reading skills in speakers of languages other than English and prepares students to function in an English-speaking society. Emphasis is on TSI approved Reading Section readiness with concentration on vocabulary building, reading comprehension, and study techniques. (Does not count toward a degree.)

**ESOL 0323—English Language Writing II****2-3-3**

THECB CIP 32.0108.5712

\*DEV

Develops writing fluency and vocabulary in speakers of languages other than English and prepares students to function in an English-speaking society. Emphasis is on TSI approved Writing Section readiness with concentration on phrases and clauses, sentence patterns, paragraph writing, and vocabulary building. (Does not count toward a degree.)

**ESOL 0331—English Language Speaking and Listening III****2-3-3**

THECB CIP 32.0108.5512

\*DEV

Develops speaking and listening skills in speakers of languages other than English who have sufficient but not full mastery of basic English language skills for verbal communication. Concentration is on cultural and work-place skill development. (Does not count toward a degree.)

**ESOL 0332—English Language Reading III****2-3-3**

THECB CIP 32.0108.5612

\*DEV

Develops listening, speaking, and reading skills in speakers of languages other than English and prepares students to function in an English-speaking society. Emphasis is on TSI approved Reading Section readiness with concentration on vocabulary building, reading comprehension, study techniques, and word recognition. (Does not count toward a degree.)

**ESOL 0333—English Language Writing III****2-3-3**

THECB CIP 32.0108.5712

\*DEV

Develops writing fluency and vocabulary in speakers of languages other than English and prepares students to function in an English-speaking society. Emphasis is on TSI approved Writing Section readiness with concentration on sentence skills review, essay writing, organization, development, focus, editing and proofreading, and vocabulary building. (Does not count toward a degree.)

**FYIS 0301—First Year Institute Seminar****3-1-3**

THECB CIP 32.0101.5212

\*DEV

Examines factors that underlie learning, success, and personal development in higher education. Topics covered include information processing, memory, strategic learning, self-regulation, goal setting, motivation, educational and career planning, and learning styles. Techniques of study such as time management, listening and note taking, text marking, library and research skills, preparing for examinations, and utilizing learning resources are covered. Includes courses in college orientation and developments of students' academic skills that apply to all disciplines. All first semester freshmen must enroll in the course during their first semester of college. A grade of C or better is required, or the student must repeat the course.

**MATH 0302—Elementary Algebra & Geometry****2-3-3**

THECB CIP 32.0104.5119

\*DEV

Algebraic expressions, linear equations and models, exponents, and polynomials, factoring, algebraic fractions, graphing, systems of linear equations, radicals, points, parallel and perpendicular lines, planes, space angles, triangles, congruent triangles, space figures, volume, surface, area, reasoning skills. Prerequisite: MATH 0301 with a grade of C or better or placement by a TSI approved test. (Does not count toward a degree.)



**MATH 0303—Intermediate College Algebra****3-1-3**

THECB CIP 32.0104.5219

\*DEV

A study of relations and functions, inequalities, algebraic expressions and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations. This course is designed for students who have insufficient preparation for college algebra or who have been out of high school for several years and need a review of algebraic fundamentals. Prerequisite: Completion of MATH 0302 with a grade of C or better or placement by a TSI approved test. (Does not count toward a degree.)

**MATH 0304—Preparatory Mathematics Lab****0-5-3**

THECB CIP 32.0104.5119

\*DEV

Course addresses arithmetic operations, basic algebraic concepts and notation, geometry, and real and complex number systems. This is a self-paced lab with an instructor on hand for additional assistance when students request it. Students must log in their required lab hours upon each lab visit during the designated lab times. (Does not count toward a degree.)

**Computer Information Technology****BCIS 1405—Business Computer Applications (Advanced Microcomputer)****3-3-4**

THECB CIP 11.0202.5404

\*TRAN

Students will study computer terminology, hardware, and software related to the business environment. The focus of this course is on business productivity software applications and professional behavior in computing, including word processing (as needed), spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet.

**COSC 1301—Introduction to Computing****2-3-3**

THECB CIP 11.0101.5107

\*TRAN

Overview of computer systems—hardware, operating systems, and microcomputer application software, including the Internet, word processing, spreadsheets, presentation graphics, and databases. Current issues such as the effect of computers on society, and the history and use of computers in business, educational, and other modern settings are also studied. This course is not intended to count toward a student's major field of study in business or computer science.

**Cosmetology****CSME 1310—Introduction to Haircutting & Related Theory****1-8-3**

THECB CIP 12.0407.0000

\*CTE

Introduction to the theory and practice of hair cutting. Topics include terminology, implements, section haircutting and finishing techniques. Corequisites: CSME 1443, 1505 and 1553.

**CSME 1401—Orientation to Cosmetology****3-4-4**

THECB CIP 12.0401.0000

\*CTE

An overview of the skills and knowledge necessary for the field of cosmetology. Includes introductory skills, professional ethics, safety and sanitation, and the laws and rules of the state licensing agency.

**CSME 1420—Orientation to Facial Specialist****2-8-4**

THECB CIP 12.0408.0000

\*CTE

An overview of the skills and knowledge necessary for the field of facials and skin care. Demonstrate the theory, skills, safety and sanitation, and professional ethics of basic facials and skin care. Review the laws and rules of the state licensing agency.

<b>CSME 1443—Manicuring and Related Theory</b> THECB CIP 12.0410.0000 Presentation of the theory and practice of nail technology. Topics include terminology, application, and workplace competencies related to nail technology. Identify terminology related to nail technology; demonstrate the proper application of nail technology; and exhibit workplace competencies in nail technology.	<b>2-8-4</b> *CTE
<b>CSME 1447—Principles of Skin Care/Facials &amp; Related Theory</b> THECB CIP 12.0409.0000 In-depth coverage of the theory and practice of skin care, facials, and cosmetics. Corequisites: CSME 2310, 2337, and 2501.	<b>2-8-4</b> *CTE
<b>CSME 1505—Fundamentals of Cosmetology</b> THECB CIP 12.0401.0000 A course in the basic fundamentals of cosmetology. Topics include service preparation manicure, facial, chemical services, shampoo, haircut, wet styling, comb out, and salon management. Corequisites: CSME 1443, 1310, and 1553.	<b>3-8-5</b> *CTE
<b>CSME 1553—Chemical Reformation &amp; Related Theory</b> THECB CIP 12.0407.0000 Presentation of the theory and practice of chemical reformation. Topics include terminology, application, and workplace competencies related to chemical reformation. Corequisites: CSME 1443, 1310, and 1505.	<b>3-8-5</b> *CTE
<b>CSME 2310—Intermediate Haircutting &amp; Related Theory</b> THECB CIP 12.0407.0000 Advanced concepts and practice of haircutting. Topics include haircuts utilizing scissors, razor, and/or clippers. Corequisites: CSME 1447, 2337, and 2501.	<b>1-8-3</b> *CTE
<b>CSME 2337—Advanced Cosmetology Techniques</b> THECB CIP 12.0401.0000 Mastery of advanced cosmetology techniques including hair designs, professional cosmetology services, and workplace competencies. Corequisites: CSME 1447, 2310, and 2501.	<b>1-8-3</b> *CTE
<b>CSME 2501—Principles of Hair Coloring &amp; Related Theory</b> THECB CIP 12.0407.0000 Presentation of the theory and practice of hair color and chemistry. Topics include terminology, application, and workplace competencies related to hair color and chemistry. Corequisites: CSME 1447, 2310, and 2337.	<b>3-8-5</b> *CTE
<b>CSME 2539—Advanced Hair Design</b> THECB CIP 12.0407.0000 Advanced concepts in the theory and practice of hair design. Prerequisite: Completion of CSME 1505 with a grade of C or better.	<b>3-8-5</b> *CTE
<b>CSME 2541—Preparation for Texas Cosmetology Examination</b> THECB CIP 12.0401.0000 The student will exhibit the skills required for the completion for the Texas Cosmetology practical exam; and complete the theory curriculum for the Texas Department of Licenses and Regulation theory examination. Prerequisites: CSME courses 1443, 1310, 1447, 1505, 1553, 2310, 2337, 2501, and 2539 with grades of C or better. Capstone course.	<b>3-8-5</b> *CTE

## Nail Technology

### **CSME 1330—Orientation to Nail Technology**

**1-8-3**

THECB CIP 12.0410.0000

\*CTE

An overview of the fundamental skills and knowledge necessary for the field of nail technology.

### **CSME 1431—Principles of Nail Technology I**

**2-8-4**

THECB CIP 12.0410.0000

\*CTE

A course in the principles of nail technology. Topics include anatomy, physiology, theory, and skills related to nail technology. Students will identify and explain the basic anatomy and physiology of the hands, arms, and feet, and demonstrate the related skills of manicuring and pedicuring. Prerequisite/Corequisite: CSME 1330.

### **CSME 1441—Principles of Nail Technology II**

**2-8-4**

THECB CIP 12.0410.0000

\*CTE

A continuation of the concepts and principles of nail technology. Topics include advanced instruction in anatomy, physiology, theory, and related skills of nail technology. Students will exhibit the skills mandated by the Texas Department of Licensing and Regulation license examination; demonstrate professional ethics and salon management; and develop client relation and related skills. Prerequisite/Corequisite: CSME 1431.

### **CSME 1443—Manicuring and Related Theory**

**2-8-4**

THECB CIP 12.0410.0000

\*CTE

Presentation of the theory and practice of nail technology. Topics include terminology, application, and workplace competencies related to nail technology. Identify terminology related to nail technology; demonstrate the proper application of nail technology; and exhibit workplace competencies in nail technology.

### **CSME 2430—Nail Enhancement**

**2-8-4**

THECB CIP 12.0410.0000

\*CTE

A course in the theory, application, and related technology of artificial nails. Student will demonstrate product knowledge and the application of artificial nails and exhibit competencies as related to the state licensing examination.

## Cosmetology Instructor

### **CSME 1434—Cosmetology Instructor I**

**2-8-4**

THECB CIP 12.0413.0000

\*CTE

The fundamentals of instructing cosmetology students. Classroom/clinic management; design teaching methodologies and implement lesson plans. Permission of instructor is required for enrollment.

### **CSME 1435—Orientation to the Instruction of Cosmetology**

**2-8-4**

THECB CIP 12.0413.0000

\*CTE

An overview of the skills and knowledge necessary for the instruction of cosmetology students. Students will identify the rules and regulations of the school, department, and state; discuss teaching methodologies and lesson plan development. Permission of the instructor is required for enrollment.

### **CSME 2414—Cosmetology Instructor II**

**2-8-4**

THECB CIP 12.0413.0000

\*CTE

A continuation of the fundamentals of instructing cosmetology students. Demonstrate effective classroom/clinical management; and implement teaching methodologies and lesson plans. Permission of Instructor is required for enrollment.

**CSME 2415—Cosmetology Instructor III****2-8-4**

THECB CIP 12.0413.0000

\*CTE

Presentation of lesson plan assignments and evaluation techniques. Students will develop and present lesson plans and evaluation techniques used in a cosmetology program. Permission of Instructor is required for enrollment.

**CSME 2445—Instructional Theory and Clinic Operation****2-8-4**

THECB CIP 12.0413.0000

\*CTE

An overview of the objectives required by the Texas Department of Licensing and Regulation Instructor Examination. Covers the skills required for the completion of the Texas Department of Licensing and Regulation curriculum including the management of a lab/clinic in a cosmetology program and classroom management skills. Permission of Instructor is required for enrollment.

