

Trenholm State
COMMUNITY COLLEGE

2025-2026
COLLEGE CATALOG
& Student Handbook





Trenholm State COMMUNITY COLLEGE

Table of Contents

Message from the President 4
Accreditation and Certifications 5
2025-2026 Academic Calendar 7
Introduction to the College 9
About the College 9
College Service Area 9
History 9
Organization and Administration 10
The Alabama Community College System Board of Trustees 11
Alabama Community College System (ACCS) 12
Institutional Mission and Vision 13
Mission 13
Vision 13
Values 13
Strategic Priorities 13
Building and Facilities 14
Campus Map 15
Student Services 16
Admissions and Enrollment Management 17
Required Admissions Documentation 17
Residency Policy 18
Name Change 20
Admissions Status Type 21
Admissions Classifications and Requirements 21
Records and Registration 25
Registration and Course Information 25
Withdrawal Procedures 27
Statewide Transfer and Articulation Reporting System (STARS) – Now Alabama Transfers 28
General Principles of Transfer Credit 29
Advanced Placement Table 31
CLEP Table 32
Grades 33
Formal Grade Appeal Process 34
Standard of Academic Progress 34
Graduation 37
Associate in Arts 37
Associate in Science 38
Associate in Applied Science 38
Certificate 38
Honors and Awards 39
Annual Notification of Family Educational Rights and Privacy Act (FERPA) 40
Student Records General Policy 40
Directory Information 40
Access of Student Records to Students 40
Release of Student Records 41
Location of Records 42
Providing Records to Third Parties 42
Records Retention and Disposal 42
Transcripts 43
Enrollment Verification 43
Financial Aid 44
Financial Aid Programs 44
Federal Pell Grant 46
Federal Supplemental Educational Opportunity Grant (FSEOG) 47
Federal Student Loan Program 47
Financial Aid Satisfactory Progress (SAP) Policy 47
Scholarships 50
Federal Veteran Educational Assistance Programs 52
State VA Educational Programs 52
Workforce Innovation & Opportunity Act (WIOA) 55
Trade Adjustment Assistance or Trade Readjustment Allowance (TRA/TAA) 55
Alabama Department of Rehabilitation Services 55
Taxpayer Relief Act of 1997 55
Tuition and Fee Schedule 57
Financial Services 58
In-State Tuition Rates 58
VA Certificate of Compliance 60
Refund Policy 61
Support Programs 64
Adult Education 64
GED Testing 64
Disability Services (ADA Accommodations) 64
Student Success Center 65
ACCUPLACER Testing 65
Guidance and Counseling 66
Career Planning and Job Placement 67
Upward Bound 67
Title III Program 67
Continuing Education 67
Directory of Majors 69
Workforce Development Division 71
Workforce Development 71
Certified Nursing Assistant (CNA) 71
Line Worker Training 71
Medication Assistant 72
Truck Driving 73

Trenholm State COMMUNITY COLLEGE

Degrees 75

Air Conditioning and Refrigeration 75

Automotive Advanced Manfacturing, Industrial Systems & Automation 77

Automotive Manufacturing & Automation 79

Automotive Service 82

Business Administration, Accounting 87

Business Administration, Entrepreneurship 89

Business Administration, General Business 91

Business Administration, Logistics and Supply Chain Management 95

Business Administration, Management 97

Computer Information Systems 100

Culinary Arts Hospitality Management 105

Dental Assisting 109

Diagnostic Medical Sonography 114

Diesel Mechanics 118

Electrical 120

Graphic Design 121

Licensed Practical Nursing (LPN) Immediate Impact 126

Medical Assisting 131

Practical Nursing 136

Registered Nursing 140

Respiratory Care Therapy 143

Robotics/Mechatronics 148

Welding 150

Course Descriptions 153

Advanced Manufacturing 153

Air Conditioning and Refrigeration 157

Art 160

Automotive Advanced Manfacturing, Industrial Systems & Automation 161

Automotive Manufacturing 165

Automotive Service 168

Biology 170

Business Administration, Accounting 173

Business Administration, Entrepreneurship 174

Business Administration, General Business 174

Business Administration, Logistics and Supply Chain Management 177

Chemistry 178

Computer Information Systems 178

Culinary Arts Hospitality Management 186

Dental Assisting 190

Diagnostic Medical Sonography 193

Diesel Mechanics 199

Economics 201

Electrical 201

English 203

General Education 205

Graphic Design 205

History 212

Hospitality Management 213

Industrial Technology 213

Machine Tool Technology 214

Math 214

Medical Assisting 217

Medical Radiologic Technology 221

Music 224

Music Lessons 226

Music Performance 227

Office Technology 228

Orientation 230

Philosophy 230

Physical Science 230

Physics 231

Political Science 231

Psychology 232

Registered Nursing 232

Religion 233

Respiratory Care Therapy 234

Sociology 238

Spanish 238

Speech 238

Speech Communication 238

Welding 239

Writing and Reading 242

Personnel 243

Student Services 257

Student Information 261

Student Life 266

Division of Student Services 272

College Policies Relating to Students 273

Student Code of Conduct for Trenholm State Community College 277

Student Code of Conduct 277

Disciplinary Procedure for Trenholm State Community College 305

Judicial Sanctions 310

General Policies 314

Message from the President

Welcome to Trenholm State Community College. As the capital city's only community college, we have a rich tradition of providing students with cutting-edge training for high-skill, high-wage, high-demand careers and transfer options to four-year institutions. This catalog is a resource for exploring and laying out a pathway to achieving your academic, career, and enrichment goals.



Trenholm State offers both credit programs of study and non-credit training options. Our students can earn degrees or certificates that enhance skill sets or lead to a career, and the College also offers associate degree programs that will allow for transferability to a four-year institution. Through our Dual Enrollment programs, high school students can earn college credit that can be utilized towards specific certificates or degree programs. In addition, the Adult Education program offers classes for those seeking a GED or High School Diploma, as well as English as a Second Language (ESL) classes and career training opportunities through our Career Pathways program and the Alabama Career Essentials program.

Trenholm State is a comprehensive community college that offers small class sizes, highly qualified faculty, dedicated and professional staff, and an affordable option for earning academic and professional credentials. We offer flexible day, evening, hybrid, and online course options. Our mission is to ensure that any student who walks through our doors discovers a pathway aligning their coursework and career training with their academic and career goals. We want to welcome you to Trenholm State, today's college for tomorrow's world!

Sincerely,



Dr. Kemba Chambers, President

Accreditation and Certifications

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

In addition, individual programs are accredited, licensed or certified by the following agencies:

Automotive Service
National Automotive Technician Education Foundation (NATEF)
101 Blue Seal Drive – Suite 101
Leesburgh, VA 20175
(703) 669-6650
www.natef.org

Computer Information Systems
Cisco Certified Network Associate (CCNA)
CISCO Systems, Inc.
170 West Tasman Drive San Jose, CA 95134 (800) 553-6387

Culinary Arts
American Culinary Federation (ACF)
180 Center Place Way
St. Augustine, FL 32095
1-800-624-9458

Dental Assisting
American Dental Association
Commission on Dental Accreditation (ADA)
211 East Chicago Avenue
Chicago, IL 60611-2678
(312) 440-2500

Diagnostic Medical Sonography
Commission on Accreditation of Allied Health Education Programs (CAAHEP)
25400 US Highway N, Suite 158
Clearwater, FL 33763
(727) 210-2350

Respiratory Therapy
Provisional Accreditation
Commission on Accreditation for Respiratory Care (CoARC)
1248 Harwood Road
(817) 283-2835

Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS)
ACAAHEP Commission on Accreditation
6021 University Boulevard
Suite 500
Ellicott City, MD 21043
(443) 973-3251

Medical Assisting
Commission on Accreditation of Allied Health Education Programs (CAAHEP)
25400 US Highway N, Suite 158
Clearwater, FL 33763
(727) 210-2350

Medical Assisting Education Review Board (MAERB)
A CAAHEP Commission on Accreditation
9355-113th Street N, #7709
Seminole, FL 33775
(727) 210-2350

Associate Degree and Practical Nursing Programs
Accreditation Commission for Education in Nursing, Inc.
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
Phone (404)975-5000
www.acenursing.org

The Practical Nursing and Associate Degree Nursing program approved by Alabama Board of Nursing
770 Washington Avenue
Montgomery, AL 36104
(334) 293-5200

Medical Radiologic Technology

The Joint Review Committee on Education in

Trenholm State
COMMUNITY COLLEGE

Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, IL 60606
(312) 704-5300

2025-2026 Academic Calendar

FALL SEMESTER	**August 19, 2025 - December 15, 2025**
Professional Development Day **(NO CLASSES)**	August 13
Fall Registration and Faculty Duty Days	August 14-18
Classes Begin – **Full Semester & Mini Term A**	August 19
Drop / Add **(Full Semester & Mini Term A)**	August 20-25
Registration Ends **(Mini Term A & Full Semester)**	August 25
Labor Day Holiday **(COLLEGE CLOSED)**	September 1
Last Day to Receive a **"W" (Mini Term A)**	September 22
61% Completion Date for Title IV **(Mini Term A)**	September 22
Final Exams **(Mini Term A)**	October 9 - 10
Classes End / Grades Due in Banner by 10 am **(Mini Term A)**	October 13
Midterms	October 13
Classes Begin **(Mini Term B)**	October 14
Drop/Add & Registration Ends **(Mini Term B)**	October 15
Deadline to submit Fall 2025 Graduation Application	**October 17**
61% Completion Date for Title IV **(Full Semester)**	October 23
Spring 2026 Priority Registration Begins *Students who have completed 45+ Credit Hrs*	October 27
Spring 2026 Priority Registration Begins *Students who have completed 30+ Credit Hrs*	October 29
Spring 2026 Registration Begins *ALL STUDENTS*	October 31
Veteran's Day Holiday **(COLLEGE CLOSED)**	November 11
61% Completion Date for Title IV **(Mini-Term B)**	November 16
Last Day to Receive a **"W" (Full Semester & Mini Term B)**	November 16
Professional Development **(NO CLASSES)**	November 24-26
Thanksgiving Holiday **(COLLEGE CLOSED)**	November 27-28
Final Exams	December 10-15
Classes End **(Full Semester and Mini B)**	December 15
All Grades are Due in Banner by 10 am	December 16
Faculty Duty Days **(NO CLASSES)**	December 16-17
Christmas Holiday **(COLLEGE CLOSED)**	December 22-31
SPRING SEMESTER	**January 8, 2026 – May 5, 2026**
New Year Holiday **(COLLEGE CLOSED)**	January 1
Faculty Duty Day	January 2
Spring Registration Days	January 5-7
Classes Begin- **Full Semester and Mini Term A**	January 8
Drop/Add **(Full Semester & Mini Term A)**	January 9-14
Registration Ends **(Mini Term A & Full Semester)**	January 14
Dr. M. L. King, Jr. Birthday – Holiday **(COLLEGE CLOSED)**	January 19
Last Day to Receive a **"W" (Mini Term A)**	February 11
61% Completion Date for Title IV **(Mini Term A)**	February 11
Final Exams **(Mini Term A)**	March 2-3
Classes End/ Grades Due in Banner by 10 am **(Mini Term A)**	March 4
Classes Begin **(Mini Term B)**	March 5
Drop/Add & Registration Ends **(Mini Term B)**	March 6
Midterms	March 10
Deadline to submit **Spring 2026** Graduation Application	**March 13**
61% Completion Date for Title IV **(Full Semester)**	March 15
SPRING BREAK **(NO CLASSES)**	March 23- 27
Summer and Fall 2026 Priority Registration Begins *Students who have completed 45+ credit hours*	April 1
Summer and Fall 2026 Priority Registration Begins *Students who have completed 30+ credit hours*	April 6
Summer and Fall 2026 Priority Registration Begins *ALL STUDENTS*	April 8
61% Completion Date for Title IV **(Mini Term B)**	April 15
Last Day to Receive a "W" **(Full Semester and Mini Term B)**	April 15
Final Exams	April 29-May 5

Classes End **(Full Semester & Mini Term B)**	May 5
Grades are Due in Banner by 10 am	May 6
Faculty Duty Days **(NO CLASSES)**	May 6-11
Commencement Ceremony	May 8
SUMMER SEMESTER	**May 20, 2026 - July 31, 2026**
Summer Registration & Faculty Duty Days	May 15 -19
Classes Begin	May 20
Drop/Add	May 21-22
Registration Ends	May 22
Memorial Day Holiday **(COLLEGE CLOSED)**	May 25
Juneteenth Holiday **(COLLEGE CLOSED)**	June 19
Independence Day Holiday **(COLLEGE CLOSED)**	July 3
61% Completion Date for Title IV	July 3
Last Day to Receive a **"W"**	July 6
Deadline to submit **Summer 2026** Graduation Application	**July 24**
Final Exams	July 29 – July 31
Classes End	July 31
Grades are due in Banner by 10 am	August 3
Faculty Duty Days **(NO CLASSES)**	August 3- 4

Introduction to the College

About the College

H. Councill Trenholm State Community College serves as an educational and economic asset for the State of Alabama by offering associate degrees and certificate programs that prepare students for further education, fulfilling careers, and lifelong learning. Our students reflect our diverse local and global community, and the College integrates the strengths of many cultures, age groups, lifestyles, and learning styles into the life of the institution. The College provides inclusive and affordable access to higher education, supports the success and achievements of all students, and maintains vibrant partnerships and pathways with educational institutions, community organizations, and local businesses and industries. The College is part of the Alabama Community College System (ACCS), a statewide system of postsecondary colleges governed by the ACCS Board of Trustees.

The College provides instruction in multiple locations, including the main Trenholm Campus, the Patterson Site, and various off-campus instructional sites for credit programs, workforce development, dual enrollment, and adult education. The College provides educational services for Montgomery, Macon, Lowndes, Bullock, and Elmore Counties.

H. Councill Trenholm State Community College is authorized by the State of Alabama to provide vocational, technical, academic, and lifelong educational opportunities; promote economic development; and enhance the quality of life for the people of central Alabama. The College, operating as a single entity and integrating all programs and services where feasible into a single delivery system, is committed to providing comprehensive academic and technical services to its community.

Through its open-door admission policy and special recruitment efforts, Trenholm State helps multitudes of students obtain real educational opportunities, offering promising students a better beginning. The college's efforts are focused by its mission and vision statements and guided by the values and goal statements developed and reviewed regularly by its employees as part of the college's annual planning process.

College Service Area

The College service area consists of primarily a five-county area located near the center of the State of Alabama. The service area includes the area of Macon County, west of a line drawn north to south through the city of Franklin; Elmore County, excluding correctional education and the Central Alabama Community College site in Tallassee; Montgomery County; the area of Bullock County, west of a line drawn north to south through the city of Union Springs; and Lowndes County, in cooperation with Wallace Community College-Selma. Changes

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History

H. Councill Trenholm State Technical College was created through the consolidation of John M. Patterson State Technical College and H. Councill Trenholm State Technical College in April 2000. The Trenholm Campus was designated as the main campus of the combined institutions. Both institutions were accredited by the Council on Occupational Education, which granted approval for the merger in March 2002.

In December 2014, Trenholm State was granted initial accreditation by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Transfer credit for eligible courses is retroactive to January 1, 2014.

In May 2015, H. Councill Trenholm State Technical College officially became H. Councill Trenholm State Community College.

Patterson Site

The John M. Patterson State Technical School was established as a result of the 1947 passage of Regional Vocational and Trade School Act 673 by the Alabama State Legislature. The Montgomery County Board of Revenue and the City of Montgomery purchased 43 acres of land at the junction of the Southern Bypass and U.S. 231 South in 1961. The school opened on September 4, 1962. Patterson was named a technical college by action of the State Board of Education in 1974.

Trenholm Campus

H. Councill Trenholm State Technical College was authorized by the Alabama State Legislature in May 1963. Construction was completed and classes began in August 1966, with the City of Montgomery and the Montgomery County Board of Revenue contributing to construction costs. The College was named for the late Dr. Harper Councill Trenholm, a past president of Alabama State University.

Organization and Administration

H. Councill Trenholm State Community College is a two-year public institution of higher education operating as part of the Alabama Community College System (ACCS). The organization and administration of H. Councill Trenholm State Community College is under the supervision and direction of a Board of Trustees appointed by the Governor of the State of Alabama.

The ACCS Board of Trustees is composed of the Governor, who serves as chair by virtue of her elected office. There are seven board members appointed from the seven congressional districts, one state-wide member, and an ex-officio liaison from the State Board of Education.

For the purpose of assisting the ACCS Board of Trustees in carrying out its authority and responsibilities for each of the colleges, a Chancellor is appointed who also serves as the Chief Executive Officer of the Alabama Community College System (ACCS). The Chancellor serves at the pleasure of the ACCS Board of Trustees, but it is customary for the Chancellor to have a multi-year contract.

The College President is appointed by the ACCS Board of Trustees, upon the recommendation of the Chancellor, and heads the College's organizational structure. Specific areas of operation include the following: Student Affairs and Information Services, Instructional Services, Community Engagement and Grants, and Finance and Administrative Services. Each of these areas function under the guidance of a Vice President, Dean, or Director who reports directly to the President. The President reports to the Chancellor and is responsible for operating the college within the ACCS Board of Trustees policies and all applicable state and federal laws. This organizational structure is in compliance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) as well as policies and guidelines of the ACCS Board of Trustees.