## **Creative Arts**

**HUMA 1315—Fine Arts Appreciation****3-0-3**

THECB CIP 50.0101.5126

\*Core Curriculum (Creative Arts)

This course is an exploration of the purposes and processes in the visual and performing arts (such as music, painting, architecture, drama, and dance) and the ways in which they express the values of cultures and human experience.

**MUSI 1306—Music Appreciation****3-0-3**

THECB CIP 50.0902.5126

\*Core Curriculum (Creative Arts)

Understanding music through the study of cultural periods, major composers, and musical elements. Illustrated with audio recordings and live performances. For non-music majors.

**ARTS 1303—Art History I (Prehistoric to the 14<sup>th</sup> Century)****3-0-3**

THECB CIP 50.0703.5226

\*Core Curriculum (Creative Arts)

A chronological analysis of the historical and cultural contexts of the visual arts from prehistoric times to the 14<sup>th</sup> century.

**ARTS 1304—Art History II (14<sup>th</sup> Century to the Present)****3-0-3**

THECB CIP 50.0703.5226

\*Core Curriculum (Creative Arts)

A chronological analysis of the historical and cultural contexts of the visual arts from the 14<sup>th</sup> century to the present day.

## **Criminal Justice**

**CRIJ 1301—Introduction to Criminal Justice****3-0-3**

THECB CIP 43.0104.5124

\*TRAN

This course provides a historical and philosophical overview of the American criminal justice system, including the nature, extent, and impact of crime; criminal law; and justice agencies and processes.

**CRIJ 1306—Court Systems and Practices****3-0-3**

THECB CIP 22.0101.5424

\*TRAN

This course is a study of the court system as it applies to the structures, procedures, practices and sources of law in American courts, using federal and Texas statutes and case law.

**CRIJ 1307—Crime in America****3-0-3**

THECB CIP 45.0401.5225

**\*TRAN**

American crime problems in historical perspective, social, and public policy factors affecting crime, impact and crime trends, social characteristics of specific crimes, and prevention of crime.

**CRIJ 2314—Criminal Investigation****3-0-3**

THECB CIP 43.0104.5524

**\*TRAN**

Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; and case and trial preparation.

**CRIJ 2323—Legal Aspects of Law Enforcement****3-0-3**

THECB CIP 43.0104.5624

**\*TRAN**

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

## **Economics**

**ECON 2301—Principles of Macroeconomics****3-0-3**

THECB CIP 45.0601.5125

**\*Core Curriculum (Social & Behavioral Sciences)**

An analysis of the economy as a whole including measurement and determination of Aggregate Demand and Aggregate Supply, national income, inflation, and unemployment. Other topics include international trade, economic growth, business cycles, and fiscal policy and monetary policy. Prerequisite: Passage of or exemption from the Reading Section of a TSI approved test or completion of INRW 0322 with a grade of C or better.

**ECON 2302—Principles of Microeconomics****3-0-3**

THECB CIP 45.0601.5125

**\*Core Curriculum (Social & Behavioral Sciences)**

Analysis of the behavior of individual economic agents, including consumer behavior and demand, producer behavior and supply, price and output decisions by firms under various market structures, factor markets, market failures, and international trade. Prerequisite: Passage of or exemption from the Reading Section of a TSI approved test or completion of INRW 0322 with a grade of C or better.

## **Education**

See the Creative Arts, Mathematics, and Sciences sections for additional Education courses required in the Associate of Arts in Teaching degrees.

**EDUC 1301—Introduction to the Teaching Profession****3-1-3**

THECB CIP 13.0101.5109

**\*TRAN**

An enriched, integrated pre-service course and content experience that: 1) provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields; 2) provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations; and 3) provides students with support from college and school faculty, preferably in small cohort groups, for the purpose of introduction to and analysis of the culture of schooling and classrooms. (Course includes a 36 hour lab commitment with minimum of 16 hours of which must be in P-12 schools.) Prerequisite: Passage of or exemption from the Reading Section of a TSI approved test or completion of INRW 0322 with a grade of C or better.

**EDUC 2301—Introduction to Special Populations****3-1-3**

THECB CIP 13.1001.5109

**\*TRAN**

An enriched, integrated pre-service course and content experience that: 1) provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic and academic diversity, and equity with an emphasis on factors that facilitate learning; and 2) provides students with opportunities to participate in early field observations of P-12 special populations. (Course includes a 36-hour lab commitment with a minimum of 16 hours that must be in EC-12 schools.) Prerequisite: Completion of EDUC 1301 with a grade of C or better.

**TECA 1303—Families, School & Community****2-3-3**

THECB CIP 13.0101.5209

**\*TRAN**

A study of the child, family, community, and schools, including parent education and involvement, family and community lifestyles, child abuse, and current family life issues. Course requires field experience with observation of children from infancy through age 12 in a variety of settings with varied and diverse populations. Requires a minimum of 16 hours of observation. Prerequisite: Passage of or exemption from the Reading Section of a TSI approved test or completion of INRW 0322 with a grade of C or better.

**TECA 1311—Educating Young Children****2-3-3**

THECB CIP 13.1202.5109

**\*TRAN**

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 requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations. A minimum of 16 hours of observation is required. Prerequisite: Passage of or exemption from the Reading Section of a TSI approved test or completion of INRW 0322 with a grade of C or better.

**TECA 1318—Wellness of the Young Child****2-3-3**

THECB CIP 13.0101.5309

**\*TRAN**

A study of the factors that impact the well-being of the young child including healthy behavior, food, nutrition, fitness, and safety practices. Focus is on local and national standards and legal implications of relevant policies and regulations. Course requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations. A minimum of 16 hours of observation is required.

**TECA 1354—Child Growth & Development****3-0-3**

THECB CIP 13.1202.5209

**\*TRAN**

A study of the physical, emotional, social, and cognitive factors impacting growth and development of children through adolescence. Special emphasis on childhood. (PSYC 2314)

## English

### **INRW 0322—Integrated Reading and Writing**

**3-1-3**

THECB CIP 32.0108.5912

\*DEV

This course serves as introduction to critical reading and writing as interdependent practices. IRW prepares students for academic writing by reading closely, analyzing texts and developing and revising a range of compositions. This class fulfills TSI requirement for reading and/or writing, and may not fulfill baccalaureate requirements. (Does not count toward a degree.)

### **ENGL 1301—Composition I**

**3-1-3**

THECB CIP 23.1301.5112

\*Core Curriculum (Communications)

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis. Prerequisite: Passage of or exemption from the Writing and Reading sections of a TSI approved test or completion of INRW 0322 with a grade of C or better.

### **ENGL 1302—Composition II**

**3-0-3**

THECB CIP 23.1301.5112

\*Core Curriculum (Institutional Option)

Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions. Prerequisite: Passage of or exemption from the Writing and Reading sections of a TSI approved test and completion of ENGL 1301 or its equivalent with a grade of C or better.

### **ENGL 2307—Creative Writing I**

**3-0-3**

THECB CIP 23.1302.5112

\*TRAN

Practical experience in the techniques of imaginative writing. May include fiction, nonfiction, poetry, screenwriting, or drama. Prerequisite: Passage of or exemption from the Writing and Reading Sections of a TSI approved test and completion of ENGL 1301 or its equivalent with a grade of C or better.

### **ENGL 2311—Technical & Business Writing**

**3-0-3**

THECB CIP 23.1303.5112

\*Core Curriculum (Institutional Option)

Intensive study of and practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, e-mail messages, letters, and descriptions of products and services. Practice individual and collaborative processes involved in the creation of ethical and efficient documents. Prerequisite: Computer competency in word processing and completion of ENGL 1301 or its equivalent with a grade of C or better.

### **ENGL 2321—British Literature**

**3-0-3**

THECB CIP 23.1404.5112

\*Core Curriculum (Language, Philosophy & Culture)

A survey of the development of British literature from the Anglo-Saxon period to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical, linguistic, and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: Completion of ENGL 1302 or ENGL 2311 or its equivalent with a grade of C or better.

**ENGL 2326—American Literature****3-0-3**

THECB CIP 23.1402.5112

\*Core Curriculum (Language, Philosophy &amp; Culture)

A survey of American literature from the period of exploration and settlement to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character. Prerequisite: Completion of ENGL 1302 or ENGL 2311 or its equivalent with a grade of C or better.

**ENGL 2331—World Literature (Literature of the Non-Western World)****3-0-3**

THECB CIP 16.0104.5213

\*TRAN

A survey of world literature from the ancient world to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: Completion of ENGL 1302 or ENGL 2311 or its equivalent with a grade of C or better.

**ENGL 2332—World Literature I****3-0-3**

THECB CIP 16.0104.5213

\*Core Curriculum (Language, Philosophy &amp; Culture)

A survey of world literature from the ancient world through the sixteenth century. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: Completion of ENGL 1302 or ENGL 2311 or its equivalent with a grade of C or better.

**ENGL 2333—World Literature II****3-0-3**

THECB CIP 16.0104.5213

\*Core Curriculum (Language, Philosophy &amp; Culture)

A survey of world literature from the seventeenth century to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: Completion of ENGL 1302 or ENGL 2311 or its equivalent with a grade of C or better.

**ENGL 2341—Forms of Literature****3-0-3**

THECB CIP 16.0104.5113

\*TRAN

The study of one or more literary genres including, but not limited to, poetry, fiction, drama, and film. Emphasis on selected major works in various genres through which the students enhance their literary experience while developing skills in writing and research and developing a perception of humanity's intellectual development. Prerequisite: Completion of ENGL 1302 or ENGL 2311 or its equivalent with a grade of C or better.

**ENGL 2342—Forms of Literature I****3-0-3**

THECB CIP 16.0104.5113

\*Core Curriculum (Language, Philosophy &amp; Culture)

The study of one or more literary genres including, but not limited to, poetry, fiction, drama, and film. Emphasis on selected major works in various genres through which the students enhance their literary experience while developing skills in writing and research and developing a perception of humanity's intellectual development. Prerequisite: Completion of ENGL 1302 or ENGL 2311 or its equivalent with a grade of C or better.

**ENGL 2343—Forms of Literature II****3-0-3**

THECB CIP 16.0104.5113

\*Core Curriculum (Language, Philosophy &amp; Culture)

The study of one or more literary genres including, but not limited to, poetry, fiction, drama, and film. Emphasis on selected major works in various genres through which the students enhance their literary experience while developing skills in writing and research and developing a perception of humanity's intellectual development. Prerequisite: Completion of ENGL 1302 or ENGL 2311 or its equivalent with a grade of C or better.



## Freshman Orientation

### **FYIS 0301—First Year Institute Seminar**

**3-1-3**

THECB CIP 32.0101.5212

\*DEV

Examines factors that underlie learning, success, and personal development in higher education. Topics covered include information processing, memory, strategic learning, self-regulation, goal setting, motivation, educational and career planning, and learning styles. Techniques of study such as time management, listening and note taking, text marking, library and research skills, preparing for examinations, and utilizing learning resources are covered. Includes courses in college orientation and developments of students' academic skills that apply to all disciplines. All first semester freshmen must enroll in the course during their first semester of college. A grade of C or better is required, or the student must repeat the course.

## Geology

### **GEOL 1301—Integrated Science: Earth Science**

**2-3-3**

THECB CIP 40.0601.5103

\*TRAN

Concepts and activities in natural sciences for elementary school curriculum with emphasis on earth science: structures and systems, energy transformations, change over time, interactions and scientific worldview. Must be taken concurrently with a laboratory section. This course is designed for elementary education majors.