The Alabama Community College System Board of Trustees

Name	Position	Mailing Address
Governor Kay Ivey	President	Alabama State Capitol 600 Dexter Avenue Montgomery, AL 36130
Mr. J.E.B Shell	District 1	20 South Royal Street Mobile, AL 36602
Mr. John Mitchell	District 2	206 Aberdeen Avenue Enterprise, AL 36330
Ms. Valerie Gray	District 3	P.O. Box 269 Lanett, AL 36862
Mr. Britton Lightsey	District 4	3196 County Highway 55 Hamilton, AL 35570
Mr. Goodrich “Dus” Rogers Vice Chair	District 5	P.O. Box 217 Rainsville, AL 35986
Mr. Ron Houston	District 6	P.O. Box 380904 Birmingham, AL 35238
Mr. Llevelyn D. Rhone Chair	District 7	P.O. Box 33 Greensboro, AL 36744
Mr. Tim McCartney	Member-At-Large	P.O. Box 8494 Gadsden, AL 35902
Dr. Yvette Richardson	Ex-Officio State Board of Education	P.O. Box 302101 Montgomery, Al 36104

Alabama Community College System (ACCS)

Mr. Jimmy Baker, Chancellor
135 South Union Street
Montgomery, AL 36104

Institutional Mission and Vision

Mission

Our mission is to provide comprehensive and accessible educational opportunities, including academic transfer and technical programs, designed to promote economic development, enhance workforce development, and improve the quality of life for the community.

Vision

Through our commitment to educational excellence, students will be prepared to meet the challenges of a global society and the college will serve as the region's leading catalyst for economic and workforce development.

Values

Trenholm State Community College administrators, faculty, and staff embody the highest academic and institutional commitment to students and the community by exhibiting the following seven core values:

1. **Student Success:** We are committed to the success of our students by adhering to the highest levels of academic and professional standards.
2. A**cademic rigor**: We are committed to standards of academic rigor that assure students a high-quality education that fosters personal and intellectual growth for productive careers and meaningful lives.
3. **Community:** We foster relationships and service culture within and beyond our college community.
4. **Diversity, Equity, and Inclusion:** We recognize and value diversity in its many forms to represent the richness of the human experience.
5. **Excellence**: We set and model high standards for students and our faculty, staff, administrators, and community partners.
6. **Integrity**: We hold ourselves accountable to the communities we serve and seek to model personal and intellectual integrity in all we do.
7. **Leadership**: We are committed to identifying the unique strengths of our faculty and staff by encouraging leadership and supervision that recognize individuals who utilize their talents in support of our students.

Strategic Priorities

Build a Culture that Supports Student Success

Trenholm State Community College will engage efforts to provide programs and services that enhance active learning to ensure the achievement of student's educational and career goals.

Enhance Academic Quality

Trenholm State Community College will promote excellence in the design, delivery, and support of student learning to result in graduation, employment, and transferability.

Workforce Development

Trenholm State Community College will ensure that academic, career, and technical degrees, certificates, and credentials result in marketable student employment by strengthening career pathways, ensuring curricular relevance, and expanding partnerships.

Ensure Institutional Growth and Operational Excellence

Trenholm State Community College will maintain financial stability and expand technology to establish advanced learning environments that facilitate student success and institutional growth.

Building and Facilities

Building	Office/Department
Trenholm Campus 1225 Air Base Boulevard Montgomery, AL 36108	
Building A/B	President's Office Executive Vice President's Office Business Office Human Resources Practical Nursing Registered Nursing
Building C	Health Services Simulation Lab Facilities/Maintenance Department Music Department
Building D	Student Center Council Food Pantry
Building E	Campus Police Marketing and Public Relations Career Services Dual Enrollment Institutional Advancement Workforce Development/Adult Education
Building F	EVP/Vice President of Student Affairs and Information Services Assistant Dean of Student Affairs Admissions and Enrollment Management Records/Registrar Financial Aid Student Success Center Testing
Building G	Vacant
Building H	Diagnostic Medical Sonography (Ultrasound) Medical Radiologic Technology (Radiology) Respiratory Therapy
Building I	Child and Human Development
Building J	Dental Assisting Medical Assisting Biology Labs Dean of Health Sciences
Library Tower 3086 Mobile Highway	
1st Floor	Library
2nd Floor	Archival Display Computer Labs
3rd Floor	Computer Labs Director of Information Technology
4th Floor	Information Technology Institutional Effectiveness Title III Instructional Offices Associate Dean of Academic and Transfer Programs
	Upward Bound General Education
Joseph Dickerson Education Center 3085 Mobile Highway Vacant	
Patterson Site **3920 Troy Highway** Montgomery, AL 36116	
Building B	General Education Student Success Center Business Administration Information Technology Distance Learning Computer Lab
Building D	Auditorium Workforce Development Campus Police
Building E	Computer Information Systems Air Conditioning and Refrigeration Library
Building F	Admissions Student Success Councill Food Pantry Records/Registrar Financial Aid Cashier
Building G	Automotive Service
Building H	Welding
Building I	Maintenance Department
Building J	Adult Education
Building K	Graphic Design
Building L	Diesel Mechanics
Building M	Electrical/Instrumentation Robotics/Mechatronics
Building N	Workforce
Building Q	Automotive Manufacturing Automation Industrial Systems and Automation FAME Program Assistant Dean of Career Technical Education

Truck Driver Training Center
5420 Troy Highway
Montgomery, AL 36116

Culinary Arts/Hospitality Management
8 Commerce Street
Montgomery, AL 36104

Institute of Patient Safety
855 East South Boulevard
Montgomery, AL 36116

Baptist Health Resource
2001 East South Boulevard
Montgomery, AL 36116

Campus Map



ABR - Automotive Collision Repair
ACR - A/C & Refrigeration
AD - Assistant Dean of Students
ADM - Admissions
AE - Adult Education
ASE - Automotive Technology
AUT - Automotive Manufacturing and Automation
BUS - Business Administration
BO - Business Office
CA - Cashier
CC - Career Center
CE - Continuing Education
CHD - Child and Human Development
CIS - Computer Information Systems
CUA - Culinary Arts (Downtown Site)
DAT - Dental Assisting
DEM - Diesel Mechanics
DD - Dean of Development
DDT - Architectural & Engineering Design
DMS - Diagnostic Medical Sonography
ELT - Electrical/Instrumentation
EMT - Emergency Medical Services
EM - Enrollment Management
EVP - Executive VP
FA - Financial Aid
Gen Ed - General Education
GRD - Graphic Design
HR - Human Resources
INT - Industrial Systems and Automation
IO -Dean of Instructional Services
IT - Information Technology
IE - Institutional Effectiveness
LIB - Library
MTT - Precision Machining
MAT - Medical Assisting
MUS - Music Department
PN - Practical Nursing
PO - President's Office
RAD - Medical Radiologic Technology
RN - Registered Nurse
ROB – Robotics/Mechatronics
RPT – Respiratory Care Therapy
SSC - Student Success Center
T3 - Title III Offices
TST - Testing
TRK - Truck Driver Training
UB - Upward Bound
VP - VP of Student Affairs and Information Services
WDA - Workforce Dev Apprenticeship
WDO - Dean of Workforce Development
WDT - Welding

Student Services

The fundamental mission of the Student Services Division is to demonstrate a strong commitment to student success by providing a learning environment in which individuals from varied backgrounds, with diverse goals and needs, are afforded both the conditions and opportunities for student success, not as an aside from instruction, but in partnership with and as a compliment to the educational opportunities afforded to students. Student Affairs goals are listed below. The belief of each member of the Student Services staff at H. Councill Trenholm State Community College is that all people are provided the opportunity to reach their maximum potential. Dedicated to this belief, and in support of the educational mission of the College, the division assists students with admissions, registration and financial aid, advisement, assessment, achieving success, disabilities services, student activities, and career planning.

Coordinated by the Vice President of Student Affairs and Information Services, these functions service the student and complement classroom instruction by ensuring that each student has the opportunity for success.

- To work in concert with faculty to develop a holistic individual.
- To offer professional development opportunities that will enhance the recruitment and retention for students.
- To increase enrollment through assertive recruiting and retention strategies.
- To offer an array of social, cultural and educational activities to students to create a feeling of belonging.
- To develop an on-going comprehensive public relations campaign utilizing news releases, brochures, billboards, college website, civic speaking engagements, recruitment videos, college view book, television and radio commercials and other printed and electronic publications.
- To accommodate students in gaining access to the College by providing admission, registration, counseling, advising, placement testing and other support services.
- To facilitate the successful movement of the student through the educational process to completion of the student's identified goal (personal enhancement, specific job skill(s) improvement, career preparation and/or development, or continuation of an undergraduate education).
- To maintain a system of accurately recording, safely maintaining and efficiently retrieving student records.
- To provide a program of financial assistance to students.
- To enhance development of the student's mind, body and character by providing a program of student activities.
- that compliment classroom instruction and/or other curricula endeavors.
- To assist in satisfying the College's and community's need for information relative to students served.
- To participate in the governing system of the College, particularly in the areas of student life, long-range planning, and due process in student discipline.

Admissions and Enrollment Management

The Office of Admissions and Enrollment Management at Trenholm State Community College maintains an admissions policy that provides access to individuals who meet the minimum requirements set forth by the Alabama Community College System (ACCS). The Office of Admissions and Enrollment Management is responsible for interpreting and implementing ACCS policy and federal, state, and local laws and policies regarding the recruitment and admission of students to the college. Admission to the college does not guarantee entrance to a particular course or program. Selected programs may require additional or specific admission prerequisites. Detailed information regarding the admission criteria for selective programs can be accessed within the "Programs of Study" section of the college catalog.

Required Admissions Documentation

Degree-seeking Students

- Admission application
- Official transcript - high school or GED®
- Official transcript(s) - all other colleges attended
- ACT scores (for placement purposes only)

Non-degree seeking students (who are high school graduates or GED® recipients)

- Admission application
- Official transcript - high school or GED®
- Official transcript - all other colleges (if attended)

Students who have achieved a minimum of an Associate or Baccalaureate degree are only required to submit a transcript from the granting institution. The College does require official transcripts of other undergraduate coursework earned elsewhere if that coursework is to be used toward earning a degree or fulfilling prerequisites. Students receiving VA Educational benefits may be required to submit military and all prior college transcripts. Students applying for Federal Student Aid may be required to submit all prior college transcripts.

Non-degree seeking students (who are high school graduates or GED® recipients)

- Admission application
- Official transcript - high school (if attended)
- Official transcript - all other colleges attended (if attended)
- Required Assessment Score (Ability-to-Benefit Test)

Applicants who have achieved a minimum of an associate or baccalaureate degree are only required to submit a transcript from the granting institution, unless that coursework is to be considered for transfer toward earning a degree or fulfilling prerequisites. Please note that students receiving VA Educational benefits may be required to submit military and all prior college transcripts. Students applying for Federal Student Aid may be required to submit all prior college transcripts.

Ability-to-Benefit

Applicants can enter certain programs without a high school diploma or GED certificate. Applicants applying to H. Councill Trenholm State Community College under this provision must pass the Ability-to-Benefit Test. The College will notify all applicants prior to enrollment each semester of the time, date, and place for the scheduled Ability-to-Benefit examination. For additional information, please contact the testing services at testingservices@trenholmstate.edu

The Consolidated Appropriations Act of 2012 (Public Law 112-74) eliminated eligibility to receive Title IV student financial aid assistance to ability-to-benefit students without a high school diploma or GED or who have not completed secondary education in a home school setting that is treated as a home school or private school under State law and have not obtained a home school completion credential effective July 1, 2012. Therefore, new students seeking enrollment without a high school diploma or recognized equivalent (GED) or who fail to meet the home or private school requirement will no longer be eligible to receive federal financial aid as of July 1, 2012. If testing or retesting for the Ability-to-Benefit,

all three test sections must be taken in one testing session. A fee for retaking the Assessment must be paid in the Cashier's Office. Please discuss taking a retest with testing personnel before paying the fee. Retest scores will replace previous scores.

Residency Policy

For the purpose of assessing tuition, applicants for admission will be classified into one of three categories.

Resident Student

Tuition Rate – A resident student will be charged the in-state tuition rate established by the Alabama Community College System.

- Eligibility –A resident student is an applicant for admission who meets all legal requirements or is a duly registered resident in the State of Alabama for at least twelve (12) months immediately preceding application for admission or whose non-estranged spouse has resided and had a habitation, home, and permanent residence in the State of Alabama for at least twelve (12) months immediately preceding application for admission. Consequently, an out-of-state student cannot attain resident student status only by attending school for twelve (12) months in the State of Alabama.
- Dependents –In the case of minor dependents seeking admission, the parents, parent, or legal guardian of such minor dependent must have resided in the State of Alabama for at least twelve (12) months preceding application for admission. If the parents are divorced, the residence will be determined by the parent's residency to whom the court has granted custody.
- Minor –An individual who, because of age, lacks the capacity to contract under Alabama law. Under current law, this means a single individual under nineteen (19) years of age and a married individual under eighteen (18) years of age but excludes an individual whose disabilities of non-age have been removed by a court of competent jurisdiction for a reason other than establishing a legal residence in Alabama. If the current law changes, this definition shall change accordingly.
- Supporting Person –Either or both student's parents, parents who live together, or if the parents are divorced or living separately, then either the parent having legal custody or, if different, the parent providing the greater amount of financial support. If both parents are deceased or if neither has legal custody, the supporting person will mean, in the following order: the legal custodian of the student, the guardian, and the conservator.

Determination and Certification

In determining resident student status for the purpose of assessing tuition, the burden of proof lies with the applicant for admission.

- Students who graduated from an Alabama high school or obtained a GED in the State of Alabama within three (3) years of the date of application for admission shall be considered resident students for tuition purposes.
- An individual claiming to be a resident will certify by a signed statement each of the following:
  - A specific address or location within the State of Alabama as their residence.
  - An intent to remain at this address indefinitely.
  - Possession of more substantial connections to the State of Alabama than any other state.

The certification of the applicant's address and the intent to remain in the State indefinitely will determine residency status factors. The institution will determine residency status by evaluating the applicant's documentation as proof of connection with the State of Alabama. This evaluation will include the consideration of the following connections:

- Consideration of the location of high school graduation.
- Payment of Alabama state income taxes as a resident.
- Ownership of a residence or other real property in the State and payment of state ad valorem taxes on the residence or property.

- Full-time employment in the State.
- Residence in the State of spouse, parents, or children.
- Previous periods of residency in the State continuing for one (1) year or more.
- Voter registration and voting in the State; more significantly, continuing voter registration in the State that initially occurred at least one year prior to the initial registration of the student in Alabama at a public institution of higher education.
- Possession of state or local licenses to do business or practice a profession in the State.
- Ownership of personal property in the State, payment of state taxes on the property, and possession of state license plates.
- Continuous physical presence in the State for a purpose other than attending school, except for temporary absences for travel, military service, and temporary employment.
- Membership in religious, professional, business, civic, or social organizations in the State.
- Auxiliary services in the State of checking and savings accounts, safe deposit boxes, or investment accounts; and in-state address shown on selective service registration, driver's license, automobile title registration, hunting and fishing licenses, insurance policies, stock and bond registrations, last will and testament, annuities, or retirement plans.

Students determined to be eligible for resident tuition will maintain that eligibility upon re-enrollment within one (1) full academic year of their most recent previous enrollment unless there is evidence the student subsequently has abandoned resident status, for example, registering to vote in another state.

Students failing to re-enroll within one (1) full academic year must establish eligibility upon re-enrollment.

Non-Resident Student

- A non-resident student is one who does not meet the standard of having resided in the State of Alabama for at least twelve (12) months immediately preceding application for admission.
- A non-resident student will be charged the in-state tuition rate established by the Alabama Community College System under the following circumstances, provided the student is a citizen of the United States.

Dependent student

- Whose supporting person is a full-time permanent employee of the institution at which the student is registering or
- Whose supporting person can verify full-time permanent employment in Alabama and will commence said employment within ninety (90) days of registration or
- Whose supporting person is a member of the United States military on full-time active duty stationed in Alabama under orders for duties other than attending school; or
- Whose supporting person is an accredited member of a consular state assigned to duties in Alabama.

Non-Dependent student *(as defined by Internal Revenue Codes)*

- Full-time permanent employee of the institution at which the student is registering or is the spouse of such an employee or
- can verify full-time permanent employment within the State of Alabama or is the spouse of such an employee and will commence said employment within ninety (90) days of registration with the institution; or
- is a member of or the spouse of a member of the United States military on full-time active duty stationed in Alabama under orders for duties other than attending school or
- is an accredited member of, or the spouse of, an accredited member of a consular staff assigned to duties in Alabama.

In determining non-resident student status for the purpose of assessing tuition costs, the burden of proof lies with the applicant for admission. The college may request proof that the applicant meets the stipulations noted above prior to admission.

Out-of-State Student

- Any applicant for admission who does not fall into Section II (Non-Resident Student) above

shall be charged a minimum tuition of two (2) times the resident tuition rate charged by that institution.
- Students initially classified as ineligible for resident tuition will retain that classification for tuition purposes until documentation is provided verifying eligibility for resident tuition.

Residency Policy for Veterans, Dependents, and Spouses

For the purpose of assessing tuition costs, students who are veterans, dependents, and spouses will receive in-state tuition rates if classified as one of the following:

- The student is a member or spouse of a United States military member on full-time active duty stationed in Alabama under orders other than attending school.
- Effective May 22, 2012, if the student has been a member of the Alabama National Guard for a period of at least two years immediately preceding qualification for resident tuition and continues to be a member of the Alabama National Guard while enrolled at the public institution of higher education.

VA Certificate of Compliance

It is hereby resolved that Trenholm State Community College in the State of Alabama is compliant with Public Law 114-315, which modified title 38 of the United States Code (USC) 3679(c). As amended, 38 USC 3679© requires that the following individuals be charged the resident rate:

- A Veteran using educational assistance under either Chapter 30 (Montgomery GI Bill® – Active Duty Program) or Chapter 33 (Post-9/11 GI Bill®) of title 38, United States Code, who lives in the State in which the institution is located (regardless of their formal State of residence) and enrolls in the institution within three years of discharge or release from a period of active duty service of 90 days or more.
- Anyone using transferred Post-9/11 GI Bill® benefits (38 USC § 3319) who lives in the State in which the institution is located (regardless of his/her formal State of residence) and enrolls in the institution within three years of the transferor's discharge or release from a period of active duty service of 90 days or more.
- Anyone described above while remaining continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same institution. The person so described must have enrolled in the institution prior to the expiration of the three-year period following discharge or release as described above and must be using educational benefits under either Chapter 30 or Chapter 33 of Title 38, United States Code.
- Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C.
- § 3311(b)(9)) who lives in the State in which the institution is located (regardless of their formal State of residence).
- Anyone using transferred Post-9/11 GI Bill® benefits (38 USC § 3319) who lives in the State in which the institution is located (regardless of their formal State of residence) and the transferor is a member of the uniformed service who is serving on active duty.
- Anyone using educational assistance under Chapter 31, Vocational Rehabilitation and Employment (VR&E).
- Anyone using educational assistance under Chapter 35, Survivors' and Dependents' Educational Assistance (DEA) program.

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

Name Change

Students who desire to change their name must complete the Change of Information Form on the Student Forms webpage and submit legal documentation reflecting the requested name change.

Acceptable Legal Documentation:

- Driver's License
- Social Security Card
- Marriage License

- Divorce Documents
- Naturalization Papers
- Passport
- Court Order
- Birth Certificate

Admissions Status Type

Unconditional

Students who have submitted all required documentation may be admitted as unconditional status. An applicant who has completed an associate or baccalaureate degree is only required to submit a transcript from the granting institution unless that coursework is to be considered for transfer toward earning a degree or fulfilling prerequisites.

Conditional

Students not submitting all required documentation may be admitted as conditional status. Failure to provide documentation by the end of the first semester, as determined by institutional calendars, will prevent a student from future registration and release of an official transcript.

Admissions Classifications and Requirements

First Time

Applicants who have not previously attended any regionally or nationally accredited college will be considered first-time college applicants or "native" applicants. A student who has no prior postsecondary experience and attends any institution for the first time must apply for admission and submit appropriate, an official high school transcript or an official GED transcript.

Transfer

An applicant who has previously attended another duly accredited postsecondary institution will be considered a transfer student. To be classified as degree eligible, a transfer student must apply for admission and submit official transcripts from all duly accredited postsecondary institutions attended.

An applicant who has completed an associate or baccalaureate degree will be required to submit only the transcript from the granting institution. Even though transcripts from non-duly accredited institutions may not be required for admission to the college, transcripts from all institutions should be submitted if requesting an evaluation for transfer of credit.

A duly accredited institution is accredited by one of the six regional accrediting bodies recognized by the US Department of Education. The student may transfer with or without credit. Acceptance of transfer credits is based upon Trenholm State Community College policy.

Readmit/Returning Students

Applicants previously admitted for a specific term, who did not attend, will be required to complete a new application form for admissions. Former students who have not attended for three or more consecutive terms will be required to complete a new application. If these students have attended other duly accredited postsecondary institutions during this period, official transcripts must be sent to Enrollment Services.

Readmitted students are strongly encouraged to schedule appointments with an advisor prior to registration. Readmitted and returning students are required to complete the degree plan for the catalog year in which they are readmitted to the college.

Transient

A student enrolled at another college or university while also enrolled to take classes at an ACCS institution for the express purpose of transferring credit back to the home college or university. Students must apply for admission and submit a transient letter from the parent institution to certify that the credits earned at the college will be accepted as part of their academic program. The official letter or Transient Authorization Form must be appropriately signed by the Dean of Students, College Registrar, or advisor at the parent college and must identify the specific college course(s)

students have been approved to take. Transient students are not required to file transcripts of their previously earned credits at other colleges/ universities. Transient students are not eligible for federal financial aid.

Accelerated High School Program

The Accelerated High School program allows high school students the opportunity to earn college credits while enrolled in high school. College students may enroll in academic, career and technical, or health profession courses/programs in accordance with guidelines issued by the Alabama Community College System. Accelerated High School Students are not eligible for financial aid. college credits earned with the Accelerated Program cannot be substituted for high school credits.

Accelerated High School Program Eligibility

A student is eligible for admission as an accelerated student if they meet all of the following criteria:

- The student has completed the 10th grade.
- Students must have the written approval of a secondary school official. Accelerated students enrolled in private, homeschool/private tutor, parochial, or church/religious secondary educational entities must be documented in writing by an appropriate secondary official. Approval from secondary school officials indicates that the student has demonstrated both academic readiness and social maturity.
- The student has completed the high school prerequisites for the courses they want to enroll.

The Chancellor may grant exceptions for a student documented as gifted and talented in accordance with Alabama Administrative Code §290-8-9-12. Exceptions apply only to requirements 1 and 3 above.

Dual Enrollment and Dual Credit for High School Students

The Dual Enrollment program allows eligible high school students to simultaneously enroll in college courses with high school classes to earn college and high school credit. Alabama Community College System institutions are authorized to establish dual enrollment/dual credit programs with local boards of education in the college service area. Courses offered by the Alabama Community College System shall be of postsecondary level or as stipulated in a contract for services between the two levels. Dual enrollment credit may be applied toward a high school diploma or a technical or health certificate.

Dual Enrollment Eligibility

- Students must be rising 10^{th}, 11^{th}, or 12^{th} graders.
- Students must satisfy the requirements for general admissions, with the exception of proof of high school graduation or GED completion.
- Students seeking enrollment in Dual Enrollment for Dual Credit coursework must have a minimum cumulative (unweighted) high school grade point average of 2.5 on a 4.0 scale.
- Students must have the written approval of a secondary school official. Dual Enrollment for Dual Credit eligibility for students enrolled in private, homeschool/private tutor, parochial, or church/religious secondary educational entities must be documented in writing by an appropriate secondary official.

Continuous Eligibility for Dual Enrollment

Students who meet the criteria for initial admission to the Dual Enrollment Program as specified in the Alabama Community College System Procedure for Dual Enrollment High School Students will maintain continuous eligibility so long as a grade of "C" or better in all attempted college courses is earned. Students who fail to meet this minimum grade requirement or who withdraw from a course will be suspended from the program for a minimum of one term. The student may not re-enroll until the suspension has been served. For re-entry, the student must re-apply to the program and meet the minimum (unweighted) grade point average of 2.5 on a 4.0 scale.

College Orientation for Dual-Enrolled Students

Dual-enrolled students are required to attend an orientation session prior to their first semester of enrollment. Through attendance and participation, dual enrolled students are informed of the college's

policies and procedures, the many resources we offer, and more. This is non-credit and does not substitute for ORI-101.

International Student Admission

A student who is a citizen of another country. International applicants are individuals who hold or will need to obtain a non-immigrant visa, including students who hold or who intend to hold F-1 visa/ status. All F-1 students who study at Trenholm State need a Form I-20 Certificate of Eligibility for Non-immigrant Student Status. International students will be considered out-of- State for tuition residency purposes. An international applicant must provide the documentation listed below prior to the issuance of Form I-20.

Required documentation for International Admission

- Completed Trenholm State Community College International Student Application for admission.
- Copy of student's US Visa and Passport with a current photo. Current and valid passport or other official documentation verifies lawful presence.
- An official translated copy of the student's high school transcript and college transcript(s), if applicable; all foreign transcripts and credentials must be evaluated by World Education Services (WES). The website is www.wes.org. International students must request that their previous high school and college(s), if applicable, mail all official transcripts to WES. Once credentials are evaluated, WES will send the students' official transcripts to Trenholm State Community College.
- A minimum score ranging from 5.5 on the IELTS International English Language Testing System) as determined by the College, or a total score of 61 on the Internet-based TOEFL, a 2A on the Step EIKEN Test in Practical English Proficiency, or a total score of 500 on the paper-based TOEFL. Institutions may admit students to an established ESL program in preparation for the English Language Exam. However, students may not enroll in regular college courses until the English Language requirement is met. The English as a Second Language exam may be waived for students from all English-speaking countries, including but not limited to Anguilla, Antigua, and Barbuda, Australia (Australian English), the Bahamas, Barbados, Bermuda, Belize (Belizean Kriol), British Indian Ocean Territory, the STUDENT SERVICES 161 British Virgin Islands, Canada (Canadian English), the Cayman Islands, Dominica, the Falkland Islands, Gibraltar, Grenada, Guam, Guernsey (Channel Island English), Guyana, Ireland (Hiberno-English), Isle of Man (Manx English), Jamaica (Jamaican English), Jersey, Montserrat, Nauru, New Zealand (New Zealand English), Nigeria, Pitcairn Islands, Saint Helena, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Tanzania, Singapore, South Georgia and the South Sandwich Islands, Trinidad and Tobago, the Turks and Caicos Islands, The Gambia, the United Kingdom, the US Virgin Islands, and the United States. Other waivers, with substantial documentation, must be submitted to the Chancellor for approval.
- A signed, notarized Affidavit of Financial Support that verifies financial support of the student from the sponsor indicating their full responsibility for the international student's financial obligations while attending Trenholm State. The affidavit must include an original official bank letter or statement from the sponsor's financial institution showing sufficient funds to support the student's educational expenses. Please note that Trenholm State Community College offers no financial assistance or scholarships for international students.
- Receipt of payment of I-901, Student Exchange Visitor Information System (SEVIS) Fee.
- Completed Medical History and Immunization form that demonstrates adequate health.
- Proof of health and life insurance that includes evacuation repatriation. International students must maintain insurance during all periods of enrollment.
- Transient or transfer international students must submit a Transient or Transfer Clearance Form signed by the international student advisor at the institution from which the prospective student comes. Transient or transfer international students must submit a copy of Form I-20 from the institution from which the student transfers

- All required forms and documents for international students are published on the College's website https://www.trenholmstate.edu/admissions/international-students/
- An international student applicant who fails to provide the required documentation will not be admitted to any Alabama Community College System institution. Other non-immigrant students must meet all ACCS admission requirements and provide documentation of immigration status determined by the College.
- For the protection of the public and to assist in maintaining State and local security, persons who are not citizens of the United States may not be admitted to any Alabama Community College System institution for the purpose of enrolling in flight training or any segment or portion of a flight training program, until appropriate certification and approval have been received from the office of the Attorney General of the United States, pursuant to the section 113 of the Aviation Transportation and Security Act, regulations of the Immigration and Naturalization Service, and all other applicable directives. Applicants who fail to satisfy the forms of identification requirement will not be admitted to any ACCS institution.

Senior Citizen Admission

Alabama residents 60 years or older may attend classes tuition-free on a space-available basis. Such persons must follow standard admissions procedures and meet all course prerequisites as stated in the college catalog. The tuition waiver covers tuition only in college-credit courses. A college-credit course is defined as a course measured in both credit hours and scheduled weekly contact hours that is part of an organized and specified program leading to an associate degree, certificate, or short-term certificate. The Senior Adult Waiver does not cover books, fees, supplies, tools, or repeated courses. Persons who qualify must register for courses on the first day of class each semester.

Admission Requirements for Allied Health Programs

Individuals seeking admission to selective Allied Health programs (Diagnostic Medical Sonography, Medical Radiologic Technology, Practical Nursing, Registered Nursing, Respiratory Therapy) must meet all college admissions requirements. In addition, these programs have a separate admissions application and additional admissions requirements that must be met by a publicized application deadline. Program advisors are available to answer questions and help students understand these requirements; however, meeting all program admissions requirements is the student's sole responsibility.

Selective admissions programs are highly competitive. Meeting minimum admissions requirements ensures that students' applications will be considered but does not guarantee program acceptance. Students are selected based on an objective scoring system for each program. Prospective students should contact program faculty or staff or visit the college website's program section for up-to-date information.

Audit Students

Applicants may apply for admission to credit courses on a non-credit or audit basis. Students must meet all applicable admissions requirements. The individual instructor will define standards of performance for each class. A grade of "AU" will be given to denote an audit. Students must declare their intention to audit a class at the time of registration. A course may be changed from CREDIT to AUDIT or from AUDIT to CREDIT only during each semester's official drop/add period.

Non-Credit Students

An applicant enrolling exclusively in non-credit courses may be granted admission to the college via the Continuing Education Department or the Workforce Development Division.

Records and Registration

Registration and Course Information

The Office of Student Records provides information and services to meet the needs of the Trenholm State faculty, staff, students, and community. The department maintains student academic records, facilitates advising and registration each semester for credit classes, and verifies and certifies student enrollment status. In addition to planning the Commencement Ceremony, the department is responsible for the processing of grade changes, transfer credits, awarding of certificates and degrees, curriculum updates, degree plans, and change of majors. To this end, the Office is responsible for maintaining timely and accurate records of the academic progress and accomplishments of Trenholm students, while maintaining the privacy and security of those records.

Advising

Academic advising is a critical part for students seeking a degree or certificate or planning to take courses prior to transferring to a four-year institution from Trenholm State. Its primary purpose is to assist students in the development of meaningful educational plans that are compatible with their life goals. Every student enrolled is assigned a faculty advisor.

Faculty advisors are available in each program to advise students regarding courses, programs, and career planning along guided pathways to ensure success in their respective programs of study. Advisors are available during advising days and regular office hours throughout the semester. Prior to each semester, students are ultimately responsible for consulting with their faculty advisor to plan their course of study and review their degree plan for a timely graduation.

The Faculty Advisor Directory is published on the College's website: https://www Trenholm state edu/ programs/ faculty-advisor/.

Students who experience academic difficulty or consider withdrawal from the College for any reason are encouraged to contact their advisor or the Student Success Center.

Registration

Registration dates are listed in the calendar section of the College Catalog. During the scheduled registration, Trenholm State students must consult with their faculty advisor to select courses appropriate for their major. Students must complete the registration process by registering online via their "My Trenholm" Portal.

Specific registration information is contained in instructions distributed to students before each semester begins. Registration is held each semester according to scheduled dates, and procedures are published on the College's website, www.trenho mstate.edu, and the College Calendar. A schedule of courses is published on the College's website (www.trenholmstate.edu) each semester. Students are responsible for registering each semester.

Trenholm State may withhold the privilege of a student's registration for the following reasons:

- Unpaid Fees
- Unreturned Library Books
- Incomplete Admissions Records

Time and Location of Courses

Trenholm State Community College offers most courses and instructional programs with day, evening, and online schedules. Courses are offered at the Trenholm Campus, the Patterson Site, Culinary Arts, and online. All courses meet the same standards and have the same requirements regardless of the time, place, or delivery method.

Prerequisites

A student who fails a course in a sequence cannot take the succeeding course before making up for the failure. Prerequisites for a course must be met before the requisite course is taken.

Course Load

The maximum course load is nineteen (19) semester credit hours. A student may take more than nineteen (19) semester credit hours only with special permission from the Program Coordinator and the appropriate Dean. The Course Overload form is on the College's website https://trenholmstate.edu/current-students/ student- forms/. All students have a maximum of twenty-four (24) semester credit hours. The student must have a cumulative grade point average of 2.5 to request over 19 hours. The minimum load for a regular full-time student is twelve (12) semester credit hours. Students who are enrolled in developmental courses are strongly encouraged to enroll in 12 hours or less each term until all developmental courses have been completed

Schedule Changes/Drop and Add

All student schedule changes must be made during the official schedule change period. Students may change their schedules by accessing their "My Trenholm" Portal.

Student Classification

Students who have earned less than 30 credit hours are classified as freshmen. Students who enroll for less than twelve (12) credit hours in a semester are classified as part-time students. Part-time students' programs of study should conform to the general curriculum requirements of all students. Students registered at the College for twelve (12) credit hours or more in a semester are classified as full-time students.

Academic Freedom

Trenholm State Community College seeks to provide an atmosphere where students can make open and honest intellectual inquiry into any college matter appropriate for student participation. The student is free to express dissent to any college matter within the limits of good taste. Any student who believes his or her rights to academic freedom have been suppressed should follow the procedures outlined in the Grievance Appeals Procedures listed in the Student Handbook section of the Catalog.

Course Substitution

Generally, completion of the curriculum, as defined by program faculty, is required to be awarded a degree or certificate. It may be acceptable, on occasion, to substitute a different course/s for a course required in the curriculum.