### **GEOL 1401—Earth Sciences I**

**3-3-4**

THECB CIP 40.0601.5103

\*TRAN

Survey of physical and historical geology, astronomy, meteorology, oceanography, and related sciences.

### **GEOL 1403—Physical Geology**

**3-3-4**

THECB CIP 40.0601.5403

\*TRAN

Principles of physical and historical geology. Study of the earth's composition, structure, and internal and external processes. Includes the geologic history of the earth and the evolution of life.

### **GEOL 1404—Historical Geology**

**3-3-4**

THECB CIP 40.0601.5403

\*TRAN

Principles of physical and historical geology. Study of the earth's composition, structure, and internal and external processes. Includes the geologic history of the earth and the evolution of life.

## Government

### **GOVT 2304—Introduction to Political Science**

**3-0-3**

THECB CIP 45.1001.5225

\*TRAN

Introductory survey of the discipline of political science focusing on the scope, and methods of the field, and the substantive topics in the discipline including the theoretical foundations of politics, political interaction, political institutions and how political systems function. Prerequisite: Passage of or exemption from the Reading Section of a TSI approved test or completion of INRW 0322 with a grade of C or better.

**GOVT 2305—Federal Government****3-0-3**

THECB CIP 45.1002.5125

\*Core Curriculum (Government/Political Science)

Origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties and civil rights. Prerequisite: Passage of or exemption from the Reading Section of a TSI approved test or completion of INRW 0322 with a grade of C or better.

**GOVT 2306—Texas Government****3-0-3**

THECB CIP 45.1002.5125

\*Core Curriculum (Government/Political Science)

Origin and development of the Texas constitution, structure and powers of state and local government, federalism and inter-governmental relations, political participation, the election process, public policy, and the political culture of Texas. Prerequisite: Passage of or exemption from the Reading Section of a TSI approved test or completion of INRW 0322 with a grade of C or better.

**GOVT 2311—Mexican-American Politics****3-0-3**

THECB CIP 05.0203.5425

\*TRAN

The study of Mexican-American/Chicano/ a politics within the American political experience. Prerequisite: Passage of or exemption from the Reading Section of a TSI approved test or completion of INRW 0322 with a grade of C or better.

## History

**HIST 1301—United States History I****3-0-3**

THECB CIP 54.0102.5125

\*Core Curriculum (American History)

A survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include: American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government. Prerequisite: Passage of or exemption from the Reading Section of a TSI approved test or completion of INRW 0322 with a grade of C or better.

**HIST 1302—United States History II****3-0-3**

THECB CIP 54.0102.5125

\*Core Curriculum (American History)

A survey of the social, political, economic, cultural, and intellectual history of the United States from the Civil War/Reconstruction era to the present. United States History II examines industrialization, immigration, world wars, the Great Depression, Cold War and post-Cold War eras. Themes that may be addressed in United States History II include: American culture, religion, civil and human rights, technological change, economic change, immigration and migration, urbanization and suburbanization, the expansion of the federal government, and the study of U.S. foreign policy. Prerequisite: Passage of or exemption from the Reading Section of a TSI approved test or completion of INRW 0322 with a grade of C or better.

**HIST 2301—Texas History****3-0-3**

THECB CIP 54.0102.5225

\*TRAN

A survey of the political, social, economic, cultural, and intellectual history of Texas from the pre-Columbian era to the present. Themes that may be addressed in Texas History include: Spanish colonization and Spanish Texas; Mexican Texas; the Republic of Texas; statehood and secession; oil, industrialization, and urbanization; civil rights; and modern Texas. Prerequisite: Completion of HIST 1301 or its equivalent OR HIST 1302 or its equivalent with a grade of C or better.

**HIST 2311—Western Civilization I****3-0-3**

THECB CIP 54.0101.5425

\*Core Curriculum (Language, Philosophy &amp; Culture)

A survey of the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from human origins to the 17th century. Themes that should be addressed in Western Civilization I include the cultural legacies of Mesopotamia, Egypt, Greece, Rome, Byzantium, Islamic civilizations, and Europe through the Middle Ages, Renaissance, and Reformations. Prerequisite: Completion of HIST 1301 or its equivalent OR HIST 1302 or its equivalent with a grade of C or better.

**HIST 2321—World Civilizations I****3-0-3**

THECB CIP 54.0101.5325

\*TRAN

A survey of the social, political, economic, cultural, religious, and intellectual history of the world from the emergence of human cultures through the 15th century. The course examines major cultural regions of the world in Africa, the Americas, Asia, Europe, and Oceania and their global interactions over time. Themes include the emergence of early societies, the rise of civilizations, the development of political and legal systems, religion and philosophy, economic systems and trans-regional networks of exchange. The course emphasizes the development, interaction and impact of global exchange. Prerequisite: Completion of HIST 1301 or its equivalent OR HIST 1302 or its equivalent with a grade of C or better.

**HIST 2322—World Civilizations II****3-0-3**

THECB CIP 54.0101.5325

\*TRAN

A survey of the social, political, economic, cultural, religious, and intellectual history of the world from the 15th century to the present. The course examines major cultural regions of the world in Africa, the Americas, Asia, Europe, and Oceania and their global interactions over time. Themes include maritime exploration and transoceanic empires, nation/state formation and industrialization, imperialism, global conflicts and resolutions, and global economic integration. The course emphasizes the development, interaction and impact of global exchange. Prerequisite: Completion of HIST 1301 or its equivalent OR HIST 1302 or its equivalent with a grade of C or better.

**HIST 2323—Eastern Civilizations (single-semester)****3-0-3**

THECB CIP 54.0101.5325

\*TRAN

Survey of ancient and medieval history with emphasis on Asian, African, and European cultures. Includes the modern history and culture of Asia, Africa, Europe, and the Americas. Prerequisite: Completion of HIST 1301 or its equivalent OR HIST 1302 or its equivalent with a grade of C or better.

**HIST 2381—African-American History****3-0-3**

THECB CIP 45.1101.5325

\*TRAN

Historical, economic, social, and cultural development of minority groups. Topics may include African-American, Mexican American, Asian American, and Native American issues. Prerequisite: Completion of HIST 1301 or its equivalent OR HIST 1302 or its equivalent with a grade of C or better.

## **Instrumentation, Electrical & Pump Technology**

### **CBFM 2317—Mechanical Maintenance**

**2-2-3**

THECB CIP 46.0401.0000

\*CTE

General principles of mechanical and electrical systems as related to inspection, repair, and preventative maintenance of facility equipment.

### **CETT 1303—DC Circuits**

**2-2-3**

THECB CIP 15.1201.0000

\*CTE

A study of the fundamentals of direct current including Ohm's law, Kirchoff's law and circuit analysis techniques. Emphasis on circuit analysis of resistive networks and DC measurements.

### **CETT 1305—AC Circuits**

**2-2-3**

THECB CIP 15.1201.0000

\*CTE

A study of the fundamentals of alternating current including series and parallel AC circuits, phasors, capacitive and inductive networks, transformer, and resonance.

### **CETT 1409—DC-AC Circuits**

**3-2-4**

THECB CIP 15.1201.0000

\*CTE

Fundamentals of DC circuits and AC circuits operation including Ohm's law, Kirchhoff's laws, networks, transformers, resonance, phasors, capacitive and inductive and circuit analysis techniques.

### **CETT 1425—Digital Fundamentals**

**3-2-4**

THECB CIP 15.1201.0000

\*CTE

An entry level course in digital electronics to include numbering systems, logic gates, Boolean algebra, and combinational logic.

### **ELPT 1331—Survey of the National Electrical Code**

**3-0-3**

THECB CIP 46.0301.0000

\*CTE

An overview of the content, format, rules, and calculations in the National Electrical Code (NEC).

### **ELPT 1341—Motor Control**

**2-2-3**

THECB CIP 46.0301.0000

\*CTE

Study of the operating principles of solid-state controls, along with their practical applications. Topics include braking, jogging, plugging, and safety interlocks.

### **ELPT 2339—Electrical Power Distribution**

**2-2-3**

THECB CIP 46.0301.0000

\*CTE

Design, operation, and technical details of modern power distribution systems including generating equipment, transmission lines, plant distribution, protective devices. Includes calculations of fault current, system load analysis, rates and power economics.

### **ELPT 2347—Electrical Testing and Maintenance**

**2-2-3**

THECB CIP 46.0301.0000

\*CTE

Proper and safe use of electrical power equipment test devices and the interpretation of test results. Includes protective relay testing and calibration, direct current (DC) testing, insulation power testing, and medium voltage switchgear.

<b>ENER 1330—Basic Mechanical Skills for Energy</b>	<b>2-2-3</b>
THECB CIP 15.0503.0000	*CTE
Basic mechanical skills using hand and power tools in an industrial environment. Topics include tool use and maintenance, lubrication, measuring, threads and fasteners, bench works, basic mechanical drawings, and basic shop calculations (English and metric). Also addresses rigging procedures to include chain falls, jacks, cable, fulcrum, port-a-power, and come-alongs.	
<b>HEMR 1304—Natural Gas Compression</b>	<b>2-4-3</b>
THECB CIP 47.0302.0000	*CTE
An introductory course in the principles of the operation of gas compressors and natural gas engines.	
<b>IEIR 1343—Industrial Equipment Maintenance</b>	<b>2-2-3</b>
THECB CIP 47.0105.0000	*CTE
Maintenance and repair of power transmission systems involving gear, V-belt, and chain drives with emphasis on both plain and anti-friction bearings. Introduces theory of various types of pumps and compressors. Laboratory activities include maintenance, repair, and overhaul procedures used on common process pumps and compressors.	
<b>INMT 2303—Pumps, Compressors &amp; Mechanical Drives</b>	<b>2-2-3</b>
THECB CIP 15.0613.0000	*CTE
A study of the theory and operations of various types of pumps and compressors. Topics include mechanical power transmission systems including gears, v-belts, and chain drives.	
<b>INTC 1305—Introduction to Electronic Instrumentation</b>	<b>2-2-3</b>
THECB CIP 15.0404.0000	*CTE
A survey of the instrumentation field and the professional requirements of the instrumentation technician, including an introduction to computer and calculator applications involved in basic electronic circuit analysis.	
<b>INTC 1348—Analytical Instrumentation</b>	<b>2-2-3</b>
THECB CIP 15.0404.0000	*CTE
A study of analytical instruments emphasizing their utilization in continuous process applications including chromatography, pH, conductivity, and spectrophotometry instruments.	
<b>INTC 1350—Digital Measurement &amp; Controls</b>	<b>2-2-3</b>
THECB CIP 15.0404.0000	*CTE
Basic measurement control instrumentation. Includes movement of digital data through common systems employing parallel and serial transfers.	
<b>INTC 1355—Unit Operations</b>	<b>3-1-3</b>
THECB CIP 15.0404.0000	*CTE
Automatic control requirements of industrial processes. Includes control systems, control loop tuning, and analysis.	
<b>INTC 1356—Instrumentation Calibration</b>	<b>2-2-3</b>
THECB CIP 15.0404.0000	*CTE
A study of techniques for calibrating electronic and pneumatic transmitters, controllers, recorders, valves and valve positioners including tear down, assembly, alignment, and calibration of equipment.	

- INTC 1358—Flow & Measurement Calibration** **2-2-3**  
 THECB CIP 15.0404.0000 \*CTE  
 Practical methods of flow measurements and flow integration. Emphasizes primary flow element selection and calculations in accordance with American Gas Association (AGA) and American Petroleum Institute (API) standards.
- INTC 1391—Special Topics in Instrumentation Technology:** **3-0-3**  
 THECB CIP 15.0404.0000 \*CTE  
 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.
- INTC 2336—Distributed Control and Programmable Logic** **2-2-3**  
 THECB CIP 15.0404.0000 \*CTE  
 Overview of distributed control systems including configuration of programmable logic controllers, smart transmitters, and field communicators. Functions of digital systems in a process control environment.
- INTC 2339—Instrument & Control Review** **2-2-3**  
 THECB CIP 15.0404.0000 \*CTE  
 An overview of instrument and control technology in preparation for industry employment and national testing.
- INTC 2388—Internship: Instrumentation Technology/Technician** **0-12-3**  
 THECB CIP 15.0404.0000 \*CTE  
 A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

## Learning Framework- Capstone

- EDUC 1100—Learning Framework** **1-1-1**  
 THECB CIP 42.2701.5125 \* Core Curriculum (Institutional Option)  
 Application of learning research and theory to academic and professional planning. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for student acquisition of academic, college-level strategies and skills. Students use assessment instruments (e.g., learning inventories) to help them identify and articulate their own strengths and weaknesses as strategic learners and pre-professionals. Students are ultimately expected to integrate and apply the skills discussed to effectively demonstrate learning, ability, and experience. (Cross-listed as PSYC 1100) Prerequisite: 30 hours of college-level credit.
- PSYC 1100—Learning Framework** **1-1-1**  
 THECB CIP 42.2701.5125 \*Core Curriculum (Institutional Option)  
 Application of learning research and theory to academic and professional planning. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for student acquisition of academic, college-level strategies and skills. Students use assessment instruments (e.g., learning inventories) to help them identify and articulate their own strengths and weaknesses as strategic learners and pre-professionals. Students are ultimately expected to integrate and apply the skills discussed to effectively demonstrate learning, ability, and experience. (Cross-listed as EDUC 1100) Prerequisite: 30 hours of college-level credit.

## Mathematics

### **MATH 0302—Elementary Algebra & Geometry**

**2-3-3**

THECB CIP 32.0104.5119

\*DEV

Algebraic expressions, linear equations and models, exponents, and polynomials, factoring, algebraic fractions, graphing, systems of linear equations, radicals, points, parallel and perpendicular lines, planes, space angles, triangles, congruent triangles, space figures, volume, surface, area, reasoning skills. Prerequisite: MATH 0301 with a grade of C or better or placement by a TSI approved test. (Does not count toward a degree.)

### **MATH 0303—Intermediate College Algebra**

**3-1-3**

THECB CIP 32.0104.5219

\*DEV

A study of relations and functions, inequalities, algebraic expressions and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations. This course is designed for students who have insufficient preparation for college algebra or who have been out of high school for several years and need a review of algebraic fundamentals. Prerequisite: Completion of MATH 0302 with a grade of C or better or placement by a TSI approved test. (Does not count toward a degree.)

### **MATH 0304—Preparatory Mathematics Lab**

**0-5-3**

THECB CIP 32.0104.5119

\*DEV

Course addresses arithmetic operations, basic algebraic concepts and notation, geometry, and real and complex number systems. This is a self-paced lab with an instructor on hand for additional assistance when students request it. Students must log in their required lab hours upon each lab visit during the designated lab times. (Does not count toward a degree.)

### **MATH 1314—College Algebra**

**3-0-3**

THECB CIP 27.0101.5419

\*Core Curriculum (Mathematics)

In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included. Prerequisite: Completion of MATH 0303 with a grade of C or better or placement by an approved TSI test.

### **MATH 1316—Plane Trigonometry**

**3-0-3**

THECB CIP 27.0101.5319

\*Core Curriculum (Mathematics)

In-depth study and applications of trigonometry including definitions, identities, inverse functions, solutions of equations, graphing, and solving triangles. Additional topics such as vectors, polar coordinates and parametric equations may be included. Prerequisite: One unit of plane geometry, and two units of high school algebra. Passage of the Math Section of a TSI approved test or completion of MATH 0303 with a grade of C or better.

### **MATH 1324—Mathematics for Business & Social Sciences**

**3-0-3**

THECB CIP 27.0301.5219

\*Core Curriculum (Mathematics)

Topics from college algebra (linear equations, quadratic equations, functions and graphs, inequalities), mathematics of finance (simple and compound interest, annuities), linear programming, matrices, systems of linear equations, applications to management, economics, and business. Prerequisite: Two units of high school algebra or the equivalent; Passage of the Math Section of a TSI approved test or completion of MATH 0303 with a grade of C or better.

- MATH 1325—Calculus for Business & Social Sciences** **3-0-3**  
 THECB CIP 27.0301.5319 \*Core Curriculum (Mathematics)  
 Limits and continuity, derivatives, graphing and optimization, exponential and logarithmic functions, antiderivatives, integration, applications to management, economics, and business. Prerequisite: Completion of MATH 1324 or MATH 1314 with a grade of C or better.
- MATH 1332—Contemporary Mathematics I** **3-0-3**  
 THECB CIP 27.0101.5119 \*Core Curriculum (Mathematics)  
 Topics include introductory treatments of sets, logic, number systems, number theory, relations, functions, probability and statistics. Appropriate applications are included. (Logic: sets and counting; metric system; probability; statistics; geometry; math of finance; and exponential and logarithmic functions.) Prerequisite: Passage of the Math Section of a TSI approved test or completion of MATH 0303 with a grade of C or better.
- MATH 1342—Elementary Statistical Methods** **3-0-3**  
 THECB CIP 27.0501.5119 \*TRAN  
 Collection, analysis, presentation and interpretation of data, and probability. Analysis includes descriptive statistics, correlation and regression, confidence intervals and hypothesis testing. Use of appropriate technology is included. Prerequisite: Completion of MATH 0303 with a grade of C or better or placement by an approved TSI test.
- MATH 1350—Advanced Mathematics I for Elementary Education Teachers** **3-0-3**  
 THECB CIP 27.0101.5619 \*TRAN  
 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. This course is appropriate for early childhood education majors. Prerequisite: Completion of MATH 1314 College Algebra or a higher-level math course with a grade of C or better.
- MATH 1351—Advanced Mathematics II for Elementary Education Teachers** **3-0-3**  
 THECB CIP 27.0101.5719 \*TRAN  
 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. This course is designed specifically for students who seek middle grade (4 through 8) teacher certification. Prerequisite: MATH 1314 or a higher-level math course and MATH 1350 with grades of C or better.
- MATH 2312—Pre-Calculus** **3-0-3**  
 THECB CIP 27.0101.5819 \*Core Curriculum (Mathematics)  
 In-depth combined study of algebra, trigonometry, and other topics for calculus readiness. Prerequisite: Passage of the Math Section of a TSI approved test, two years of high-school algebra, one year of high-school geometry, and one semester of high-school trigonometry.
- MATH 2315—Calculus III** **3-0-3**  
 THECB CIP 27.0101.6119 \*Core Curriculum (Mathematics)  
 Advanced topics in calculus, including vectors and vector-valued functions, partial differentiation, Lagrange multipliers, multiple integrals, and Jacobians; application of the line integral, including Green's Theorem, the Divergence Theorem, and Stokes' Theorem. Prerequisite: Completion of MATH 2414 with a grade of C or better.



**MATH 2318—Linear Algebra****3-0-3**

THECB CIP 27.0101.6319

**\*TRAN**

Introduces and provides models for application of the concepts of vector algebra. Topics include finite dimensional vector spaces and their geometric significance; representing and solving systems of linear equations using multiple methods, including Gaussian elimination and matrix inversion; matrices; determinants; linear transformations; quadratic forms; eigenvalues and eigenvector; and applications in science and engineering. Prerequisite: Instructor's permission.

**MATH 2320—Differential Equations****3-0-3**

THECB CIP 27.0101.6419

**\*TRAN**

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. (Laplace transforms, Fourier series) Prerequisite or corequisite: MATH 2315 with a grade of C or better.

**MATH 2413—Calculus I****3-1-4**

THECB CIP 27.0101.5919

**\*Core Curriculum (Mathematics)**

Limits and continuity; the Fundamental Theorem of Calculus; definition of the derivative of a function and techniques of differentiation; applications of the derivative to maximizing or minimizing a function; the chain rule, mean value theorem, and rate of change problems; curve sketching; definite and indefinite integration of algebraic, trigonometric, and transcendental functions, with an application to calculation of areas. Prerequisite: Completion of MATH 1316 with a grade of C or better or corequisite of MATH 1316.

**MATH 2414—Calculus II****3-1-4**

THECB CIP 27.0101.6019

**\*Core Curriculum (Mathematics)**

Differentiation and integration of transcendental functions; parametric equations and polar coordinates; techniques of integration; sequences and series; improper integrals. Prerequisite: Completion of MATH 2413 with a grade of C or better.

**Medical Terminology****HITT 1305—Medical Terminology I****3-0-3**

THECB CIP 51.0707.0000

**\*CTE**

Introduction to the practical application of medical terminology. Study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures.

**Music****MUSI 1116—Sight Singing & Ear Training I****1-0-1**

THECB CIP 50.0904.5626

**\*TRAN**

Singing tonal music in treble, bass, alto, and tenor clefs. Aural study includes dictation, rhythm, melody and diatonic harmony. Concurrent enrollment in MUSI 1311 or consent of instructor is required.

**MUSI 1117—Sight Singing & Ear Training II****1-0-1**

THECB CIP 50.0904.5626

**\*TRAN**

A continuation of MUSI 1116 with attention to increasingly sophisticated vocal and aural study.

Concurrent enrollment in MUSI 1312 or consent of instructor is required. Prerequisite: MUSI 1116 with a grade of C or better.

**MUSI 1301—Fundamentals of Music I**

**3-0-3**

THECB CIP 50.0904.5526

\*TRAN

Introduction to the basic elements of music theory for non-music majors: scales, intervals, keys, triads, elementary ear training, keyboard harmony, notation, meter, and rhythm. (Does not apply to a music major degree.)

**MUSI 1306—Music Appreciation**

**3-0-3**

THECB CIP 50.0902.5126

\*Core Curriculum (Fine Arts)

Understanding music through the study of cultural periods, major composers, and musical elements. Illustrated with audio recordings and live performances. For non-music majors.

**MUSI 1308—Music Literature I**

**3-0-3**

THECB CIP 50.0902.5226

\*TRAN

Designed to satisfy the needs of majors of music. Survey of the principal musical forms and cultural periods as illustrated in the literature of major composers.

**MUSI 1311—Music Theory I**

**3-3-3**

THECB CIP 50.0904.5126

\*TRAN

Analysis and writing of tonal melody and diatonic harmony up to and including the chords. Analysis and writing of small compositional forms. Correlated study at the keyboard. Concurrent enrollment in MUSI 1116 or consent of instructor is required.

**MUSI 1312—Music Theory II**

**3-3-3**

THECB CIP 50.0904.5126

\*TRAN

A continuation of MUSI 1311, with emphasis on analysis and writing more sophisticated compositional forms. Correlated study at the keyboard. Concurrent enrollment in MUSI 1117 or consent of instructor is required. Prerequisite: MUSI 1311 with a grade of C or better.

**MUSI 2116—Sight Singing & Ear Training III**

**1-0-1**

THECB CIP 50.0904.5726

\*TRAN

Singing more difficult tonal music including modal, ethnic, and 20th century materials. Aural study, including dictation of more complex rhythm, melody, chromatic harmony, and extended tertian structures. Concurrent enrollment in MUSI 2311 or consent of instructor is required. Prerequisite: MUSI 1117 with a grade of C or better.