Course substitutions will be made when the resulting substitution is relevant to the course it replaces and maintains the integrity of the academic program. No more than 25% of the total credit hours required in a degree or certificate program may be substituted. Credit for course substitutions required for a degree or certificate must be recommended by the program coordinator and approved by the Division Chair, Registrar, and the appropriate Dean.

The Program Coordinator must submit a Course Substitution Request form listing the required course(s) and the requested Substitution course(s) to the appropriate Division Chair. Upon completion, the Division Chair forwards the request to the Registrar and the appropriate Dean for review. The Course Substitution form is located on the College's website: https://www.trenholmstate .edu/current-students/student-forms/.

Assignment of Course Instructor

The College reserves the right to change instructors listed to teach courses due to class cancellations, splits, or other conditions that might necessitate the reassignment of instructors. Students should be cautioned that the listing of an instructor's name to teach a course in the schedule of classes is no guarantee that the instructor will teach the course.

Course Cancellation

If the course is canceled, the class will be deleted, and no grade will be assigned.

Independent Study Courses

In certain unusual circumstances, the appropriate Dean may permit a student to take a course by independent study upon recommendation of the Division Director and instructor. Permission will be based on such factors as future course availability, completion for graduation, and the student's academic record. The student's grade point average will be considered before approval to take a course

by independent study is granted. A student will not be allowed to take more than one independent study course per semester.

Transient students and other students with unknown GPAs will not be allowed to take any courses by independent study.

Change of Major

A student accepted and enrolled in a program and seeks to pursue a different program must meet the requirements for admission to the new program. Students who change their program will follow the College Catalog's curriculum requirements for that current academic year. Students are cautioned that changing a program may impact the student's financial aid status. Students who desire to change their major must complete the Change of Major Form on the Student Information webpage.

Withdrawal Procedures

Withdrawal Policy

A grade of "W" is assigned to a student who officially withdraws from the College. Students may withdraw from their classes prior to the last two weeks of the semester. The date a student may withdraw from a course is included in the Academic Calendar for each term and is listed as the "Last Day to Withdraw." It is the student's responsibility to become familiar with the Academic Calendar to know the exact date to withdraw. A student who officially withdraws from the College will receive a grade of "W." A grade of "W" earns zero quality points. If a student never attended or the class is canceled, the class will be deleted, and no grade will be assigned. However, a grade of "F" will be assigned to students who fail to satisfactorily complete the requirements of a course or who voluntarily discontinue class attendance and fail to follow the College's official withdrawal procedure.

Students considering withdrawing from classes after receiving Title IV Aid should contact the financial aid department before withdrawing in order to discuss their withdrawal options. Additionally, financial aid recipients who completely withdraw from all classes before 60% of the semester has passed are subject to repaying a portion of any grant funds received.

*** Official Withdrawal is defined as a student who completes the official withdrawal form located on the* Student Forms page of the Trenholm State website at https://www.trenholmstate.edu/current-students/student-forms/.

Withdrawal Process

Students withdrawing from a course after registration ends must withdraw from a course by the published last date to withdraw from classes as noted on the College calendar. A grade of “W” will be assigned for withdrawals submitted before the published deadline.

Students withdrawing from the College must complete a withdrawal form to drop all courses for which they are registered. A grade of “W” will be assigned for withdrawals submitted before the published deadline.

Withdrawal Prior to the Start of Classes

A student who withdraws from classes prior to the first day of class will be refunded the total tuition and other institutional charges. The first-class day is not the first day of the student’s class; it is the first day of the semester.

Official Withdrawal – Total Withdrawal

Students who wish to totally withdraw from the College must complete the official withdrawal form located on the Student Forms page of the Trenholm State website (https://www.trenholmstate.edu/current-students/student-forms/). Students who submit the form prior to the first day of classes for the semester/term will be refunded the total amount of tuition and other refundable fees. The “first day of class” is the first day classes are offered within any term configuration, including, but not limited to, full terms, split terms, mini-terms, and weekend terms. Students who submit the form on or after the first day of classes, but prior to the end of the third week of classes will be refunded according to the withdrawal date, as follows:

Total Withdrawal before the official first day of class
100% refund
Total Withdrawal during the first week
75% refund
Total Withdrawal during the second week

50% refund
Total Withdrawal during the third week
25% refund
Total Withdrawal after the end of the third week
NO REFUND

An administrative fee not to exceed 5% of tuition and other refundable institutional charges shall be assessed for each withdrawal within the period beginning the first day of class and ending at the end of the third week of class. The first official day of classes is indicated on the College calendar as the day classes begin. There is only one first day of class. This day may not be the first day on which all individual courses begin. The calendar also indicates the last day to drop/add. For calculating refunds during the fall and spring sixteen-week terms, a "week" is defined as seven calendar days, i.e., the first day of class running seven calendar days (inclusive of Saturday and Sunday). Refunds of shorter than sixteen weeks, such as summer semesters and mini terms, will reflect a prorated week based on the number of days in the term.

Example:

Classes begin June 14; the student withdraws on June 17.
Fourth day = 75% Refund Due.

Tuition/fees paid:	$648.00
	X .75
	$486.00
Administrative Fee	-$32.40
Round to nearest dollar:	$453.60
Refund amount: (round to nearest dollar)	$454.00

Once the withdrawal has been processed, the student will not be allowed to register again during the term of withdrawal. The withdrawn grade of "W" will be assigned for classes in which students officially withdraw from the end of the drop/add period to the withdrawal deadline. A grade of "W" means officially withdrawal from a course or from the College within a period designated by Trenholm State. Credit hours will not be calculated into the grade-point average. If a student stops attending or participating in class assignments without officially withdrawing from the class or the College, a failing grade of "F" will be assigned.

Statewide Transfer and Articulation Reporting System (STARS) – Now Alabama Transfers

Alabama Transfers (formerly STARS) is a web-accessible database system that provides guidance and direction for prospective transfer students in the State of Alabama.

The Alabama Transfers system allows students, advisors, faculty, and administrators to obtain the most current and approved transfer information from the Alabama Articulation and General Studies Committee (AGSC). Prospective transfer students can log onto the Alabama Transfers system and obtain a transfer guide for their chosen major that prescribes the coursework needed in the first 60-64 semester hours (SH) of their degree program. If a student follows the guide and does not change majors, they should receive degree credit upon transfer to the receiving institution.

The Alabama Transfers system allows public two-year students in Alabama to obtain a transfer guide/agreement for the major of their choice. This guide/agreement, if used correctly, guides the student through their first two years of coursework and prevents loss of credit hours upon transfer to the appropriate public four-year university in Alabama. Although transfer guides/agreements can only be generated for two-year to four-year transfers, the Alabama Transfers system can still provide guidance and direction to transfer students who have a different transfer situation.

The information that students receive from the Alabama Transfers system has been approved by the AGSC.

General Principles of Transfer Credit

Coursework transferred or accepted for credit toward a certificate or a degree must represent collegiate coursework relevant to the student's degree plan. In assessing and documenting equivalent learning and qualified faculty, Trenholm State uses recognized guides that aid in the evaluation for credit. Such guides include those published by the American Council on Education, The American Association of Collegiate Registrars and Admissions Officers, and the National Association of Foreign Student Affairs.

The Registrar is charged with the initial evaluation of transcripts for potential transfer of credit. The Registrar has the authority to approve transfer credit applicable to a student's degree plan when (a) the transferred course meets the General Principles for Transfer of Credit as previously outlined and (b) the course name, level, description, and learning outcomes substantially match that of the course for which credit is awarded in the student's degree plan. In addition, the Registrar may grant transfer credit for a specific course in a student's degree plan when the transferred course is of a higher level and has the specific course (or one with substantially similar learning outcomes) as a prerequisite. For example, the Registrar may grant credit for MTH 100 (Intermediate Algebra) if the student earned a grade of C or better in MTH 112 (Pre-Calculus Algebra) for which MTH 100 is a prerequisite.

Other potentially transferable courses are evaluated for credit toward the student's degree plan cooperatively by the Registrar and designated faculty member. For general education courses, the designated faculty member is the lead academic instructor credentialed in the discipline. For technical courses in the student's major, the designated faculty member is the corresponding Program Coordinator. In determining whether the credit is awarded, the Registrar and designated faculty member consider evidence such as the course description, the credentials of the instructor who taught the course, and the curriculum and learning outcomes detailed in the course syllabus. Credit is awarded when the evidence affirms that the student has achieved the knowledge, skills, and experiences comparable to those attained by students who successfully complete the required course at Trenholm State.

The College will accept courses completed at other duly accredited colleges for transfer credit only when the student earned a passing grade of "C" or higher in the course and the course is part of the student's degree plan at Trenholm. Higher grades may be required by the College for selected courses provided the higher grades are also required in courses for native students.

- Transfer credit accepted for coursework completed at another institution will reflect the letter grade earned and is not included in Trenholm State's GPA calculation.
- Transfer credit(s) will be evaluated during the first term of enrollment, only if transferrable grades are "C" or better. College transcripts will only be evaluated when all transcripts are received.
- Awarding of transfer credit to fulfill graduation requirements will be based on the applicability of the credits to the requirements of the degree pursued.
- Credit may be extended based on a comprehensive evaluation of demonstrated and documented competencies and previous formal training. (See section on Alternative Sources of Credit).

Courses completed at Trenholm State may transfer to other duly accredited colleges and to the technical divisions of community colleges. Credits may transfer to the academic divisions of community colleges or to four-year colleges/universities. However, the decision on the acceptance of transfer credits always rests with the receiving college. All requests concerning transfer courses should be directed to the college/university to which a student plans to transfer.

Credit for Prior Learning

It is the philosophy of Trenholm State Community College that a student should not be required to repeat a learning experience for knowledge or skills currently possessed by the applicant. Therefore, if prior learning can be appropriately documented, the applicant may be awarded credit or advanced placement.

Prior Learning Assessment (PLA) is a means for a student to receive college-level credit for learning that took place in a non-traditional learning environment, such as on-the-job training, military training, professional development seminars, volunteerism, and in-field experience. PLA relies heavily on aligning learning gained through experience with outcomes found in traditional courses of higher education. A maximum of 25% of non-traditional credit may be awarded and applied toward graduation. Non-traditional credit is not posted to the student's transcript until the student is enrolled. Non-traditional credit may not count toward the 25% of TSCC work needed to satisfy residency for graduation. Students may not earn credit, through non-traditional academic work, for any course in which a grade has previously been received. PLA applies only to non-academic, non-transfer courses.

Military Credit

Military credit may be granted for any military service school or for any United States Armed Forces Institute/Defense Activity for Non-Traditional Education Services (USAFI/DANTES). Subject tests that have been satisfactorily completed and are determined to have a course equivalent in the student's degree plan will be accepted.

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

Advanced Placement

Trenholm State recognizes a number of Advanced Placement (AP) courses that are taken in high school and supplemented by satisfactory scores on National Examinations of the College Entrance Examination Board Advanced Placement Program. With a score of 3 or higher, students receive credit for a minimum of one course in the subject area corresponding to the test. Credit is awarded based on students' majors. Trenholm State is not currently a testing center for Advanced Placement examinations but will evaluate and accept credits for AP examinations for courses listed in the college catalog. Students who apply for AP credit should contact the Records Office.

Industry-Recognized Credentials

Credit(s) may be awarded for prior learning that has been verified and assessed through an industry-recognized credentialing process. Individual departments may identify specific licensure and/or certification that will be accepted for course credit. The departmental faculty and the appropriate Dean will establish specific course credits to be awarded for specific industry credentials. The department must verify the credentials of the applicant requesting credit and attach supporting documentation for review by the appropriate Deans. There is no fee for the evaluation of industry-recognized credentials.

College Level Examination Program (CLEP)

Trenholm State welcomes students from a wide variety of backgrounds. The College recognizes students' prior learning by accepting credits earned from the College Level Examination Program (CLEP) if there is a course equivalent in the student's degree plan. Credit for CLEP subject examinations is granted based on 50th percentile scores with courses awarded for credit listed in the College Catalog. Trenholm State is not currently a testing center for CLEP examinations but will evaluate and accept credits for CLEP examinations for courses listed in the college catalog. The College may grant up to 25% of the total credits required for degree completion. Students will be responsible for scheduling and paying for CLEP examinations. For information on testing centers, examinations, fees and other details, please visit the College Board website https://clep.collegeboard.org/about-clep.

Advanced Placement Table

Advanced Placement Test	AP Minimum Score Required	Credit Hours Granted	Equivalent Course
Biology	3	4	BIO 101 or BIO 103
Calculus AB	3	4	MTH 125
Calculus BC	3	8	MTH 125 and MTH 126
Chemistry	3	4	CHM 104
Comparative Government and Politics	3	3	POL 200
English Language and Composition	3	3	ENG 101
English Literature and Composition	3	3	ENG 101
European History	3	3	HIS 101
Macroeconomics	3	3	ECO 231
Microeconomics	3	3	ECO 232
Music Theory	3	4	MUS 111
Precalculus	3	8	MTH 112 and MTH 113
Psychology	3	3	PSY 200
Statistics	3	3	MTH 265
Spanish Language and Culture	3	6	SPA 101 and SPA 102
Spanish Literature and Culture	3	6	SPA 101 and SPA 102
United States Government and Politics	3	3	POL 211
United States History	3	3	HIS 201
World History: Modern	3	3	HIS 122

CLEP Table

CLEP Test Topic	CLEP Standardized Minimum Score	Credit Hours Granted	Equivalent Course
History and Social Sciences			
American Government	50	3	POL 211
History of the United States I: Early Colonization to 1877	50	3	HIS 201
History of the United States II: 1865 to Present	50	3	HIS 202
Human Growth and Development	50	3	PSY 210
Introductory Psychology	50	3	PSY 200
Introductory Sociology	50	3	SOC 200
Principles of Macroeconomics	50	3	ECO 231
Principles of Microeconomics	50	3	ECO 232
Western Civilization I: Ancient Near East to 1648	50	3	HIS 101
Western Civilization II: 1648 to Present	50	3	HIS 102
Composition and Literature			
American Literature	50	6	ENG 251 and ENG 252
Analyzing and Interpreting Literature	50	3	ENG 102
College Composition	50	3	ENG 101
English Literature	50	6	ENG 261 and ENG 262
Science and Mathematics			
Biology	50	8	BIO 101 and BIO 102 or BIO 103 and BIO 104
Calculus	50	4	MTH 125
Chemistry	50	4	CHM 104
College Algebra	50	3	MTH 100
College Mathematics	50	3	MTH 110
Precalculus	50	6	MTH 112 and MTH 113
Business			
Introductory Business Law	50	3	BUS 263
Principles of Management	50	3	BUS 275
World Languages			
Spanish Language: Levels 1 and 2	50	8	SPA 101 and SPA 102
Spanish with Writing: Levels 1 and 2	50	8	SPA 101 and SPA 102

Grades

Letter grades are assigned according to the following system for all courses for which students have registered:

Grade	Description	Numerical Range	Quality Points
A	Excellent	90-100	4
B	Good	80-89	3
C	Average	70-79	2
D	Poor	60-69	1
F	Failure	Less than 60	0
I	Incomplete	Must be removed during the following term or the grade of F will be assigned	0
AU	Audit	Must be declared prior to the end of the Drop/Add Period	
W	Withdrawal	Must withdraw from course(s) by the published withdrawal date list on the Academic Calendar	0
NG	No Grade Reported	Added automatically at the end of term for courses with no grade reported	0

Satisfactory grades are “A,” “B,” “C,” and “D.” However, a grade of “D” is NOT considered a passing grade in a developmental course or in some programs of study. A student must earn a minimum final course average of 70, a grade of “C,” to pass a developmental course. Some programs may have a more stringent grading system due to external agencies/accreditation requirements.

If a student withdraws from courses by the published withdrawal date identified in the Academic Calendar, a grade of "W" will be assigned. If a student earns an “F” grade in a course or courses, the instructor will provide the student’s last date of attendance. If a student never attended or the class is canceled, the class will be deleted, and no grade will be assigned.

Grade Point Average (GPA)

To obtain a numerical measure of the quality of a student’s work, quality points are assigned to grades as indicated below:

A - 4 Quality Points
3 semester hours of “A” = 3 x 4 = 12 quality points
B - 3 Quality Points
3 semester hours of “B” = 3 x 3 = 9 quality points
C - 2 Quality Points
3 semester hours of “C” = 3 x 2 = 6 quality points
D - 1 Quality Points
3 semester hours of “D” = 3 x 1 = 3 quality points
F - 0 Quality Points
3 semester hours of “F” = 3 x 0 = 0 quality points

A student's grade point average (GPA) is determined by multiplying the number of quality points for each grade received by the number of credit hours for that course. The total number of quality points is divided by the total number of credit hours attempted, excluding courses with W, I, and AU designations. Example: 30 quality points divided by 12 semester hours attempted = 2.5 GPA.

Incomplete (I) Grade

With the permission of the instructor and appropriate Dean, an “I” may be assigned when a student’s work in a course is incomplete because of circumstances beyond the student’s control but is otherwise of passing quality. Unless the deficiency is made up within the following term, the “I” automatically becomes an “F.” If circumstances prevent the deficiency from being made up within the following term, the College reserves the right to extend the make-up period for up to two semesters after the “I” is awarded. An “Incomplete Grade Contract” form must be signed by the student, instructor, program coordinator, and the appropriate Dean. The instructor is responsible for securing all signatures required on this form before submitting it to the Office of Records. Students are not allowed to secure these signatures.

An incomplete grade (“I”) does not count toward coursework completed but is counted as coursework attempted. However, the grade that replaces the “I” is counted in hours attempted and hours earned once the “I” grade is removed. An “I” grade is intended to be only an interim course grade. Unless the deficiency is made up within the following term, the “I” automatically becomes an “F.”

Earned “F” Verification Procedure

If a student receives the final grade of “F,” the instructor is required to enter the last date of attendance on the course roster.

Grade Changes

If a student has reason to believe that the letter grade earned in a course is incorrect, the student must make an informal effort to correct the error with the instructor who issued the grade. If the informal efforts of the student and faculty member have not produced a satisfactory resolution, a formal appeal is in order. See the Formal Grade Appeal Process below. The grade change must be made within one semester after the grade was initially earned. Grade changes after one semester must be done through the Formal Grade Appeal Process.

Grade Report

Students may access their grade reports and view their academic status via "My Trenholm" on the College website, https://trenholmstate.edu, at the end of each term. The grade report becomes a part of the student's official transcript. The grade report will be withheld if there is an outstanding financial obligation to the College. If any student suspects that a grade may have been recorded in error, the student should schedule a conference with the instructor of that course. This must be done by the last day of the next term. If an error has been made, it will be corrected and reflected on the student's transcript. If resolution is not attained, a formal appeal is in order. See the Formal Grade Appeal Process below.

Formal Grade Appeal Process

If the informal efforts of the student and faculty member have not produced a satisfactory resolution, a formal appeal is in order. The student should initiate a written appeal before the last day of classes of the semester following the semester in which the grade was issued. After this deadline, the appeals will not be considered. The following procedures should be followed for formally appealing a grade:

1. The student should first contact the instructor and request verification of the grade and how it was determined.
2. If the student does not receive satisfaction from the instructor, the student may confer with the program coordinator and the faculty member in an attempt to reach closure. If the appeal is resolved at this point, a "memorandum of record" should be prepared by the program coordinator and retained on file.
3. If closure is not reached, the student may file a formal grade appeal to the appropriate Dean. This must be done in writing and dated prior to the one-semester time limit. The appeal must state the name of the course, the reasons for the request, the dates involved, and the name of the instructor who issued the grade, including all previous attempts to resolve the situation.

The Dean will assign an Ad Hoc Grade Appeals Committee for deliberation. The Department Chair or the Program Coordinator will Chair the Committee. The Committee shall consist of two full-time faculty members, one faculty member from the discipline one faculty member from outside the Division, and a Student Services designee. The Committee will review the student's appeal letter, transcript, instructor's roll book, tests, papers, reports, projects, and any other documentation as appropriate. A vote will be taken by the committee to attempt a resolution. If no resolution is achieved, a formal hearing will be scheduled where the student and faculty member will be requested to present their sides of the matter. After deliberating, the Committee will make a recommendation to the appropriate Dean to either support the grade as awarded or to change the grade. The Dean will notify the student of the decision and/or action within 3-5 days following the hearing.

Standard of Academic Progress

Required Credit Hours, Grade-Point Averages (GPAs), and Required Pace of Completion

A student enrolled in an Associate Degree or Certificate Program requiring more than 26 credit hours must meet the following standards:

- After attempting 0-21 credit hours, must earn a 1.50 GPA
- After attempting 22-32 credit hours, must earn a 1.75 GPA
- After attempting 33 or more credit hours, must earn a 2.00 GPA

Students enrolled in Certificate Programs with 26 credit hours or less must meet the following standards:

- After attempting 1-17 credit hours, must earn a 1.50 GPA
- After attempting 18 or more credit hours, must earn a 2.00 GPA

Exceptions to Standards of Academic Progress

Standards of academic progress shall apply to all students unless otherwise noted:

Exemptions: Programs that are subject to external licensure, certification, and/or accreditation or which are fewer than four semesters in length may have higher academic standards.

- Transfer students on Academic Probation must adhere to these standards of academic progress.
- Special standards of academic progress have been established for students enrolled in institutional credit courses (developmental courses) and for students who wish to remain eligible to receive Title IV Financial Aid. (See Satisfactory Academic Progress Detailed in the Financial Aid Section).

Intervention for Student Success

When a student is placed on academic probation, one-term academic suspension, or one-year academic suspension, the College may advise the student to take the minimum course load and refer the student to the Student Success Center for intervention in study skills and tutorials. Other services may be available on a case-by-case basis. For assistance or more information from the Student Success Center, please email mrobinson@trenholmstate.edu.

Application of Standards of Progress for Institutional Credit Courses

Institutional credit courses are those which are not creditable toward a formal degree and include Training for Existing Business and Industry, Continuing Education, and courses numbered below the 100 series.

Standards of Academic Progress for Transfer Student

A transfer student who is admitted on CLEAR academic status is subject to the same standards of academic progress as "native" students. Grades accrued at other regionally accredited colleges and universities are not included in the grade point average calculation.

A transfer student admitted on ACADEMIC PROBATION retains that status until the student has attempted at least 12 credit hours. If, at the conclusion of the semester in which the student has attempted a total of 12 or more credit hours and the Cumulative GPA is below 2.0, the student is suspended for one semester. The transcript will read SUSPENDED ONE SEMESTER.

At the conclusion of the semester in which the transfer student was admitted on ACADEMIC PROBATION, has attempted a total of 12 or more credit hours, and the Cumulative GPA at the College is 2.0 or above, the student's status is CLEAR. For additional information regarding transfer credit see the "Records and Registration" section of this catalog.

Academic Bankruptcy

Academic bankruptcy is the removal of one to three semesters of grades from the calculation of a student's cumulative grade point average (GPA). A student must complete a request for Academic Bankruptcy listing the semester(s) he/she wishes to bankrupt. This form, which is located on the College's website at https://trenholmstate.edu, must be signed by the Registrar. The following apply to any request for academic bankruptcy:

1. Academic bankruptcy is initiated by a written request from the student to the registrar/ records official.
2. Upon receipt of the student's request, the college will inform the student that an award of academic bankruptcy may impact his/her financial aid status.
3. Academic bankruptcy may only be declared once and may be applied to no more than three (3) semesters, which do not have to be consecutive.

4. The bankrupted courses and grades remain on the transcript but are not calculated in the student's cumulative GPA.
5. None of the coursework taken during a semester for which academic bankruptcy is declared, including hours completed satisfactorily, will be used to fulfill degree requirements.
6. Developmental courses successfully completed during a period of academic bankruptcy can be used to fulfill prerequisites.
7. To be eligible for academic bankruptcy, the student must have completed 12 semester credit hours of coursework at the college since the most recent semester for which the academic bankruptcy is requested. A grade of "C", "S", or higher is required in each course in 12 semester credit hours in the post-bankruptcy period.
8. When a student receives a declaration of academic bankruptcy, a permanent notation of "ACADEMIC BANKRUPTCY" will be reflected on the transcript for each semester affected.
9. Approval of the academic bankruptcy status at a college does not guarantee other institutions will honor that status. This determination will be made by the respective transfer institution(s).

Repetition of Courses and Course Forgiveness

Students may repeat courses for which they have previously registered. Courses completed at Trenholm State may be repeated at Trenholm State. Course forgiveness is implemented when a student repeats a course and the higher/highest grade awarded (excluding the grades of W and WP) replaces all previous grades for that course in the computation of the cumulative grade point average. The official transcript will list the course and grade each time it is attempted.

When a student completes a course more than once, the highest grade will be counted in the GPA and all other grades excluded from the GPA. Official transcripts will list each course in which a student was enrolled.

A student may repeat a course more than once, but the course may be counted only once toward fulfillment of credit hours for graduation.

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

Some sources of financial aid will not pay tuition for repeated courses. See the Financial Aid section in the Catalog regarding eligibility for repeat courses and repeat developmental courses.

Application of Standards of Progress

- When the cumulative GPA of a student is at or above the GPA required for the total number of credit hours attempted, the student's status is CLEAR.
- When the cumulative GPA of a student is below the GPA required for the number of credit hours attempted, the student is placed on Academic Probation.
- When the cumulative GPA of a student on Academic Probation remains below the GPA required for the total number of credit hours attempted, but the semester GPA is 2.0 or above, the student remains on Academic Probation.
- When the cumulative GPA of a student on Academic Probation remains below the GPA required for the total number of credit hours attempted, and the semester GPA is below 2.0, the student is suspended for one term. The transcript will read SUSPENDED- ONE SEMESTER.
- The student suspended for one term may appeal. If, after appeal, the student is readmitted without serving the one-semester suspension, the transcript will read SUSPENDED-ONE SEMESTER/READMITTED ON APPEAL.
- The student readmitted on appeal will remain on Academic Probation until a 2.0 grade point average is earned.
- A student on Academic Probation after being suspended for one semester (whether the student has served the suspension or has been readmitted on appeal) without having since achieved Clear academic status and whose Cumulative GPA falls below the level required for the total number of hours attempted, but whose semester GPA is 2.0 or above, will remain on Academic Probation until the student achieves the required GPA for the total

number of hours attempted. Readmission to the College does not mean a student is automatically eligible for financial assistance.
- A student returning from one semester or one-year suspension and, while on academic probation, fails to obtain the required GPA for the number of hours attempted and fails to maintain a semester GPA of 2.0 will be placed on one year's suspension.
- The student may appeal a one-term or one-year suspension.
- The permanent student record will reflect the student's status (except when the status is "clear"). When appropriate, the record will reflect ACADEMIC PROBATION, SUSPENDED ONE SEMESTER, ACADEMIC SUSPENSION ONE YEAR, SUSPENDED ONE SEMESTER/ READMITTED ON APPEAL, OR ONE YEAR SUSPENSION READMITTED ON APPEAL.
- All applicable academic designations except "CLEAR" will appear on the student's transcript.

Process for Appeal for Readmission

If a student declares no contest to the facts leading to suspension but wishes to request consideration for readmission, the student may submit a request in writing for an "appeal for readmission" to the Admissions Committee within 3-5 days of notice of suspension. The Admissions Committee shall not be considered a "due process" hearing, but rather a petition for readmission. The student shall be given an opportunity to present a rationale and/or statement of circumstances in support of immediate readmission. The decision of the Admissions Committee, along with the materials presented by the student, shall be placed in the student's official records. Additionally, a copy of the written decision shall be provided to the student.

Graduation

A student is responsible for completing the online Application for Graduation at least one term prior to the planned term of graduation. Students must complete the application for graduation via their My Trenholm portal. A 25.00 fee is required. There is an additional cost for Regalia. Students pursuing an Associate in Arts, Associate in Science, Associate in Applied Science, Certificate, or Short-term Certificate should follow the specific course requirements of their major. Students may receive a Short-term Certificate, Certificate, and degree in the same major.

Graduation is the completion of all degree requirements as indicated in the appropriate catalog year. Degrees and certificates are conferred at the end of each semester after all end-of-term processing is completed. Commencement is the formal ceremony celebrating the completion of a degree and is held once a year in May.

Trenholm State has partnered with Parchment to offer degree or certificate service to students right after graduation. Printed degrees or certificates will be mailed to the address on file within four to six weeks. Your digital degree or certificate will be sent to your college email address on file. Notification to claim your digital degree or certificate will be sent to your cellular number on file. Summer 2023 and Fall 2023 graduates and beyond can also request a duplicate copy of their degree or certificate by completing the Duplicate Certificate/Degree Request Form for a cost of 25.00. Students who graduated before Summer 2023 are not eligible for this service.

Associate in Arts

Coursework leading to the Associate in Arts (AA) is designed to prepare students to **transfer to a four-year college** or university to pursue a Bachelor of Arts. Students are assigned advisors in the General Education Division. Degree plans have been outlined in the catalog to guide students in the choice and sequence of courses.

A student shall be awarded the Associate in Arts upon satisfactory completion of the requirements of a specific program in accordance with policies of the Alabama Community College System. A student must:

- Earn a 2.0 cumulative grade point average in all courses attempted.
- Meet all program of study requirements for the degree. These requirements are stated in the appropriate programs of study section for each degree the College offers.
- Complete at least 25% of the total semester hours at the College.

- Complete the ORI 101 course.

Associate in Science

College Transfer - Coursework leading to the Associate in Science (AS) is designed to prepare students to **transfer to a four-year college** or university to pursue a Bachelor of Science. Students are assigned advisors in the General Education Division. Degree plans have been outlined in the catalog to guide students in the choice and sequence of courses.

A student shall be awarded the Associate in Science upon satisfactory completion of the requirements of a specific program in accordance with policies of the Alabama Community College System. A student must:

- Earn a 2.0 cumulative grade point average in all courses attempted.
- Meet all program of study requirements for the degree. These requirements are stated in the appropriate programs of study section for each degree the College offers.
- Complete at least 25% of the total semester hours at the College.
- Complete the ORI 101 course.

Associate in Applied Science

The Associate in Applied Science is a specialized degree in a specific technical field. The degree is awarded based on the completion of an approved Degree Plan, which includes specific technical courses from the technical area plus designated general education requirements. Requirements are listed in the program descriptions.

Since general education courses provide students with a solid understanding of a wide variety of subjects and methods of learning, general education courses are required of all students seeking an Associate of Applied Science (AAS) Degree. General education courses also provide students with exposure to broader and more varied intellectual concepts, thereby impacting each program by providing more quality and enhancing the marketability of graduates.

To ensure the preparedness of all students seeking an AAS, the College has developed the following general education competencies assessed throughout the year in identified general education courses: computer literacy skills, computational skills, oral communication skills, and written communication skills.

A student shall be awarded the Associate in Applied Science upon satisfactory completion of the requirements of a specific program in accordance with policies of the Alabama Community College System. A student must:

- Earn a 2.0 cumulative grade point average in all courses attempted.
- Meet all program of study requirements for the degree. These requirements are stated in the appropriate programs of study section for each degree the College offers.
- Complete at least 25% of the total semester hours at the College.
- Complete the ORI 101 course.

Certificate

Each Certificate program is designed to prepare the student for employment in one of several technical or skilled jobs in a specific occupational area. Each program requires in-depth technical preparation supported by related general education courses. The award is based on the completion of an approved Degree Plan.

Certificate (CER) 30 to 60 Credit Hours

A student may be granted a Certificate upon satisfactory completion of the requirements of the specific program in accordance with the Alabama Community College System policies. To earn a Certificate, a student must:

- Earn a 2.0 cumulative grade point average in all courses attempted.
- Meet all program of study requirements for the degree. These requirements are stated in the appropriate programs of study section for each Certificate the College offers.
- Complete at least 25% of the total semester hours at the College.
- Complete the ORI 101 course.

Short-Term Certificate (STC) 9 to 29 Credit Hours

Each Short-Term Certificate program is designed to provide specialized preparation in a specific technical skill. The program requires several closely related technical courses. The Short-Term Certificate is appropriate for an individual who plans to enter a job requiring specific technical skills or for a currently employed individual who needs to develop or upgrade an existing skill. The award is based on the completion of an approved Degree Plan.

To earn a Short-Term Certificate, a student must:

- Earn a 2.0 cumulative grade point average in all courses attempted.
- Meet all program of study requirements for the degree. These requirements are stated in the appropriate programs of study section for each Short-Term Certificate the College offers.
- Complete at least 25% of the total semester hours at the College.

Multiple Degrees

To receive a second Associate Degree from Trenholm State Community College, a student must earn a minimum of twenty (20) semester credit hours beyond the requirements for the first degree and which are a part of the program requirements for the second degree. Also, a student must meet all other graduation requirements.

Teach-out and Closing a Degree Program or Certificate Program

If Trenholm State Community College should decide to close a degree program or a certificate program, the College will make every effort to teach out currently enrolled students. The College will inform the community that no additional students will be accepted into the program. Students who have not completed their programs will be advised by faculty regarding suitable options, including transfer to comparable programs. The College may offer the courses required for graduation by students enrolled in the program at the time of closure until all those students have had an opportunity to complete their degrees.

Honors and Awards

Dean's List - A Dean's List shall be compiled at the end of each semester. The requirements for the Dean's List shall be:

- A grade point average for the term of 3.5 to 3.99 on a 4.00 scale.
- Completion of 12 credit hours of college-level work for the semester. Developmental courses do not count toward the minimum course load requirement.

President's List - A President's List shall be compiled at the end of each semester. The requirements for the President's List shall be:

- A grade point average for the term of 4.0 on a 4.0 scale.
- Completion of 12 credit hours of college-level work for the semester. Developmental courses do not count toward the minimum course load requirement.

Definition of Academic Major/Area of Concentration

A "major" refers to the student's selected field of concentration.

Commencement Honors

Candidates for commencement will be recognized in the printed program for academic achievement. Recognition will be given according to the following designations:

Associate in Applied Science (AAS), Associate in Arts (AA), or Associate in Science (AS)
Graduation with Honors
(3.50 - 3.69 cumulative GPA)

Graduation with High Honors
(3.70 - 3.89 cumulative GPA)

Graduation with Highest Honors
(3.90 - 4.00 cumulative GPA)

Certificate
Graduation with Distinction
(3.50 - 4.00 cumulative GPA)

In order to be eligible for any academic honor, a candidate must have completed a minimum of thirty (30) semester hours of credit at Trenholm State.