**MUSI 2117—Sight Singing & Ear Training IV**

**1-0-1**

THECB CIP 50.0904.5726

\*TRAN

A continuation of MUSI 2116, with attention to more complex rhythm, melody, chromatic harmony, and extended tertian structures. Concurrent enrollment in MUSI 2312 or consent of instructor is required. Prerequisite: MUSI 2116 with a grade of C or better.

**MUSI 2311—Music Theory III**

**3-3-3**

THECB CIP 50.0904.5226

\*TRAN

Advanced harmony part writing and keyboard analysis and writing of more advanced tonal harmony including chromaticism and extended tertian structures. Introduction to 20th century compositional procedures and survey of the traditional large forms of composition. Correlated study at the keyboard. Concurrent enrollment in MUSI 2116 or consent of instructor is required. Prerequisite: MUSI 1312 with a grade of C or better.

**MUSI 2312—Music Theory IV****3-3-3**

THECB CIP 50.0904.5226

**\*TRAN**

A continuation of MUSI 2311. Correlated study at the keyboard. Concurrent enrollment in MUSI 2117 or consent of instructor is required. Prerequisite: MUSI 2311 with a grade of C or better.

**Class Instruction - Piano**

For students with limited keyboard background. Includes scales, chord progressions, technical studies, sight-reading drills, and short selections from solo literature. Meets twice a week for one hour each session.

THECB CIP 50.0907.51.26

**\*TRAN****MUSI 1181—Piano I Class Instruction—Freshman, semester 1****0-3-1****MUSI 1182—Piano II Class Instruction—Freshman, semester 2****0-3-1****MUSI 2181—Piano III Class Instruction—Sophomore, semester 1****0-3-1****MUSI 2182—Piano IV Class Instruction—Sophomore, semester 2****0-3-1****Instrumental Ensemble**

The Instrumental Ensemble is open to both music majors and non-majors.

THECB CIP 50.0903.56.26

**\*TRAN****MUEN 1131—Instrumental Ensemble—Freshman, semester 1****0-3-1****MUEN 1132—Instrumental Ensemble—Freshman, semester 2****0-3-1****MUEN 2131—Instrumental Ensemble—Sophomore, semester 1****0-3-1****MUEN 2132—Instrumental Ensemble—Sophomore, semester 2****0-3-1****College Choir**

The college choir is a non-audition organization open to music majors and non-music majors. Different styles of music and a wide variety of literature are covered in this select choir. Public performances fall and spring concerts are all an exciting part of this vibrant group of young people. Classics, jazz, pop, country, and religious are all mastered by this performing ensemble.

THECB CIP 50.0903.57.26

**\*TRAN****MUEN 1141—College Choir—Freshman, semester 1****0-3-1****MUEN 1142—College Choir—Freshman, semester 2****0-3-1****MUEN 2141—College Choir—Sophomore, semester 1****0-3-1****MUEN 2142—College Choir—Sophomore, semester 2****0-3-1****Community Choir**

The Community Choir is open to all students and community members alike, and is a large vocal ensemble, capable of singing major works. This choir delights in a wide variety of styles and sings music from all periods of music history.

THECB CIP 50.0903.57.26

**\*TRAN****MUEN 1151—Community Choir—Freshman, semester 1****0-3-1****MUEN 1152—Community Choir—Freshman, semester 2****0-3-1****MUEN 2151—Community Choir—Sophomore, semester 1****0-3-1****MUEN 2152—Community Choir—Sophomore, semester 2****0-3-1****Private Music Instruction**

Students who enroll for private instruction in applied music may study piano, organ, voice, woodwinds, brass, strings, or percussion, depending upon the availability of the instructors. Music majors must enroll in a piano course each semester and attend performance class. Those students registering for 1 semester hour of credit will have one 30-minute private lesson a week; those registering for 2 semester hours of credit will have one one-hour lesson a week. All private lessons are scheduled TBA (to be arranged). Therefore, the student MUST contact the teacher to arrange a lesson time during the first week of the semester. It is to be understood that PRACTICE is an integral part of any private lesson. Students are expected to practice one hour daily for each hour of credit earned. All music students taking applied music will be evaluated each semester by Jury Examinations as to their level of achievement. The course numbers of

private instruction may be repeated for additional credit.  
THECB CIP 50.0903.54.26

\*TRAN

#### **Piano**

<b>MUAP 1171—Beginning Piano (non-majors)</b>	<b>0-½-1</b>
<b>MUAP 1270—Beginning Piano (non-majors)</b>	<b>0 -1-2</b>
<b>MUAP 1170—Freshman Piano—30 min.</b>	<b>0-½-1</b>
<b>MUAP 1172—Freshman Piano—30 min.</b>	<b>0-½-1</b>
<b>MUAP 1269—Freshman Piano—1 hour</b>	<b>0 -1-2</b>
<b>MUAP 1271—Freshman Piano—1 hour</b>	<b>0 -1-2</b>
<b>MUAP 2169—Sophomore Piano—30 min.</b>	<b>0-½-1</b>
<b>MUAP 2171—Sophomore Piano—30 min.</b>	<b>0-½-1</b>
<b>MUAP 2270—Sophomore Piano—1 hour</b>	<b>0 -1-2</b>
<b>Voice</b>	
<b>MUAP 1181—Freshman Voice—30 min.</b>	<b>0-½-1</b>
<b>MUAP 1183—Freshman Voice—30 min.</b>	<b>0-½-1</b>
<b>MUAP 1282—Freshman Voice—1 hour</b>	<b>0 -1-2</b>
<b>MUAP 1284—Freshman Voice—1 hour</b>	<b>0 -1-2</b>
<b>MUAP 2181—Sophomore Voice—30 min.</b>	<b>0-½-1</b>
<b>MUAP 2183—Sophomore Voice—30 min.</b>	<b>0-½-1</b>
<b>MUAP 2282—Sophomore Voice—1 hour</b>	<b>0 -1-2</b>
<b>MUAP 2284—Sophomore Voice—1 hour</b>	<b>0 -1-2</b>

#### **Brass**

<b>MUAP 1137—Freshman Brass—30 min.</b>	<b>0-½-1</b>
<b>MUAP 1138—Freshman Brass—30 min.</b>	<b>0-½-1</b>
<b>MUAP 1237—Freshman Brass—1 hour</b>	<b>0 -1-2</b>
<b>MUAP 1238—Freshman Brass—1 hour</b>	<b>0 -1-2</b>
<b>MUAP 2137—Sophomore Brass—30 min.</b>	<b>0-½-1</b>
<b>MUAP 2138—Sophomore Brass—30 min.</b>	<b>0-½-1</b>
<b>MUAP 2237—Sophomore Brass—1 hour</b>	<b>0 -1-2</b>
<b>MUAP 2238—Sophomore Brass—1 hour</b>	<b>0 -1-2</b>

#### **Organ**

<b>MUAP 1165—Freshman Organ—30 min.</b>	<b>0-½-1</b>
<b>MUAP 1167—Freshman Organ—30 min.</b>	<b>0-½-1</b>
<b>MUAP 1266—Freshman Organ—1 hour</b>	<b>0 -1-2</b>
<b>MUAP 1268—Freshman Organ—1 hour</b>	<b>0 -1-2</b>
<b>MUAP 2165—Sophomore Organ—30 min.</b>	<b>0-½-1</b>
<b>MUAP 2167—Sophomore Organ—30 min.</b>	<b>0-½-1</b>
<b>MUAP 2266—Sophomore Organ—1 hour</b>	<b>0 -1-2</b>
<b>MUAP 2268—Sophomore Organ—1 hour</b>	<b>0 -1-2</b>

#### **Strings**

<b>MUAP 1101—Freshman Strings—30 min.</b>	<b>0-½-1</b>
<b>MUAP 1102—Freshman Strings—30 min.</b>	<b>0-½-1</b>
<b>MUAP 1201—Freshman Strings—1 hour</b>	<b>0 -1-2</b>
<b>MUAP 1202—Freshman Strings—1 hour</b>	<b>0 -1-2</b>
<b>MUAP 2101—Sophomore Strings—30 min.</b>	<b>0-½-1</b>
<b>MUAP 2102—Sophomore Strings—30 min.</b>	<b>0-½-1</b>
<b>MUAP 2201—Sophomore Strings—1 hour</b>	<b>0 -1-2</b>
<b>MUAP 2202—Sophomore Strings—1 hour</b>	<b>0 -1-2</b>

## **Woodwind**

<b>MUAP 1117—Freshman Woodwind—30 min.</b>	<b>0-½-1</b>
<b>MUAP 1119—Freshman Woodwind—30 min.</b>	<b>0-½-1</b>
<b>MUAP 1218—Freshman Woodwind—1 hour</b>	<b>0-1-2</b>
<b>MUAP 1220—Freshman Woodwind—1 hour</b>	<b>0-1-2</b>
<b>MUAP 2117—Sophomore Woodwind—30 min.</b>	<b>0-½-1</b>
<b>MUAP 2119—Sophomore Woodwind—30 min.</b>	<b>0-½-1</b>
<b>MUAP 2217—Sophomore Woodwind—1 hour</b>	<b>0-1-2</b>
<b>MUAP 2219—Sophomore Woodwind—1 hour</b>	<b>0-1-2</b>

## **Percussion**

<b>MUAP 1188—Freshman Percussion—30 min.</b>	<b>0-½-1</b>
<b>MUAP 1189—Freshman Percussion —30 min</b>	<b>0-½-1</b>
<b>MUAP 1288—Freshman Percussion —1 hour</b>	<b>0 -1-2</b>
<b>MUAP 1289—Freshman Percussion —1 hour</b>	<b>0 -1-2</b>
<b>MUAP 2188—Sophomore Percussion —30 min.</b>	<b>0-½-1</b>
<b>MUAP 2189—Sophomore Percussion —30 min</b>	<b>0-½-1</b>
<b>MUAP 2288—Sophomore Percussion —1 hour</b>	<b>0 -1-2</b>
<b>MUAP 2289—Sophomore Percussion —1 hour</b>	<b>0 -1-2</b>

## **Physical Education**

### **PHED 1301—Introduction to Physical Fitness & Sport** **3-0-3**

THECB CIP 31.0501.5223

\*TRAN

Orientation to the field of physical fitness and sport. Includes the study and practice of activities and principles that promote physical fitness.

### **PHED 1304—Personal/Community Health I** **3-0-3**

THECB CIP 51.1504.5116

\*TRAN

Investigation of the principles and practices in relation to personal and community health. Topics emphasized are basic nutrition, mental/emotional health, drug use and abuse, exercise, sleep and rest; community health including public sanitation, community services, and health agencies.

### **PHED 1305—Personal/Community Health II** **3-0-3**

THECB CIP 51.1504.5116

\*TRAN

A continuation of PHED 1304 with more in-dept discussions on personal and community health. Prerequisite: Completion of PHED 1304 with a grade of C or better.

### **PHED 1306—First Aid** **3-0-3**

THECB CIP 51.1504.5316

\*TRAN

Instruction in and practice of first aid techniques. Students are also prepared in the necessary instruction and practice for American Red Cross certification in standard First Aid and Cardiopulmonary Resuscitation.

### **PHED 1308—Sports Officiating I** **2-2-3**

THECB CIP 31.0101.5123

\*TRAN

Instruction in rules, interpretation, and mechanics of officiating selected sports.