Annual Notification of Family Educational Rights and Privacy Act (FERPA)

The College is required by the provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974 to provide students annual notification of their FERPA rights. This Act, with which the institution fully complies, was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students will be notified by the publication of the regulations in the College Catalog/Student Handbook. FERPA information is available on the College's website. A student who believes his or her FERPA rights have been violated can file a complaint with the Family Policy Compliance Office at the U.S. Department of Education. Questions concerning the Family Education Rights and Privacy Act may be referred to the office of the Registrar.

Family Policy Compliance Office
U.S. Department of Education 400 Maryland Avenue, SW
Washington, D.C. 20202-5920
Phone: 1-800-USA-LEARN (1-800-872-5327)

Student Records General Policy

No information from records, files, or other data directly related to the student, other than the directory information defined below, shall be disclosed without the written consent of the student. Consent shall include the specification of records to be released, and to whom records are to be released. Exceptions to this policy apply when satisfying compliance with a judicial order or pursuant to any lawfully issued subpoena, upon the condition that the student is notified of all such orders or subpoenas. The student will have ten days to respond to the College concerning the notification of the subpoena in advance of the compliance by Trenholm State Community College. Additionally, records may not be withheld from appropriately authorized representatives, including educational and governmental officials, as provided by law.

Directory Information

The following categories of information with respect to each student have been designated by the College as directory information that may be made available to the public, absent a student's request that any such information should not be released without the student's prior consent:

- Student's name, address, telephone number
- Date and place of birth
- Dates of attendance
- Educational agencies or institutions most recently attended by the student
- Major, degree desired and classification
- Participation in officially recognized clubs, organizations, and activities
- Degrees and awards received.

If a student has an objection to any of the aforementioned information being released during a given semester or academic year, the student should notify, in writing, the Dean of Student Affairs and Information Services during the first three weeks of the semester or academic year. The Student Request to Withhold Directory Information form is located on the College's website https://trenholmstate.edu/current-students/student-forms/.

Access of Student Records to Students

The student is accorded the right to inspect and review, in the presence of the appropriate College staff member, any records, files, and data directly related to the student. To inspect a personal folder or file, a student shall submit a written request signed by the student to the appropriate records official, and if not personally submitted by the student, then the student's signature shall be acknowledged by the affidavit of a Notary Public. The request for inspection shall be acted upon within forty-five (45) days from the date the request is

received. If, in the opinion of the appropriate records official, inspection can reasonably be accomplished by providing copies of said documents, such copies shall be made and provided to the student. The Request to Inspect-Review Academic Records is located on the College's website https://www.trenholmstate.edu/current-students/student-forms/.

Limitations of Access

The right of inspection of personal information described in the above paragraph does not include:

- Financial records of the parent(s) of the student or any information contained therein,
- Confidential letters and statements of recommendation which were placed in the education records prior to January 1, 1975, if such letters or statements are not used for purposes other than those for which they were specifically intended, or
- Other confidential records, access to which has been waived by the student in accordance with policy concerning waivers.

Amendment of Educational Records

After inspecting his/her record, a student may request an explanation to challenge any part of the contents of such record. The student shall submit a written request for a hearing in the same manner and under the same procedures as provided within the section titled, "Location of Records."

The request for hearing should identify the item or items in the file to be challenged and state the grounds for the challenge, e.g., inaccuracy, misleading information or inappropriateness, etc. The records official shall examine the contested item, shall hear the person responsible for placing the item in the file, if appropriate and possible, and shall examine any documents or hear any testimony the student wishes to present. The records official may decide that the contested item should be retained, deleted, or revised or the records official may refer the matter.

Waiver of Access

A person applying for admission may waive the right of access to confidential statements concerning his/her application for admissions, financial aid, employment, honorary recognition(s), or any other benefit made available by the College. No such application shall be denied because of the student's failure or refusal to sign such waiver.

Release of Student Records

Federal law governs how colleges and universities supervise student educational records. Trenholm State Community College adheres to the Family Educational Rights and Privacy Act (FERPA) of 1974. This act is designed to protect the privacy of students' educational records. FERPA also establishes the rights of students to inspect and review their educational records; it provides guidelines for the correction of inaccurate or misleading data through informal and formal hearings; and establishes the rights of students to file complaints with the FERPA Office. Students will be notified by the publication of the regulations in the College Catalog/Student Handbook. The College shall not permit access to or allow the release of education records or personally identifiable information contained therein, other than directory information as defined within the paragraph titled 'Directory Information,' without the written consent of the student, to any party other than the following:

- Other school officials and teachers of the College who have been determined by the College to have legitimate educational interests;
- Officials of schools or school systems in which the student seeks or intends to enroll, upon the condition that the student may receive a copy of the record, if desired, and have an opportunity for a hearing to challenge the content of the record;
- Certain authorized representatives of federal departments/agencies or state educational authorities for purposes of audits, evaluative studies, etc. Data collected will be protected in a way that prevents personal identification except when specifically authorized by federal law;
- State and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to State statute adopted prior to November 19, 1974;

- Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted;
- Accrediting organizations in order to carry out their accrediting functions;
- Parents of a student who is a dependent for income tax purposes;
- A lawful subpoena or court order;
- Other appropriate persons in an emergency to protect the health or safety of the student or others. Students shall have access to all such information in accordance with the procedures outlined in this statement with the exceptions specified within the following paragraph.

Location of Records

The College has designated the following officials as responsible for student records within their respective areas of responsibility:

Type of Records	Office Location	Director Responsible
Permanent	Records	Records/Registrar
Admissions	Enrollment Management	Enrollment Management
Financial	Business Office	Regional Chief Financial Officer
Financial Aid	Financial Aid	Financial Aid
ADA/504	Student Services	Student Success

These officials shall hereinafter be referred to as "records officials." Each official is responsible for maintaining a listing of student records. The listing shall indicate the location and general content of the records. A student's request concerning his/her records or files, including requests that information not be disclosed to the public, requests for disclosure to third parties, and requests for access by the student shall be directed to the appropriate records official listed above. Forms for all such requests may be obtained from these officials. The appropriate records official will also attempt to resolve any challenges to the records at an informal hearing with the student. If an agreeable solution is not reached, the records officials will refer the student and his/her challenge to the College Hearing Officer, who shall set a hearing within ten (10) days for the final decision.

Providing Records to Third Parties

The general policy of Trenholm State Community College is to refuse access to student records to third parties without the written consent of the individual student. Should a student wish to have such records released, a written request must be directed to the proper records official specifying the records to be released, the person and address to whom records are to be released, and a request for copies to the student, if desired. Trenholm will then transfer or grant access to the information. A record of requests of access, the legitimate interest involved, and action taken will be placed in the student's file for all requests of the file, except those from school officials as noted in paragraph one.

The Registrar will supervise the inspection of individual student records, and the student's record file shall not be taken from the designated records office. The student may obtain one unofficial copy of his/her academic record in writing. An unofficial copy is defined as copy that does not bear the official seal of the College embossed on the record, but otherwise, an official copy when released by the College's records official.

The Registrar, or designee, is the only person authorized to reproduce copies of official transcripts. Transcripts of records received from other colleges or universities become the property of Trenholm State Community College. Records of documents received from third parties will not be reproduced.

Records Retention and Disposal

All records are safely secured at the College and are retained and disposed of in accordance with policies

established by the Alabama Department of Archives and History and the Alabama Community College System.

Transcripts

The transcript policy of the College includes the following:

In compliance with the Family Educational Rights and Privacy Act (FERPA), the College does not release transcripts of a student's work except upon the student's written request. Official transcripts are sent to institutions, companies, agencies, etc. after the student's written release is received by the Office of Student Records. Transcripts will not be faxed to an individual or a receiving institution. Official transcripts will be accepted when delivered "by hand" in an unbroken sealed envelope. Upon receipt, the transcript must be official and in a sealed envelope. The College reserves the right to deny hand-delivered transcripts if foul play is detected. Transcripts are available to former and current students.

Trenholm State Community College has partnered with Parchment to accept online transcript orders. Students and alumni can order their official transcripts 24 hours a day, 7 days a week. Name, dates of attendance, social security number, fee (if any), and the address to which the transcript is to be sent are to be included in the request. Students with name changes should include ALL former names.

Transcripts can be sent electronically or mailed in hard copy, depending on the receiving institution or destination. Requests for transcripts of work where the student previously attended must be directed to those institutions.

Students will be charged a $5.00 fee for each transcript requested, which can be paid online using credit or debit cards such as a Visa, MasterCard Discover, and American Express. More information can be found on the transcript ordering page https://www.trenholmstate.edu/request-transcript/.

Enrollment Verification

Trenholm State Community College has authorized the National Student Clearinghouse to act as the agent for all verifications of student enrollment and provide verification of degrees. Requestors should use www.studentclearinghouse.org for enrollment verification and www.degreeverify.org for degree verification. The telephone number is (703) 742-4200, Monday – Friday, from 9:00 a.m. to 7:00 p.m., Eastern Standard Time. The fax number is (703) 742-4239. The email address is enrollmentverify@studentclearinghouse.org.

The mailing address is:

National Student Clearinghouse
2300 Dulles Station Blvd., Suite 300
Herndon, VA 20171

Through Enrollment Verify, the National Student Clearinghouse will process enrollment verifications, on your behalf, for the following types of companies:

- Credit Issuers: verification for students who have applied for student cards.
- Travel Companies: verification for students who have applied for discounted student travel.
- Housing Providers: verification for students who have applied to rent a property.
- Scholarship Providers: verification for students who have been awarded scholarships.
- Consumer Product Companies: verification for students who have applied for student discounts when purchasing computers, books, etc.
- Requests by Students and Parents: many companies, including health insurers, ask students directly to provide proof of current enrollment. Students and parents can use the National Student Clearinghouse Enrollment Verify website to download or print certifications.

Financial Aid

The Office of Financial Aid is committed to assisting students who have a financial need to fund the cost of their educational goals. Trenholm State Community College believes that no individual should be denied an education because of inadequate financial aid resources. Consequently, financial aid is available at the College for those students who apply and qualify. Trenholm State Community College participates in federal and state student aid programs.

Applying for Financial Aid

To determine a student's eligibility for Federal Student Aid Programs, the student must file the Free Application for Federal Student Aid (FAFSA). The fastest and easiest way to apply is online at www.studentaid.gov. When completing the FAFSA, the student should list the Trenholm Federal School Code 005734. Students may check the status of their financial aid via their MyTrenholm portal. It is the student's responsibility to contact the financial aid department if there are any questions regarding his/her financial aid status.

Recipients must reapply for Federal Student Aid (FSA) by completing a FAFSA on or after October 1 of each year for the upcoming Fall semester.

Student Eligibility

To receive federal financial aid, a student must:

- Have a high school diploma or GED certificate or completed a high school education in a homeschooled setting approved under state law;
- Be enrolled as a regular student in an eligible program;
- Be a U. S. Citizen or eligible noncitizen with a valid Social Security Number;
- Demonstrate financial need;
- Maintain Satisfactory Academic Progress (SAP) once enrolled at the College;
- Not be in default on any loan or owe a repayment on any grant made at any institution under Title IV of the Higher Education Act of 1965, as amended (Title IV, HEA Program).

The amount of Federal Student Aid (FSA) a student is eligible to receive is based on the Student Aid Index (SAI) assigned by the Central Processing System (CPS), the Cost of Attendance at the College, and the enrollment status of the student.

Students' Rights and Responsibilities

- Students have the right to obtain information about financial assistance programs available at the College.
- Students have the right to discuss financial aid decisions with personnel in the Office of Student Financial Aid.
- Students have the right to appeal financial aid decisions.
- Students receiving financial aid are responsible for registering only for courses that are in their degree plan.
- Students are responsible for following application and/or reapplication procedures.
- Students are responsible for informing the Office of Financial Aid of any changes in their enrollment status.
- Students are responsible for understanding the Federal Financial Aid Satisfactory Academic Progress Policy.

Additional information may be obtained by contacting the Financial Aid Office at finaid@trenholmstate.edu.

Financial Aid Programs

The College participates in the following Federal Student Aid (FSA) Programs as authorized by Title IV of the Higher Education Act of 1965, as amended (Title IV, HEA Program):

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work-Study Program (FWSP)

The College also participates in the Alabama Student Assistance Program (ASAP).

Alabama Student Assistance Program (ASAP)

The Alabama Student Assistance Program (ASAP) provides a limited amount of State grant funds to

eligible Alabama residents with the lowest Student Aid Index (SAI) who demonstrate need and who are enrolled at least half-time.

Applicants must complete the Free Application for Federal Student Aid (FAFSA) to apply for assistance through the ASAP Program based on the availability of this fund at the College. If funds are available, students may receive FSEOG and ASAP funds in the same semester/term.

Return of Title IV Funds

Students who receive Federal Student Aid (FSA) and who fully withdraw, cease attending, or fail to complete the term may be required to repay unearned Title IV Funds awarded for the period of enrollment in which an official or unofficial withdrawal occurred. The term "Title IV Funds" refers to the Federal Student Aid (FSA) Programs authorized under the Higher Education Act of 1965, as amended (Title IV, HEA Program), which includes the Federal Pell Grant and Federal Supplemental Educational Opportunity Grant (FSEOG).

A Return of Title IV (R2T4) calculation is required for official and unofficial withdrawals. An official withdrawal is the federal term used when a student begins the official withdrawal process or provides official notification to the school of his/her intent to withdraw. An unofficial withdrawal occurs when a student fails to earn a passing grade in at least one attempted course or has a combination of withdrawals and failed courses. Furthermore, students who cease attendance or stop participating in classes without completing the formal withdrawal process are also considered an unofficial withdrawal.

The College must complete an R2T4 calculation and return any unearned Title IV Funds to the Department of Education no later than 45 days after determining a student's withdrawal or ceased attendance. If a student has completed less than 60% of the term, all federal funds are re-calculated, and the difference must be returned to the appropriate Title IV Program. Students are responsible for repayment of any unearned Title IV funds after the R2T4 calculations are processed. An email notification will be sent to the student regarding unearned Title IV Funds due to the College.

Students who complete over 60% of the term are considered to have earned Title IV aid and are not required to return any Title IV Funds.

Partial Withdrawal

Students who do not completely withdraw from the College but drop a class during the regular drop/add period will be refunded the difference in the tuition paid and the tuition rate applicable to the reduced number of hours, including fees appropriate to the classes dropped. There is no refund due to a student who partially withdraws after the official drop/add period. The last day to drop/add is published as part of the College calendar and conforms to the Alabama Community College System guidelines.

Complete Withdrawal

Students who officially withdraw from all classes for which they are registered before the first day of class for the semester/term will be refunded the total amount of tuition and other refundable fees. The "first day of class" is the first day classes are offered within any term configuration, including, but not limited to, full terms, split terms, mini-terms, and weekend terms. Students who officially withdraw completely on or after the first day of class but prior to the end of the third week of class will be refunded according to the withdrawal date, as follows:

Total Withdrawal before the official first day of class	**100% refund**
Total Withdrawal during the first week	**75% refund**
Total Withdrawal during the second week	**50% refund**
Total Withdrawal during the third week	**25% refund**
Total Withdrawal after the end of the third week	**0% REFUND**

An administrative fee not to exceed 5% of tuition and other refundable institutional charges shall be assessed for each withdrawal within the period beginning the first day of class and ending at the end of the third week of class. The first official day of class is indicated on the College calendar as the day that classes begin. There is only one first day of class. This day may not be the first day on which all classes begin. The calendar also indicates the last day to drop/add. For calculating refunds during the fall and spring sixteen-week terms, a "week" is defined as seven calendar days, i.e. the first day of class running seven calendar days (inclusive of Saturday and Sunday). Refunds shorter than sixteen

weeks, such as summer terms, mini-terms, split terms, and weekend terms, will reflect a prorated week based on the number of days in the term.

Example:

Classes begin June 14; student withdraws June 17. Fourth day = 75% Refund due.

Tuition/fees paid:	$648.00
	x .75
	$486.00
Administrative Fee	-32.40
Round to nearest dollar	$453.60
Refund amount	$454.00

Students should be aware that a withdrawal from any or all courses during their enrollment will affect their Satisfactory Academic Progress and impact future financial aid eligibility.

Ineligibility for Refund

Students who are withdrawn by Trenholm State Community College for disciplinary reasons, for non-payment of tuition and fees, or for other similar reasons are not eligible for a refund.

Tuition Assistance (TA) Refund Policy (Funds to be returned to the Department of Defense (DoD)

Complete Withdrawal before and during weeks 1-2 = 100% return
Refund during week 3-4 = 75% return
Refund during weeks 5 = 50% return
Refund during week 9 = 30% return
(60% of the course is completed at 9.6 weeks)
Refund during week 10 or more = No Refund is due

Revision and Cancellation of Financial Aid

The College reserves the right to review, revise, or cancel a financial aid award at any time due to financial or academic status changes or the student's failure to comply with applicable Federal and/or State laws and/or Regulations or College policies. In addition, a financial aid award is subject to revision should the annual allocation of funds from the Federal government be reduced below the anticipated funding level for a program(s) or should budget limitations be placed upon funds that are intended for student financial aid purposes. In addition, students cannot receive need-based assistance in excess of their determined financial need.

Federal Pell Grant

The Federal Pell Grant program is the largest grant program available. A Federal Pell Grant, unlike a loan, does not have to be repaid. Federal Pell Grants are usually awarded to eligible undergraduate students who have not earned a bachelor's degree or professional degree and who are enrolled in an eligible program. Federal Pell Grant award amounts can vary yearly.

The Federal Pell Grant at Trenholm State Community College is prorated based on enrollment intensity. Enrollment intensity is determined by the number of credit hours in which a student is enrolled relative to full-time enrollment, with full-time defined as 12 credit hours. The following chart illustrates how enrollment intensity affects the percentage of the maximum Pell Grant award a student may receive.

Credit Hours	Enrollment Intensity (%)	Pell Grant Award Percentage
12 or more	100%	100%
11	92%	92%
10	83%	83%
9	75%	75%
8	67%	67%
7	58%	58%
6	50%	50%
5	42%	42%
4	33%	33%
3	25%	25%
2	17%	17%
1	8%	8%

NOTE: Pell Lifetime Eligibility Usage (LEU) limits the number of years or semesters that a student can receive Pell funds. Full-time students can only receive Title IV aid for a total of 6 years or 12 semesters. This timeframe is increased for part-time students.

Federal Supplemental Educational Opportunity Grant (FSEOG)

Federal Supplemental Educational Opportunity Grant (FSEOG) is a federally-funded program that is provided by the U.S. Department of Education for the purpose of assisting undergraduate students with exceptional financial need meet the cost of a postsecondary education. The FSEOG funds are awarded to the College and are administered by the Financial Aid Office at Trenholm State Community College.

At Trenholm State Community College, FSEOG funds are awarded to eligible students with demonstrated exceptional financial need. FSEOG recipients must be undergraduates enrolled in an eligible program leading to a degree or certificate at the College. Students with the lowest Student Aid Index (SAI) who will also receive Federal Pell Grant during the school year are eligible to be selected for FSEOG awards.

Applicants must complete the Free Application for Federal Student Aid (FAFSA) to apply for assistance through the FSEOG Program based on the availability of this fund at the College. If funds are available, students may receive FSEOG and ASAP funds in the same semester/term.

Federal Student Loan Program

Trenholm State Community College does not participate in the Federal Direct Subsidized, Unsubsidized, and Direct Plus Loan Programs. However, student borrowers who transfer to Trenholm State Community College may qualify for in-school deferments if enrolled at least as a half-time student. An in-school deferment is a temporary suspension of student loan payments.

Trenholm State Community College has authorized the National Student Clearinghouse to act as the agent for all verifications of student enrollment. In order to receive an in-school deferment, requesters should use www.studentclearinghouse.org.

The telephone number for the National Student Clearinghouse is (703) 742-4200, Monday – Friday, from 9 a.m. to 7 p.m. (EST).
The FAX number is (703) 742-4239.
The email address is enrollmentverify@studentclearinghouse.org.

Transfer students who participated in the Student Loan Program at another college are encouraged to continue to communicate with their lenders. Student loan lenders cannot help student borrowers without knowing the nature of their problems, and keeping in contact with previous lenders may prevent student borrowers from defaulting on their student loans.

Financial Aid Satisfactory Progress (SAP) Policy

Students who receive assistance from the Federal Pell Grant Program, Federal Work-Study Program (FWSP), Federal Supplemental Educational Opportunity Grant (FSEOG) Program, and Alabama Student Assistance Programs (ASAP) are required to make Satisfactory Academic Progress toward the goal of completing their declared degree or certificate programs.

Satisfactory Academic Progress (SAP) will be checked at the end of each semester/term. In addition, Satisfactory Academic Progress (SAP) is also checked when students complete a warning period. The progress of students who received federal and state financial aid funds will be measured against the following Satisfactory Academic Progress Standards and will be subject to the following policies:

Required Credit Hours, Grade-Point Averages (GPAs), and Required Pace of Completion

Students who are enrolled in an Associate Degree or Certificate Program requiring more than 26 credit hours must meet the following standards:

- After attempting 0-21 credit hours, must earn a 1.50 GPA and complete 58% of the enrolled hours.

- After attempting 22-32 credit hours, must earn a 1.75 GPA and complete 62% of the enrolled hours.
- After attempting 33 or more credit hours, must earn a 2.00 GPA and complete 67% of the enrolled hours.

Students who are enrolled in Certificate Programs with 26 credit hours or less must meet the following standards:

- After attempting 1-17 credit hours, must earn a 1.50 GPA and complete 58% of the enrolled hours.
- After attempting 18 or more credit hours, must earn a 2.00 GPA and complete 67% of the enrolled hours

*All hours attempted, including those in which the student withdrew, will be included in this calculation, even if financial aid was not received.

Grades with Title IV

The following information is considered when evaluating a student's satisfactory academic progress:

- Withdrawals (W) and failures (F) are considered attempted but not earned hours.

Withdrawals – A grade of W is assigned to a student who officially withdraws from the College by the published withdrawal date identified in the Student Calendar. The hours attempted for these courses are included in the Financial Aid Satisfactory Academic Progress calculations.

Incompletes - With the permission of the appropriate Dean, a grade of Incomplete ("I") may be assigned when a student's work in a course is incomplete because of circumstances beyond the student's control but is otherwise of passing quality. An Incomplete ("I") grade does not count toward coursework completed but counts as coursework attempted. Although the Incomplete ("I") grade is NOT counted in hours earned, the grade that replaces the "I" is counted in both hours earned and attempted once the "I" is removed and affects the Satisfactory Academic Progress calculation.

Earned F - The grade of "F" is counted in hours attempted and results in zero hours earned.

Financial Aid Warning

According to the Satisfactory Academic Progress Policy, if a student is not making satisfactory academic progress at the end of an academic semester, he/she may be granted a one-semester Financial Aid Warning Period and awarded financial assistance during this Period. At the end of the Financial Aid Warning Period, the student must meet the Satisfactory Academic Progress requirements for the Financial Aid Warning status to be lifted and to be eligible to continue receiving financial aid.

Financial Aid Suspension (Termination of Aid)

Students who do not successfully establish Satisfactory Academic Progress after the Financial Aid Warning Period will be placed on Financial Aid Suspension and become ineligible for any additional financial aid at that point. Students may regain financial aid eligibility based one of the following criteria:

- The student may enroll in and pass classes while paying tuition and fees out of pocket in order to meet the Financial Aid SAP requirements or
- The student presents to the Financial Aid Appeals Committee evidence of extenuating circumstances deemed, by this Committee, to be sufficient to justify an exception to the SAP Policy. As a result, the student will be placed on Financial Aid Probation and financial aid will be reinstated for this period.

If a student is re-admitted to the College upon academic appeal, financial aid will remain suspended until one of the above criteria is met. The student must bring his/ her academic record into compliance with the Financial Aid Satisfactory Academic Progress requirements before financial aid can be reinstated.

Appeal Process and Extenuating Circumstances

Students placed on Financial Aid Suspension who wish to request reinstatement of federal financial aid due to mitigating circumstances must submit the Financial Aid Appeal Form along with a letter explaining any unusual circumstances that affected academic performance. Supporting documentation is required. Examples of acceptable documentation

include:
– Death of an immediate relative (death certificate or obituary)
– Auto accident (police report and/or physician's note)
– Prolonged illness (statement from a physician)

The appeal must also explain what has changed in the student's situation that will allow them to meet Satisfactory Academic Progress (SAP) requirements moving forward. Appeals should be addressed to the Financial Aid Appeals Committee and submitted to the Director of Financial Aid at least two weeks prior to the start of the semester. Appeals submitted after the deadline are not guaranteed review for the current term and will be considered for the following semester. Notification of the Committee's decision will be sent via email.

Upon approval, the student is placed on Financial Aid Probation and awarded financial assistance for that period. Academic progress is then monitored to determine whether the student continues to meet the conditions outlined in the appeal approval, which may include maintaining a minimum GPA and successfully completing all attempted coursework. Students who fail to meet the stipulated conditions will become ineligible for financial aid and may submit a new appeal for the following academic year. Any subsequent appeal must be based on new and distinct circumstances.

Students are limited to two SAP appeals during their academic career at Trenholm State Community College, and only one appeal may be submitted per academic year. Appeals cannot be submitted for the same reason as a prior appeal. The decision made by the Financial Aid Appeals Committee is final and cannot be appealed further. Retroactive appeals for prior terms are not permitted.

Students whose appeals are denied remain ineligible for federal financial aid until SAP standards are met. These students may continue attending the College at their own expense.

Repeating Courses

A student receiving Title IV aid may repeat courses; however, the repeated hours will be included in the Financial Aid SAP calculations as hours attempted and hours earned. A federal financial aid recipient cannot repeat a previously passed course more than one (1) time, either as a single course or in a block of courses. For this purpose, "passed" means any grade higher than an "F," regardless of any program policy requiring a higher grade to be considered passed for the course.

Developmental Courses

A Title IV recipient who has enrolled in a developmental course and failed may not enroll in the same course more than three (3) times and continue to receive financial assistance. If the Title IV recipient enrolls in the same developmental course more than three (3) times, financial aid will not pay for this subsequent enrollment in this course. A Title IV recipient may not be paid for more than 30 semester credit hours of developmental work. Developmental courses are counted in the hours attempted and hours earned.

Maximum Time Frame

The maximum time frame allowed to complete a program of study without financial aid penalty cannot exceed 150% of the published length of a specific program as measured in credit hours attempted in credit-hour programs. Students who have reached the maximum timeframe for their current program of study may file a Financial Aid Appeal to be considered for an extension of additional hours to complete their program of study due to mitigating circumstances. If a student files an appeal due to the Maximum Timeframe, he/she must meet the other two components of Satisfactory Academic Progress (GPA and Completion Rate/ PACE).

Transfer or Readmitted Students

Students who transfer to Trenholm State Community are required to submit an official copy of their academic transcript(s) from all previously attended postsecondary institution(s). After the Registrar evaluates all transcripts, transfer credits that apply to the student's program at the College will be included in the hours attempted and hours earned for future Satisfactory Academic Progress evaluations. Please be advised that transfer students' GPAs are not included in the Satisfactory Academic Progress evaluations.

Change of Program of Study

All periods of a student's enrollment will be counted when determining Satisfactory Academic Progress (SAP), which includes periods in which the student did not receive Federal Student Aid (FSA). A change of program of study is allowed if the student continues to make Satisfactory Academic Progress.

All credit hours attempted by the student in their previous programs and transfer credits will be included in the Satisfactory Academic Progress calculation. A student may only receive aid up to 150% of the normal timeframe of the new program of study.

Class Attendance Policy for Financial Aid

Class attendance is essential to the educational process at Trenholm State Community College. The College subscribes to the philosophy that students will achieve academic success in direct proportion to class attendance. We also subscribe to the belief that the ability to manage one's own attendance and punctuality is a critical component of job readiness that each student must master. Therefore, students are responsible for attending all classes, being punctual, and performing assignments as prescribed by the instructor and the appropriate course syllabus.

The attendance policy applicable to a specific instructional program may be more restrictive than the College policy and, therefore, has precedence. These policies may be influenced by the requirements of external agencies and will be noted in individual course syllabus. Faculty are required to verify attendance at a requested time in order to complete reporting data as required to comply with federal financial aid regulations to include VA, WIOA, Title IV, Scholarship Recipients, and others. Additionally, it is essential that registered students who discontinue attending class before the last official withdrawal day, which is the beginning of the academic penalty, must be reported to the Office of Records.

College Financial Plan

Trenholm State Community College has agreed to comply with the principles of Executive Order 13607, Establishing Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and Other Family Members (E.O. 13607), of their commitment to use the College Financial Plan Form to provide each of their prospective veteran and service member students with a personalized form that contains standardized information describing the cost of the educational program and the amount of that cost that may be covered by available Federal educational benefits and financial aid. Please log on to https://www.trenholmstate.edu/financial-aid/college-financing-plan/ to view a personalized College Financial Plan Form.

Certificate Programs

Certificate programs offered at the College that are Title IV eligible are subject to a clock-to-credit hour conversion. For students enrolled in these Title IV eligible certificate programs, the clock-to-credit hour conversion may result in reducing their Federal Pell Grant awards each semester/term. Short-term Certificate Programs are not Title IV eligible.

Scholarships

Trenholm State Community College offers a variety of scholarships to qualified students including Veterans. Scholarships are awarded annually based on availability. The scholarship application is available online at Trenholm State's scholarship website at https://www.trenholmstate.edu/financial-aid/scholarships/. Additional information about scholarships can be obtained from the Financial Aid Office at (334) 420-4317. The following types of scholarships are offered at the College:

Educational Advancement Scholarship

A limited number of Educational Advancement Scholarships are awarded to first-time Trenholm students who are either high school graduates or GED recipients. To be eligible for consideration, prospective students must have a Cumulative Grade-Point Average (CGPA) of 2.5 or better, complete the College's Application for Admissions, the Scholarship Application form, and the Free Application for Federal Student Aid (FAFSA). Specific application procedures and guidelines are available on the College's Website and in the Financial Aid office. The completed scholarship application must be submitted to the Financial Aid office, with the required documentation, by the specified deadline

dates. All Educational Advancement Scholarship recipients must maintain a 2.5 Cumulative Grade-Point Average (CGPA) throughout their enrollment at the College and complete the Free Application for Federal Student Aid (FAFSA) annually. For additional information, contact the Financial Aid Office at (334) 420-4317.

Achievement Scholarships

Achievement Scholarships are awarded to interested students currently enrolled at the College who have earned a minimum of 12 credit hours with a Cumulative Grade-Point Average (CGPA) of 3.50 or better. The completed scholarship application must be submitted to the Financial Aid Office, with the required documentation, by the specified deadline. Achievement Scholarship recipients are required to maintain a 3.50 Cumulative Grade-Point Average (CGPA) throughout their enrollment at the College and complete the Free Application for Federal Student Aid (FAFSA) annually. For additional information, contact the Financial Aid Office at (334) 420-4317.

Career Technical Education (CTE) Director's Scholarships

Career Technical Education (CTE) Director Scholarships are available to students through the recommendation of a Career Technical Director. To be eligible for consideration, students must have a Cumulative Grade-Point Average (CGPA) of 2.5 or better and complete the College's Application for Admissions, CTE Director's Scholarship Nomination Form, and the Free Application for Federal Student Aid (FAFSA). The scholarship application packet is due by the specified deadlines available on the College's website. All CTE Director's Scholarship recipients must maintain a 2.5 Cumulative Grade-Point Average (CGPA) throughout their enrollment at the College and complete the Free Application for Federal Student Aid (FAFSA) annually. For additional information, contact the Financial Aid Office at (334) 420-4317.

Trenholm State Foundation Scholarships

The Trenholm State Foundation annually awards, periodically, scholarships to help students achieve their goals of becoming highly trained competitors in the workforce. Applicants must meet the following criteria:

- Must be a U. S. citizen or eligible noncitizen
- Must be a full-time student (12 credit hours or more per semester) at Trenholm State Community College
- Must have a minimum Cumulative Grade-Point Average (CGPA) of 2.5 or better
- Must submit a 500-word essay (typed) to include his/ her career goals, why he/she should be considered for a scholarship and the need for a scholarship

The following types of scholarships are available through the Foundation:

- Dr. H. Councill Trenholm Scholarship (Financial Need)
- Jerry Joyce First-Generation College Student Memorial Scholarship
- Samuel Munnerlyn Student Leadership Scholarship
- Dr. Anthony L. Molina Memorial Academic Excellence Scholarship
- Mary and Marshall Anderson Health Services Technology Memorial Scholarship
- Mary and Marshall Anderson Academic Excellence in Health Services Technology Memorial Scholarship
- Beverly D. Ross Special Needs/Hardship Scholarship

Individuals may contact the Foundation's office at (334) 420-4453 for additional information.

Senior Adult Waiver Program

Alabama residents 60 years of age or older may attend classes tuition-free on a space-available basis. Seniors who wish to apply for the Senior Adult Waiver Program must follow standard admissions procedures and meet all course prerequisites as stated in the College Catalog. This waiver covers tuition only in college-credit courses. A college-credit course is defined as a course measured in both credit hours and scheduled weekly contact hours that is part of an organized and specified program leading to a formal award at the College, i.e., associate degree, certificate or short-term certificate. The Senior Adult Waiver does not cover books, fees,

supplies, tools, or repeated courses. Seniors who qualify can register for courses on the official day that classes begin each semester/term. For additional information, please contact the Financial Aid office at (334) 420-4317.

Federal Veteran Educational Assistance Programs

- Post 9/11 GI Bill® (Chapter 33)
- Montgomery GI Bill®/Active (Chapter 30)
- Montgomery GI Bill®/Selected Reserve (Chapter 1606)
- Survivors' and Dependents' Educational Assistance Program (Chapter 35)
- Veterans Vocational Rehabilitation (Chapter 31)

Veterans Educational Benefits are available to qualified Veterans, dependents of Veterans, National Guard members and Reserve members. To receive VA Educational Benefits, all recipients must be enrolled in an approved course of study and submit all transcripts (high school, GED, college and/or military) to the Admissions Office.