- PHED 1309—Sports Officiating II** **2-2-3**  
 THECB CIP 31.0101.5123 \*TRAN  
 Continuation of PHED 1308. Practical experience provided through college intramurals and community youth sports. Prerequisite: Completion of PHED 1308 with a grade of C or better.
- PHED 1321—Coaching/Sports/Athletics I** **2-2-3**  
 THECB CIP 31.0505.5123 \*TRAN  
 Study of coaching techniques, history, theories, philosophies, rules, and terminology of competitive sports. Includes coaching techniques.
- PHED 1322—Coaching/Sports/Athletics II** **2-2-3**  
 THECB CIP 31.0505.5123 \*TRAN  
 Study of coaching theories and philosophies as applied to competitive sports.
- PHED 1331—Physical Education for Elementary Education Majors** **3-0-3**  
 THECB CIP 31.0501.5223 \*TRAN  
 An overview of the program of activities in elementary school physical education. Includes the study and practice of activities and principles that promote physical fitness with an emphasis on historical development, philosophical implications, physical fitness, and kinesiology.
- PHED 1336—Introduction to Recreation I** **3-0-3**  
 THECB CIP 31.0101.5123 \*TRAN  
 Fundamental theory and concepts of recreational activities with an emphasis on programs, facilities, planning and leadership.
- PHED 1337—Introduction to Recreation II** **3-0-3**  
 THECB CIP 31.0101.5123 \*TRAN  
 Continuation of PHED 1336. Further investigation of various types of facilities and programs, as well as current trends in recreational management.
- PHED 1338—Concepts of Physical Fitness** **2-3-3**  
 THECB CIP 31.0501.5123 \*TRAN  
 Concepts and use of selected physiological variables of fitness, individual testing and consultation and the organization of sports and fitness programs.
- PHED 1346—Drug Use and Abuse** **3-0-3**  
 THECB CIP 51.1504.5216 \*TRAN  
 The study of the use and abuse of drugs in today's society. This course emphasizes physiological, sociological and psychological factors involved in the use and abuse of drugs.
- PHED 2156—Taping and Bandaging** **1-0-1**  
 THECB CIP 51.0913.5116 \*TRAN  
 This course provides the fundamental taping and bandaging techniques used in the prevention and care of athletic related injuries. Permission of instructor is required for enrollment.

## Physical Education Activity Courses

Injury Disclaimer: Frank Phillips College will not pay for medical expenses incurred by a student injured in a class-related activity.

<b>PHED 1124—Freshman Body Conditioning I</b>	<b>0-3-1</b>
<b>PHED 1125—Freshman Body Conditioning II</b>	<b>0-3-1</b>
<b>PHED 2124—Sophomore Body Conditioning III</b>	<b>0-3-1</b>
<b>PHED 2125—Sophomore Body Conditioning IV</b>	<b>0-3-1</b>
<b>PHED 1134—Freshman Rodeo Events I</b>	<b>0-3-1</b>
<b>PHED 1135—Freshman Rodeo Events II</b>	<b>0-3-1</b>
<b>PHED 2134—Sophomore Rodeo Events III</b>	<b>0-3-1</b>
<b>PHED 2135—Sophomore Rodeo Events IV</b>	<b>0-3-1</b>
<b>PHED 1144—Freshman Varsity Athletics I</b>	<b>0-3-1</b>
<b>PHED 1145—Freshman Varsity Athletics II</b>	<b>0-3-1</b>
<b>PHED 2144—Sophomore Varsity Athletics III</b>	<b>0-3-1</b>
<b>PHED 2145—Sophomore Varsity Athletics IV</b>	<b>0-3-1</b>
<b>PHED 1146—Freshman Cheerleading I</b>	<b>0-3-1</b>
<b>PHED 1147—Freshman Cheerleading II</b>	<b>0-3-1</b>
<b>PHED 2146—Sophomore Cheerleading III</b>	<b>0-3-1</b>
<b>PHED 2147—Sophomore Cheerleading IV</b>	<b>0-3-1</b>

## Physics

**PHYS 1305—Integrated Science: Physics** **2-3-3**  
THECB CIP 40.0801.5103 \*TRAN  
Concepts and hands-on activities in natural sciences for elementary and middle school teachers with emphasis on physics; structures and systems, energy transformations, changes over time, interactions and scientific world view. Topics include: the scientific method and a survey of mechanics, matter, heat optics, electricity, and magnetism.

**PHYS 1401—College Physics I** **3-3-4**  
THECB CIP 40.0801.5303 \*Core Curriculum (Life & Physical Sciences)  
Fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion, mechanical waves and sound, physical systems, Newton's Laws of Motion, and gravitation and other fundamental forces; with emphasis on problem solving. Must be taken concurrently with a laboratory section. This course is designed for students preparing for further study in science and related areas including: medicine, pharmacy, optometry, physical therapy, and secondary education. Prerequisite: Completion of \*MATH 1314 or \*MATH 1316 with a grade of C or better. (\*MATH 1314 or MATH 1316 may be taken as a corequisite.)

**PHYS 1402—College Physics II** **3-3-4**  
THECB CIP 40.0801.5303 \*Core Curriculum (Life & Physical Sciences)  
A continuation of PHYS 1401. Fundamental principles of physics, using algebra and trigonometry; the principles and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism, waves, sound, light, optics, and modern physics topics; with emphasis on problem solving. Prerequisite: Completion of PHYS 1401 or its equivalent with a grade of C or better.

**PHYS 1403—Stars & Galaxies****3-3-4**

THECB CIP 40.0201.5103

\*Core Curriculum (Life &amp; Physical Sciences)

Study of stars, galaxies, and the universe outside our solar system. Includes a laboratory.

**PHYS 1404—Solar System****3-3-4**

THECB CIP 40.0201.5203

\*Core Curriculum (Life &amp; Physical Sciences)

Study of the sun and its solar system, including its origin. Includes a laboratory.

**PHYS 1415—Physical Science I****3-3-4**

THECB CIP 40.0101.5103

\*Core Curriculum (Life &amp; Physical Sciences)

Course is designed for non-majors and surveys topics from physics, chemistry, geology, astronomy, and meteorology, with an emphasis on physical phenomena. Topics include the scientific method and a survey of mechanics, matter, heat, optics, electricity, and magnetism. Must be taken concurrently with a laboratory section.

**PHYS 1417—Physical Science II****3-3-4**

THECB CIP 40.0101.5103

\*Core Curriculum (Life &amp; Physical Sciences)

Course is designed for non-science majors and surveys topics from physics, chemistry, geology, astronomy, and meteorology. This course provides a broad background of fundamentals of chemistry and physics with an emphasis in chemistry including structures and systems, energy transformations, changes over time, interactions and scientific world view. Must be taken concurrently with a laboratory section.

**PHYS 2425—University Physics I****3-3-4**

THECB CIP 40.0101.5403

\*Core Curriculum (Life &amp; Physical Sciences)

Fundamental principles of physics, using calculus, for science, computer science, mathematics, and engineering majors; the principles and applications of classical mechanics, including harmonic motion, physical systems and thermodynamics; and emphasis on problem solving. This course sequence emphasizes the study of kinematics, dynamics, energy, momentum, waves sound, heat and thermodynamics. Must be taken with a laboratory section which includes basic laboratory experiments, experimental design, data collection and analysis, and preparation of laboratory reports. Prerequisite: Completion of \*MATH 2413 or its equivalent with a grade of C or better. (\*MATH 2413 may be taken as co-requisite.)

**PHYS 2426—University Physics II****3-3-4**

THECB CIP 40.0101.5703

\*Core Curriculum (Life &amp; Physical Sciences)

Principles of physics for science, computer science, mathematics, and engineering majors, using calculus, involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light, and optics. Must be taken with a laboratory section which includes basic laboratory experiments, experimental design, data collection and analysis, and preparation of laboratory reports. Prerequisite: Completion of PHYS 2425 with a grade of C or better.



## Psychology

### **PSYC 1100—Learning Framework**

**1-1-1**

THECB CIP 42.2701.5125

\*Core Curriculum (Institutional Option)

Application of learning research and theory to academic and professional planning. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for student acquisition of academic, college-level strategies and skills. Students use assessment instruments (e.g., learning inventories) to help them identify and articulate their own strengths and weaknesses as strategic learners and pre-professionals. Students are ultimately expected to integrate and apply the skills discussed to effectively demonstrate learning, ability, and experience. (Cross-listed as EDUC 1100) Prerequisite: 30 hours of college-level credit.

### **PSYC 2301—General Psychology**

**3-0-3**

THECB CIP 42.0101.5125

\*Core Curriculum (Social & Behavioral Sciences)

General psychology is a survey of the major psychological topics, theories and approaches to the scientific study of behavior and mental processes. Preparatory to all other courses in psychology. Prerequisite: Passage of or exemption from the Reading Section of a TSI approved test or completion of INRW 0322 with a grade of C or better.

### **PSYC 2306—Human Sexuality**

**3-0-3**

THECB CIP 42.0101.5325

\*TRAN

This course will provide an overview of the broad field of human sexuality. Topics will be covered from various perspectives – biological, sociological, anthropological, etc., but will focus primarily on the psychological perspective. The goal is for each student to learn factual, scientifically-based information that will provoke thought and contribute to his/her own decision-making on sexual issues outside of the classroom. Prerequisite: Completion of PSYC 2301 or its equivalent with a grade of C or better.

### **PSYC 2314—Lifespan Growth & Development**

**3-0-3**

THECB CIP 42.2703.5125

\*Core Curriculum (Social & Behavioral Sciences)

Life-Span Growth and Development is a study of social, emotional, cognitive and physical factors and influences of a developing human from conception to death. Special emphasis on childhood. Prerequisite: Completion of PSYC 2301 or its equivalent with a grade of C or better.

### **PSYC 2315—Psychology of Adjustment**

**3-0-3**

THECB CIP 42.0101.5625

\*TRAN

Study of the processes involved in adjustment of individuals to their personal and social environments. Prerequisite: Completion of PSYC 2301 or its equivalent with a grade of C or better.

### **PSYC 2319—Social Psychology**

**3-0-3**

THECB CIP 42.2707.5125

\*TRAN

Study of individual behavior within the social environment. May include topics such as the socio-psychological processes, attitudes formation and change, interpersonal relations, and group processes. (Cross-listed as SOCI 2326. Students may enroll for either Psychology or Sociology credit.) Prerequisite: Completion of PSYC 2301 or its equivalent with a grade of C or better.

## Sociology

### **SOCI 1301—Introduction to Sociology**

**3-0-3**

THECB CIP 45.1101.5125

\*Core Curriculum (Social & Behavioral Sciences)

The scientific study of human society, including ways in which groups, social institutions, and individuals affect each other. Causes of social stability and social change are explored through the application of various theoretical perspectives, key concepts, and related research methods of sociology. Analysis of social issues in their institutional context may include topics such as social stratification, gender, race/ethnicity, and deviance. Prerequisite: Passage of or exemption from the Reading Section of a TSI approved test or completion of INRW 0322 with a grade of C or better.

### **SOCI 1306—Social Problems**

**3-0-3**

THECB CIP 45.1101.5225

\*Core Curriculum (Social & Behavioral Sciences)

Application of sociological principles and theoretical perspectives to major social problems in contemporary society such as inequality, crime and violence, substance abuse, environmental issues, deviance, or family problems. Prerequisite: Completion of SOCI 1301 or its equivalent with a grade of C or better.

### **SOCI 2301—Marriage and the Family**

**3-0-3**

THECB CIP 45.1101.5425

\*TRAN

Sociological and theoretical analysis of the structures and functions of the family, the varied cultural patterns of the American family, and the relationships that exist among the individuals within the family, as well as the relationships that exist between the family and other institutions in society. Prerequisite: Completion of SOCI 1301 or its equivalent with a grade of C or better.

### **SOCI 2326—Social Psychology**

**3-0-3**

THECB CIP 42.2707.5125

\*TRAN

Study of individual behavior within the social environment. May include topics such as the socio-psychological processes, attitude formation and change, interpersonal relations, and group processes. (Cross-listed as PSYC 2319. Students may enroll for either Psychology or Sociology credit.) Prerequisite: Completion of PSYC 2301 or its equivalent with a grade of C or better.

## Spanish

### **SPAN 1300—Beginning Spanish Conversation I**

**3-0-3**

THECB CIP 16.0905.5413

\*TRAN

Basic practice in comprehension and production of the spoken language. Focus will be on pronunciation, basic grammar, patterns of ideas adapted to class needs and study of Spanish culture and more.

### **SPAN 1411—Beginning Spanish I**

**3-2-4**

THECB CIP 16.0905.5113

\*TRAN

Basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students will acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the beginner level. For those with no previous work in Spanish or less than two years in high school.

**SPAN 1412—Beginning Spanish II****3-2-4**

THECB CIP 16.0905.5113

\*TRAN

Continued development of basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the high beginner to low intermediate level. Prerequisite: SPAN 1411 or its equivalent with a grade of C or better.

**SPAN 2311—Intermediate Spanish I (3rd semester)****3-2-3**

THECB CIP 16.0905.5213

\*TRAN

The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world. Prerequisite: Two years of high school credits or SPAN 1412 or its equivalent with a grade of C or better.

**SPAN 2312—Intermediate Spanish II (4th semester)****3-2-3**

THECB CIP 16.0905.5213

\*TRAN

Continuation of SPAN 2311. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world. Prerequisite: Two years of high school Spanish or SPAN 2311 or its equivalent with a grade of C or better.

**Speech Communication****SPCH 1311—Introduction to Speech Communication****3-0-3**

THECB CIP 23.1304.5112

\*Core Curriculum (Communication)

Introduces basic human communication principles and theories embedded in a variety of contexts including interpersonal, small group, and public speaking.

**SPCH 1318—Interpersonal Communication****3-0-3**

THECB CIP 23.1304.5412

\*Core Curriculum (Communication)

Application of communication theory to interpersonal relationship development, maintenance, and termination in relationship contexts including friendships, romantic partners, families, and relationships with co-workers and supervisors.

**SPCH 1321—Business & Professional Communication****3-0-3**

THECB CIP 23.1304.5212

\*Core Curriculum (Communication)

Study and application of communication within the business and professional context. Special emphasis will be given to communication competencies in presentations, dyads, teams and technologically mediated formats.

**SPCH 2341—Oral Interpretation****3-0-3**

THECB CIP 23.1304.5712

\*TRAN

Theories and techniques in analyzing and interpreting literature. Preparation and presentation of various literary forms. Prerequisite: Completion of SPCH 1311 or its equivalent with a grade of C or better.

## **Vocational Nursing**

### **VNSG 1226—Gerontology**

**1-1-2**

THECB CIP 51.3901.0000

**\*CTE**

Overview of the normal physical, psychosocial, and cultural aspects of the aging process. Addresses common disease processes of aging. Exploration of attitudes toward care of the older adult. The student will describe the normal aspects of aging; discuss common disease processes associated with aging; and identify common attitudes related to care of the aged.

### **VNSG 1227—Essentials of Medication Administration**

**1-2-2**

THECB CIP 51.3901.0000

**\*CTE**

General principles of medication administration including determination of dosage, preparation, safe administration, and documentation of multiple forms of drugs. Instructions include various systems of measurement. The student will demonstrate accurate dosage calculation; discuss safe medication administration; and accurately document medication administration.

### **VNSG 1230—Maternal Neonatal Nursing**

**1-2-2**

THECB CIP 51.3901.0000

**\*CTE**

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. The student will discuss the bio-psycho-socio-cultural needs of the childbearing family; and utilize the nursing process to assist in planning the care of the childbearing family.

### **VNSG 1231—Pharmacology**

**1-2-2**

THECB CIP 51.3901.0000

**\*CTE**

Fundamentals of medications and their diagnostic, therapeutic, and curative effects. Includes nursing interventions utilizing the nursing process. The student will identify properties, effects, and principles of pharmacotherapeutic agents; and list common nursing interventions associated with the various pharmacotherapeutic agents.

### **VNSG 1234—Pediatrics**

**1-1½-2**

THECB CIP 51.3901.0000

**\*CTE**

Study of growth and development and childhood diseases and childcare from infancy through adolescence. Focus on the care of the well and the ill child utilizing the nursing process. The student will identify safety principles related to childcare; identify common childhood illnesses; and utilize the nursing process to assist in planning care for the well or ill child.

### **VNSG 1236—Mental Health**

**1-1-2**

THECB CIP 51.3901.0000

**\*CTE**

Introduction of the principles and theories of positive mental health and human behaviors. Topics include emotional responses, coping mechanisms, therapeutic communication skills, and common mental illness and maladaptive behaviors. The student will describe the characteristics of positive mental health; identify the coping mechanisms utilized to assist in alleviating stress and anxiety; and demonstrate the use of therapeutic communication skills.

### **VNSG 1329—Medical-Surgical Nursing I**

**2-1½-3**

THECB CIP 51.3901.0000

**\*CTE**

Application of the nursing process to the care of adult patients experiencing medical-surgical conditions in the health-illness continuum. A variety of health care settings are utilized. The student will identify the components of the health-illness continuum; identify prevalent medical-surgical conditions affecting the adult; and utilize the nursing process to assist in developing a plan of care for selected medical-surgical conditions.

**VNSG 1332—Medical-Surgical Nursing II****2-1½-3**

THECB CIP 51.3901.0000

**\*CTE**

Continuation of Medical-Surgical I with application of the nursing process to the care of adult patient experiencing medical-surgical conditions along the health-illness continuum in a variety of health care settings. The student will explain the components of the health-illness continuum; assess prevalent medical-surgical conditions affecting the adult client; and utilize the nursing process to assist in developing a plan of care for selected medical-surgical conditions.

**VNSG 1360—Clinical-Practical Nurse; Introductory****0-18-3**

THECB CIP 51.3901.0000

**\*CTE**

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. The student will 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.

**VNSG 1402—Applied Nursing Skills I****3-4¼-4**

THECB CIP 51.3901.0000

**\*CTE**

An introduction to the nursing profession and its responsibilities. Includes legal and ethical issues in nursing practice; an introduction to the application of primary nursing skills. Emphasis on utilization of the nursing process and related scientific principles. The student will discuss the personal adjustments essential to the development of the vocational nurse; identify the role of the licensed vocational nurse; and discuss the legal and ethical responsibilities in vocational nursing practice. The student will describe the underlying principles of selected nursing skills and their relationship to client health status; demonstrate satisfactory performance of selected nursing skills utilizing principles of safety; and identify the nursing process used to solve basic client care problems across the life span utilizing appropriate medical terminology.

**VNSG 2360—Clinical-Practical Nurse; Intermediate****0-17½-3**

THECB CIP 51.3901.0000

**\*CTE**

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. The student will 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.

**VNSG 2363—Clinical-Practical Nurse; Advanced****0-17½-3**

THECB CIP 51.3901.0000

**\*CTE**

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. The student will 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.

**HITT 1305—Medical Terminology I****3-0-3**

THECB CIP 51.0707.0000

**\*CTE**

Introduction to the practical application of medical terminology. Study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures.

**Welding Technology****DFTG 1325—Blueprint Reading and Sketching****3-3-4**

THECB CIP 15.1301.0000

**\*CTE**

A study of industrial blueprints. Emphasis placed on terminology, symbols, graphic description and welding processes, including systems of measurement and industry standards. Interpretation of plans and drawings used by industry.

**PFPB 1443—Pipefitting Fabrication & Blueprint Reading****3-3-4**

THECB CIP 46.0502.0000

**\*CTE**

A continuation of pipe fabrication, rigging, pipe hangers and supports, blueprint reading, standards and specifications, and trade math.

**PFPB 2408—Pipe Standards & Materials****3-3-4**

THECB CIP 46.0502.0000

**\*CTE**

Identification, description, and application of piping standards and specifications. Includes identification and use of various metallic and non-metallic piping materials, identification and installation of valves, and material take-offs.

**PFPB 2432—Advanced Pipefitting Standards, Specifications & Installation****3-3-4**

THECB CIP 46.0502.0000

**\*CTE**

Skill development in motorized equipment, above-ground pipe installation valves, field routing and vessel trim, spring can supports, testing piping systems and equipment, basic plumbing, planning work activities, and Non-Destructive Testing (NDT). Prerequisite: Completion of PFPB 1443 and PFPB 2408 with a grade of C or better.

**PFPB 2443—Advanced Pipe Practices****3-3-4**

THECB CIP 46.0502.0000

**\*CTE**

Identification, installation, and testing of steam traps and steam trap station components; valve identification, application, and maintenance; identification, storage, and handling of in-line specialties; hydrostatic testing of process piping. Prerequisite: Completion of PFPB 1443 and PFPB 2408 with a grade of C or better.

**PFPB 2449—Field Measuring, Sketching & Layout****3-3-4**

THECB CIP 46.0502.0000

**\*CTE**

Field dimensioning, measuring, sketching, and layout of future process piping and use, care, and setup of transit and level. Prerequisite: Completion of PFPB 1443 and PFPB 2408 with a grade of C or better.

**WLDG 1202—Fundamentals of Gas Metal Arc Welding (GMAW)****1-3-2**

THECB CIP 48.0508.0000

**\*CTE**

A study of the principles of gas metal arc welding, setup and use of GMAW equipment, and safe use of tools and equipment. Instruction in various joint designs.

<b>WLDG 1204—Fundamentals of Oxy-Fuel Welding and Cutting</b>	<b>1-3-2</b>
THECB CIP 48.0508.0000	*CTE
An introduction to oxy-fuel welding and cutting, including history and future in welding, safety, setup and maintenance of oxy-fuel welding, and cutting equipment and supplies.	
<b>WLDG 1206—Fundamentals of Gas Tungsten Arc (GTAW) Welding</b>	<b>1-3-2</b>
THECB CIP 48.0508.0000	*CTE
An introduction to the principles of gas tungsten arc welding (GTAW), setup and use of GTAW equipment, and safe use of tools and equipment. Welding instruction in various positions on joint designs.	
<b>WLDG 1305—Art Metals</b>	<b>2-4-3</b>
THECB CIP 48.0508.0000	*CTE
Fundamentals of conceptualizing and producing utilitarian items in ferrous and non-ferrous metals. Skill development through the techniques of sinking, raising, repousse, and piercing to create objects from sheet and stock materials. Includes welding, brazing, soldering, tinning, polishing, and tool making.	
<b>WLDG 1317—Introduction to Layout &amp; Fabrication</b>	<b>2-2-3</b>
THECB CIP 48.0508.0000	*CTE
A fundamental course in layout & fabrication related to the welding industry. Major emphasis on structural shapes used in construction.	
<b>WLDG 1337—Introduction to Welding Metallurgy</b>	<b>2-2-3</b>
THECB CIP 48.0508.0000	*CTE
A study of ferrous and nonferrous metals from the ore to the finished product. Emphasis on metal alloys, heat treating, hard surfacing, welding techniques, forging, foundry processes and mechanical properties of metal including hardness, machinability, and ductility.	
<b>WLDG 1391—Special Topics in Welder/Welding Technologist</b>	<b>2-4-3</b>
THECB CIP 48.0508.0000	*CTE
The 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.	
<b>WLDG 1428—Introduction to Shielded Metal Arc Welding (SMAW)</b>	<b>2-8-4</b>
THECB CIP 48.0508.0000	*CTE
An introduction to shielded metal arc welding processes. Emphasis placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs. Instruction provided in SMAW fillet welds in various positions.	
<b>WLDG 1435—Introduction to Pipe Welding</b>	<b>2-8-4</b>
THECB CIP 48.0508.0000	*CTE
An introduction to welding of pipe using the shielded metal arc welding process, including electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 1G and 2G welds using various electrodes.	
<b>WLDG 1457—Intermediate Shielded Metal Arc Welding (SMAW)</b>	<b>2-8-4</b>
THECB CIP 48.0508.0000	*CTE
A study of the production of various fillets and groove welds. Preparation of specimens for testing in all test positions. Prerequisite: Completion of WLDG 1428 with a grade of C or better.	

<b>WLDG 2439—Advanced Oxy-Fuel Welding &amp; Cutting</b>	<b>2-8-4</b>
THECB CIP 48.0508.0000	*CTE
A study of all position welding on ferrous and nonferrous metals using oxy-fuel welding process, including welding and cutting, brazing, and soldering operations. Prerequisite: WLDG 1204 with a grade of C or better.	
<b>WLDG 2443—Advanced Shielded Metal Arc Welding (SMAW)</b>	<b>2-8-4</b>
THECB CIP 48.0508.0000	*CTE
Advanced topics based on accepted welding codes. Training provided with various electrodes in shielded metal arc welding processes with open V-groove joints in all positions. Prerequisite: Completion of WLDG 1457 with a grade of C or better.	
<b>WLDG 2447—Advanced Gas Metal Arc Welding (GMAW)</b>	<b>2-8-4</b>
THECB CIP 48.0508.0000	*CTE
Advanced topics in Gas Metal Arc Welding (GMAW). Includes welding in various positions and directions. Prerequisite: WLDG 1202 with a grade of C or better.	
<b>WLDG 2451—Advanced Gas Tungsten Arc (GTAW) Welding</b>	<b>2-8-4</b>
THECB CIP 48.0508.0000	*CTE
Advanced topics in GTAW welding, including welding in various positions and directions. Prerequisite: Completion of WLDG 1206 with a grade of C or better.	
<b>WLDG 2452—Advanced Flux Cored Arc Welding</b>	<b>2-8-4</b>
THECB CIP 48.0508.0000	*CTE
Advanced concepts of flux cored arc welding of structural and fabricated steel products. Skill development in multi-pass fillet and v-groove welding. Prerequisite: WLDG 1202 with a grade of C or better.	
<b>WLDG 2453—Advanced Pipe Welding</b>	<b>2-8-4</b>
THECB CIP 48.0508.0000	*CTE
Advanced topics involving welding of pipe using the shielded metal arc welding process. Topics include electrode selection, equipment setup and safe shop practices. Emphasis on weld positions 5G and 6G using various electrodes. Prerequisite: Completion of WLDG 1435 with a grade of C or better.	
<b>WLDG 2488—Internship- Welder/Welding Technology</b>	<b>0-12-4</b>
THECB CIP 48.0508.0000	*CTE
An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience.	
<b>WLDG 2506—Intermediate Pipe Welding</b>	<b>3-7-5</b>
THECB CIP 48.0508.0000	*CTE
A comprehensive course on the welding of pipe using the shielded metal arc welding (SMAW) process. Position of welds will be 1G, 2G, 5G, and 6G using various electrodes. Topics covered include electrode selection, equipment setup, and safe shop practices.	



# Extended Education

The Extended Education Department exists to promote and enforce the concept that learning goes beyond the traditional academic route. It is a life-long process that can be enhanced with classes offered through the Extended Education department. Continuing Education credits are awarded to students who have a desire to enhance their professional and/or personal development. Continuing Education courses are designed to meet specific needs of the community such as allied health, community service, law enforcement, workforce safety training, and workforce development. Programs listed can be offered through various delivery methods such as lecture, online, independent study and distance learning.

**Extended Education** provides an opportunity for participants to enhance their occupational skills or enrich their lives through a variety of courses. Courses run from a few hours in a one-day seminar to multiple sessions over several weeks. Course options vary in response to the needs of the community. Current lists of classes are available through individual local campuses.

Check Extended Education website for current classes. (<http://www.fpctx.edu/Students.asp>)

## Allied Health

Courses are designed to provide Continuing Education Units (CEU's) for healthcare professionals such as those employed by hospitals, home health care, nursing homes, emergency medical personnel, and day care facilities to sustain state requirements of licensure or assist employment requirements. The Allied Health Department is an authorized provider with American Red Cross and the American Heart Association. For more information about Allied Health courses, contact the Nursing Department, ext. 746.

- Certified Nurse Aide
- Medical Terminology
- CPR Adult/Infant/Child
- NCLEX-PN
- Phlebotomy
- Life Guarding
- Basic IV Therapy for Nurses
- AED Adult/Infant/Child
- Emergency Medical Technician
- Basic/Intermediate/Paramedic

## Workforce Development

Workforce Development represents a growing field of study at the community college level. Members of the incumbent workforce are entering college to upgrade skills, acquire new skills, or perhaps retrain for a new career. Those who are first time entrants into the workforce or those who have been out of the job environment for an extended period of time can receive training to prepare for meaningful employment opportunities. Frank Phillips College has several workforce development curriculum options, including:

- Instrumentation Technology
- Electrical Technology
- Pump & Engine Technology
- Cosmetology & Nail Technology
- Licensed Vocational Nursing
- Farm and Ranch Management
- Welding Technology & Pipe Fitting
- Soft skills

The workforce programs lead to either a certificate of completion, an Associate of Applied Science degree or \*CEU certificate. Licensed vocational nursing and cosmetology are certification programs that can take several months to complete and end in taking a state licensing examination.

The Service Drilling Southwest Center for Access and Innovation is a 32,000 square foot facility located at 901 Opal. The center houses the Cosmetology program, Autocad classroom, the wood shop, Instrumentation and Electrical Program classrooms and shop, and the Conference Center.

Frank Phillips College also offers specialized training programs for business and industry. Credit and non-credit programs can be customized to meet very specific needs. For more information about specialized courses or any workforce development program, contact the Dean of Career and Technology Office at (806) 457-4200, ext. 138 or 875.

### **Law Enforcement**

Courses are designed to provide law enforcement, corrections, and criminal justice personnel with state mandated requirements, in-Service training, and specialized courses to meet specific occupational needs. Frank Phillips College is an approved TCOLE contract provider.

Frank Phillips College understands the need for flexibility in scheduling courses with a large or small percentage of students and realizes the importance of awarding continuing education credits to meet job requirements. For more information about Law Enforcement courses, contact the Director of Extended Education at (806) 457-4200, ext. 708.

- Asset Forfeiture
- Basic Civil Process
- Basic Instructor Course
- Intermediate Crisis Intervention Training
- Cultural Diversity
- Ethics in Law Enforcement
- Family Violence
- Field Training Officer
- Special Investigative Topics
- Sexual Assault
- Intermediate Arrest, Search, & Seizure
- Identity Theft
- Intermediate Crime Scene
- Intermediate Child Abuse
- Intermediate Use of Force
- Intermediate Spanish
- Racial Profiling
- New Supervisors

## **Safety Training**

In January 2009 the **Warren Chisum Welding and Safety Center** opened on the campus of Frank Phillips College. This 15,000 sq. ft. contemporary facility provides access to students who wish to pursue or enhance their skills in state-of-the-art welding and fabrication technologies. Additionally the FPC Safety Center provides industry specific workforce safety training classes for area industries. Contact the Safety Center at 806-274-5029 for more information.

- Aerial Lift
- ARSC Basic Orientation Plus
- Bucket Truck Safety
- Site Specific
- Confined Spaces for Attendant & Entrant
- Construction Safety Class
- DOT Pipeline Operator Qualification
- Electrical Safety
- Elevated Work - Scaffold Inspector
- Excavation Inspector
- SafeLand / Rig Pass
- H2S Training
- HazCom
- Hearing Conservation
- Industrial Safety Class
- Lock Out / Tag Out
- PSM – Process Safety Management
- Respiratory Protection
- Scaffold Inspector
- Skid Steerloader Safety Training
- Globally Harmonized System (GHS)
- Numerous Other Classes
- Forklift Training

Courses are designed to provide safety, health, and environmental training to meet specific needs of business and industry requirements. The Frank Phillips College Safety Center is a recognized training center of the National Safety Council, Texas Safety Association, International Association of Drilling Contractors and the Association of Reciprocal Safety Councils.

# Directory of Employees

## **Board of Regents**

**Mr. Scott Radach, Chair**

**Mr. Jay Campbell, Vice-Chair**

Mr. Shad Goldston

Ms. Marlene McKinney

Ms. Tonya Moore

Ms. Kelly McDonald

Mr. Patrick Nonhof

Mr. Andy Green

Mr. Pete Stynes

## **Administration**

### **Jud Hicks, President**

B.B.A., West Texas A&M University

M.B.A., Wayland Baptist University

Ed.D., Texas Tech University

Certified Public Accountant

### **Shannon Carroll, Vice President for Academic Affairs**

A.A., Amarillo College

B.A., M.A., West Texas A&M University

### **Lew Hunnicutt, Vice President of Extended Services**

#### **Allen Campus – Perryton**

B.S., Tarleton State University

M.S., New Mexico State University

M.S., Ph.D., University of Wyoming

### **Debra Wells, Executive Assistant**

B.A., West Texas A&M University

## Deans & Directors

### **Juan Avila**

#### **Director of Cosmetology**

Certificate of Completion in Cosmetology, Frank Phillips College

Licensed Operator Instructor, Texas Department of Licensing and Regulation

### **David Carr**

#### **Dean of Career & Technical Education**

B.S., Engineering Technology

M.S., Engineering Technology

West Texas A&M University

### **Beverly Fields**

#### **Director of Student Financial Services**

### **Angela Griffin**

#### **Director of Extended Education,**

#### **Borger Campus**

B.B.A., West Texas A&M University

### **Regina Haney**

#### **Director of Physical Plant**

### **Deborah Johnson**

#### **Director of Counseling, Testing, & Careers**

Wayland Baptist University

M.Ed., West Texas A&M University

### **Deby Judd**

#### **Director of Borger Community Activity Center**

### **Cassi Laxton**

#### **Director of FPC Allen Campus**

A.A., Frank Phillips College

B.S., Walden University

### **Jennifer Cobos**

#### **TRiO Student Support Services Project**

#### **Director**

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### **Jimmie McCarthy**

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M.Ed., Lamar University

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B.B.A., West Texas A&M University

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#### **Director of Workforce Training & Grants**

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B.B.A., M.P.A., West Texas A&M University

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#### **Services/Library**

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M.A., Texas Tech University

M.L.S., University of North Texas

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### **Peggy Quinn, R.N.**

#### **Director of Nursing**

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#### **& CAMS Manager**

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#### **& First Year Experience**

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B.S., Walden University

M.B.A., Walden University

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M.A., Texas Tech University

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M.S., Texas Tech University

## Athletic, Livestock Judging & Rodeo Coaches

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B.A., Pennsylvania State University

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B.A., Missouri Southern State University  
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## Coordinators, Support Staff & Facilities Staff

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Custodial Supervisor

### **Hans Zysling**

Security



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