Certification of Educational Benefits

Students receiving Federal VA Educational Benefits must submit the VA Enrollment Certification Form to the VA School Certifying Official each semester that he/she wishes to have enrollment sent to the VA. Certifications will not be submitted to the VA until this form has been received. Students using Chapter 1606 must verify their enrollment on the last calendar day of each month by using the Automated Verification of Enrollment (WAVE) at https://www.gibill.va.gov/wave or by calling 1-877-823- 2378. Students receiving VA Educational Benefits are responsible for registering only for courses that are included in their respective degree plans. Veterans' benefits will not be certified for courses previously passed unless a grade higher than the earned grade is required or for auditing courses. Veteran students and dependents will not be paid for courses in which an "I" (Incomplete) was previously received or for courses that are not a part of the declared major unless approved as a substitution for a required course by the appropriate Dean. All VA students are responsible for paying tuition and fees at the time of registration, with the exception of students receiving Chapter 31 (Disabled Veterans) and Chapter 33 (Post 9/11) benefits. Please note that if you are a Post 9/11 student and your benefits level is less than 100%, you must pay the difference the VA does not cover at the time of registration.

Students utilizing VA education benefits shall not be charged a penalty, including assessment of late fees, denial of access to classes, libraries, or other institutional facilities, or be required to borrow additional funds because of the individual's inability to meet their financial obligations due to the delayed disbursement of a payment to be provided by the Department of Veterans Affairs.

All Veterans and Dependents receiving educational benefits should contact the VA Certifying Official prior to registration to complete the proper documents for VA certification. If the enrollment period is temporarily interrupted, the VA Certifying Official will recertify when notification of re-enrollment is received from the Veteran.

For more information regarding any Veteran educational benefits, students may contact the VA Certifying Official at (334) 420-4292. Additionally, students may contact the Department of Veterans Affairs by calling 1-888- 442-4551.

Veterans Withdrawing from Courses

Students receiving VA Educational Benefits must promptly notify the VA Certifying Official when withdrawing from a class or all classes. Failure to do so may result in an overpayment from the Department of Veterans Affairs.

State VA Educational Programs

Alabama G.I. Dependent Scholarship Program

The Alabama Department of Veterans Affairs offers financial assistance to eligible dependents of disabled Veterans (child, stepchild, spouse, or un-remarried widow or widower) who are living or deceased. Qualifying veterans must have been permanent civilian residents of Alabama prior to entry into military service. Other qualifying veterans'

categories are former Prisoners of War (POW), those declared Missing in Action (MIA), and those who died in service.

The Alabama G. I. Dependent Scholarship Program does not pay for non-credit courses, developmental courses, facility fees, enhancement fees, or special building fees. In addition, the Alabama G. I. Dependent Scholarship Program does not cover supplies or textbooks for non-credit and/or developmental (remedial) courses. The student is responsible for paying these charges.

Students approved for the Alabama G.I. Dependent Scholarship program after July 31, 2017, must adhere to the following:

- Completion of the Free Application for Federal Student Aid (FAFSA) each year covered under the Alabama G.I. Dependent Scholarship Program.
- Compliance with TSCC's Standards of Satisfactory Academic Progress (SAP) to receive the Alabama G.I. Dependent Scholarship. Students not making SAP are subject to losing Alabama G.I. Dependent Scholarship Program eligibility.
- Application of the Alabama G.I. Dependent Scholarship AFTER Federal Pell Grant and other scholarships for any applicable remaining charges. If ALL tuition, fees, and books are covered by other funding sources such as the Federal Pell Grant or scholarships, the Alabama G.I. Dependent Scholarship will not be applied for the current semester.

Veterans Service Officers of the Alabama Department of Veterans Affairs maintain an office in each county of the State. They can provide information and assist in completing the required forms for the Alabama G. I. Dependent Scholarship Program. Their offices are usually located in the county courthouse. The Alabama Department of Veterans Affairs may be contacted directly at the following address: Alabama G. I. Dependent Scholarship Program, Department of Veterans Affairs, Post Office Box 1509, Montgomery, Alabama 36102- 1509. The telephone number is (334) 242-5077.

Tuition Assistance (TA)

Tuition Assistance is a Department of Defense (DOD) program. The Veteran's Administration does not administer the Tuition Assistance Program. Tuition Assistance rules vary by branch of service and can even vary between units depending on whether the unit is active, reserve, or National Guard. If a service member receives TA funds and withdraws during the semester, the Tuition Assistance Refund Policy will be applied to determine if TA funds need to be returned to the Department of Defense. For additional assistance, TA recipients should contact their Education Services Officer.

Alabama National Guard Education Assistance Program (ANGEAP)

The Alabama National Guard Education Assistance Program (ANGEAP) is designed to provide financial assistance to Alabama National Guard members. The National Guard member should contact his/her National Guard Unit for additional information and applications. Completed ANGEAP applications must be submitted to the VA School Certifying Official in the Financial Aid Office.

Military Spouse Career Advancement Accounts (MyCAA)

MyCAA is a Department of Defense program that provides up to $4,000 of financial assistance for military spouses who are pursuing degree programs, licenses, or credentials leading to employment in portable career fields.

Operation Family Shield

Operation Family Shield Scholarship Program was established in 2003 for spouses and dependents of the Alabama National Guard, or reservists called to active duty. The Scholarship has been expanded in support of Operation Noble Eagle, Operation Iraqi Freedom, and the Global War on Terrorism.

Purple Heart Waiver

The Purple Heart Waiver is a waiver of undergraduate tuition and fees for Purple Heart recipients.

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

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

Entitlement to Benefits

Trenholm State Community College certifies the veterans' and dependents' enrollment status, programs, and academic progress. All questions concerning payment are to be referred to the Department of Veterans Affairs at 1(888) 442-4551 or by sending an electronic inquiry to (https://www.benefits.va.gov/gibill/contact_us.asp#:~:text=888-GIBILL-1%20(888,Central%20Time%2C%20Monday-Friday).

VA Educational Benefits Standards of Academic Progress

All students receiving Federal VA Educational Benefits must be in Good Standing with the College.

VA Certificate of Compliance

It is hereby resolved that Trenholm State Community College in the State of Alabama is compliant with Public Law 114-315, which modified title 38 of the United States Code (U.S.C.) 3679(c). As amended, 38 U.S.C. 3679(c) requires that the following individuals be charged the resident rate:

- A Veteran using educational assistance under either Chapter 30 (Montgomery GI Bill® – Active Duty Program) or Chapter 33 (Post-9/11 GI Bill®) of title 38, United States Code, who lives in the state in which the institution is located (regardless of his/ her formal State of residence) and enrolls in the institution within three years of discharge or release from a period of active duty service of 90 days or more.
- Anyone using transferred Post-9/11 GI Bill® benefits (38 U.S.C. § 3319) who lives in the state in which the institution is located (regardless of his/her formal State of residence) and enrolls in the institution within three years of the transferor's discharge or release from a period of active duty service of 90 days or more.
- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same institution. The person so described must have enrolled in the institution prior to the expiration of the three-year period following discharge or release as described above and must be using educational benefits under either Chapter 30 or Chapter 33, of Title 38, United States Code.
- Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C.
- § 3311(b)(9)) who lives in the state in which the institution is located (regardless of his/her formal State of residence).
- Anyone using transferred Post-9/11 GI Bill® benefits (38 U.S.C. § 3319) who lives in the state in which the institution is located (regardless of his/her formal state of residence) and the transferor is a member of the uniformed service who is serving on active duty.
- Anyone using educational assistance under Chapter 31, Vocational Rehabilitation and Employment (VR&E).
- Anyone using educational assistance under Chapter 35, Survivors' and Dependents' Educational Assistance (DEA) program.

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

Title 38 United States Code Section 3679(e)

Trenholm State Community College complies with Title 38 United States Code Section 3679(e) under which covered individuals (i.e. any individual who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post-9/11 GI Bill® benefits) can attend or participate in the course of education providing the individual submits a certificate of eligibility for entitlement to educational assistance under Chapters 31 or 33 (a "certificate of eligibility" can also

include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website - benefits, or a Chapter 31 authorization).

Trenholm State Community College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or the requirement that a covered individual borrow additional funds due to the delayed disbursement of funding from VA under Chapters 31 or 33.

Covered individuals wanting to use their educational benefits at Trenholm State Community College are required to submit a VA Enrollment Certification Form. Additionally, covered individuals may be required to provide additional information as necessary to certify enrollment properly.

VA Complaint Policy

If a student has an issue or complaint about a school, students should submit their concern through the VA GI Bill® Feedback System by following the link: https://www.va.gov/education/submit-school-feedback/introduction. The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily.

Workforce Innovation & Opportunity Act (WIOA)

The Workforce Innovation and Opportunity Act (WIOA) is a federally-funded program that provides training/ retraining to eligible individuals who are unemployed, underemployed, unskilled, or recently dislocated from a job because of a layoff or plant closing. Additional information on the WIOA Program may be obtained by contacting the Career Center Office in your respective county.

Trade Adjustment Assistance or Trade Readjustment Allowance (TRA/TAA)

The TAA/TRA Program aids workers in companies affected by imports from foreign countries, shifts in production to certain foreign countries and to certain secondary workers. The program provides affected workers with both rapid and early assistance and the opportunity to engage in long-term training while receiving income support. Approved workers apply for individual services and benefits through their local One-Stop Career Centers to determine individual TAA/ TRA eligibility for services and benefits. Those who are qualified and seek training are then referred to local training institutions. Additional information may be obtained by contacting the Career Center Office in your respective county.

Alabama Department of Rehabilitation Services

Students who have learning, physical, or mental disabilities that interfere with their ability to work or attend college may be eligible for assistance through the Alabama Department of Rehabilitation Services. Rehabilitation services may provide assistance with all or part of the costs associated with college attendance. For additional information, contact Rehabilitation Services at the following address: Alabama Department of Rehabilitation Services, 602 South Lawrence Street, Montgomery, Alabama 36116, or by contacting the Alabama Rehabilitation Services at (334) 293-7500.

Taxpayer Relief Act of 1997

The Taxpayer Relief Act of 1997 provides tax relief for qualified taxpayers or for the qualified parent or guardian taxpayer of a qualified student dependent. Certain eligible expenses that are incurred for studying at Trenholm State Community College may result in a credit against tax liability. There are three tax credits available to help you offset the costs of higher education by reducing the amount of your income tax: The Hope Credit, American Opportunity Credit, and the Lifetime Learning Credit, also referred to as education credits. The Hope and Lifetime Learning Credits may not be claimed at the same time for the same student. For additional information, see Internal Revenue Service (IRS) Publication 970, Tax Benefits for Education at www.irs.gov. For those who have made tuition payments to the College, a Tuition Statement (IRS

Form 1098-T) will be mailed to them by January 31 of the following year. The Tuition Statement reports the amounts paid to the College during the previous year for tuition and related fees and provides the name and telephone number of the Trenholm State contact person.

Disclaimer: *Programs with the Financial Aid department are mandated by federal and state guidelines and regulations. Be advised that the information contained in this section of the College Catalog is subject to change.*

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

Tuition and Fee Schedule

The following tuition and fee schedule is in effect for H. Councill Trenholm State Community College. The amount of tuition and fees is based on the number of scheduled credit hours each term. This schedule is **subject to change at any time** resulting from action by the Alabama Community College System Board of Trustees.

Credit Hours	Tuition Rate	Bond Fee	Facility Fee	Technology Fee	Building Fee	ACCS Enrollment Fee	Tuition & Fees
1	131.00	1.00	15.00	15.00	15.00	10.00	187.00
2	262.00	2.00	30.00	30.00	30.00	20.00	374.00
3	393.00	3.00	45.00	45.00	45.00	30.00	561.00
4	524.00	4.00	60.00	60.00	60.00	40.00	748.00
5	655.00	5.00	75.00	75.00	75.00	50.00	935.00
6	786.00	6.00	90.00	90.00	90.00	60.00	1,122.00
7	917.00	7.00	105.00	105.00	105.00	70.00	1,211.00
8	1,048.00	8.00	120.00	120.00	120.00	80.00	1,309.00
9	1,189.00	9.00	135.00	135.00	135.00	90.00	1,496.00
10	1,310.00	10.00	150.00	150.00	150.00	100.00	1,870.00
11	1,441.00	11.00	165.00	165.00	165.00	110.00	2,057.00
12	1,572.00	12.00	180.00	180.00	180.00	120.00	2,244.00
13	1,703.00	13.00	195.00	195.00	195.00	130.00	2,431.00
14	1,834.00	14.00	210.00	210.00	210.00	140.00	2,618.00
15	1,965.00	15.00	225.00	225.00	225.00	150.00	2,805.00
16	2,096.00	16.00	240.00	240.00	240.00	160.00	2,992.00
17	2,227.00	17.00	255.00	153.00	255.00	170.00	3,179.00
18	2,358.00	18.00	270.00	270.00	270.00	180.00	3,366.00
19	2,489.00	19.00	285.00	285.00	285.00	190.00	3,553.00
20	2,620.00	20.00	300.00	300.00	300.00	200.00	3,740.00
21	2,751.00	21.00	315.00	315.00	315.00	210.00	3,927.00
22	2,882.00	22.00	330.00	330.00	330.00	220.00	4,114.00
23	3,013.00	23.00	345.00	345.00	345.00	230.00	4,301.00
24	3,144.00	24.00	360.00	360.00	360.00	240.00	4,488.00

Out-of-State Rate: 2.0 times that of In-State tuition rate. (Effective: Fall **2025**)

Credit Hours:
6- 8 hours - Half-time Student Status
9 - 11 hours - Three-quarter time Student Status
12 - above - Full-time Student Status

Financial Services

In-State Tuition Rates

To assess tuition, applicants for admission will be classified into one of three categories.

I. Resident Student

- A resident student will be charged the in-state tuition rate established by the Alabama Community College System.
- A resident student is an applicant for admission who meets all legal requirements or is a duly registered resident in the state of Alabama for at least twelve.
- (12) months immediately preceding application for admission, or whose non-estranged spouse has resided and had a habitation, home, and permanent residence in the state of Alabama for at least twelve

  (12) months immediately preceding application for admission. Consequently, an out-of-state student cannot attain resident student status only by attending school for twelve (12) months in Alabama.

- In the case of minor dependents seeking admission, the parents, parent, or legal guardian of such minor dependent must have resided in the state of Alabama for at least twelve (12) months preceding application for admission. If the parents are divorced, the residence will be determined by the parent's residency to whom the court has granted custody.
- Minor: An individual who, because of age, cannot contract under Alabama law. Under current law, this means a single individual under nineteen (19) years of age and a married individual under eighteen (18) years of age but excludes an individual whose disabilities of non-age has been removed by a court of competent jurisdiction for a reason other than establishing a legal residence in Alabama. If current law changes, this definition shall change accordingly.
- Supporting Person: Either or both student's parents, parents who live together, or if the parents are divorced or living separately, then either the parent having legal custody or, if different, the parent providing the more significant amount of financial support. If both parents are deceased or if neither has legal custody, the supporting person will mean, in the following order, the legal custodian of the student, the guardian, and the conservator.

In determining resident student status to charge tuition, the burden of proof lies with the applicant for admission.

1. Students who graduated from an Alabama high school or obtained a GED in the state of Alabama within three (3) years of the date of application for admission shall be considered resident students for tuition purposes.
2. An individual claiming to be a resident will certify by a signed statement each of the following:
   a. a specific address or location within the state of Alabama as his or her residence;
   b. an intent to remain at this address indefinitely; and
   c. possession of more substantial connections to the state of Alabama than with any other state.

The certification of the applicant's address and the intent to remain in the state indefinitely will determine residency status factors. The institution will determine residency status by evaluating the applicant's documentation as proof of connection with the state of Alabama. This evaluation will include the consideration of the following connections:

- consideration of the location of high school graduation;
- payment of Alabama state income taxes as a resident;
- ownership of a residence or other real property in the state and payment of state ad valorem taxes on the residence or property;
- full-time employment in the state;
- residence in the state of spouse, parents, or children;
- previous periods of residency in the state continuing for one (1) year or more;
- voter registration and voting in the state; more significantly, continuing voter registration in the

state that initially occurred at least one year before the initial registration of the student in Alabama at a public institution of higher education;
- possession of state or local licenses to do business or practice a profession in the state;
- ownership of personal property in the state, payment of state taxes on the property, and possession of state license plates;
- continuous physical presence in the state for a purpose other than attending school, except for temporary absences for travel, military service, and temporary employment;
- membership in religious, professional, business, civic, or social organizations in the state;
- auxiliary services in the state of checking and savings ac- accounts, safe deposit boxes, or investment accounts; and in-state address shown on selective service registration, driver's license, automobile title registration, hunting and fishing licenses, insurance policies, stock and bond registrations, last will and testament, annuities, or retirement plans;
- Students determined to be eligible for resident tuition will maintain that eligibility upon re-enrollment within one (1) full academic year of their most recent previous enrollment unless there is evidence the student subsequently has abandoned resident status, for example, registering to vote in another state;
- Students failing to re-enroll within one (1) full academic year must establish eligibility upon re-enrollment.

II. Non-Resident Student

- A non-resident student does not meet the standard of having resided in the state of Alabama for at least twelve (12) months immediately preceding application for admission.
- A non-resident student will be charged the in-state tuition rate established by the Alabama Community College System under the following circumstances, provided such student is a citizen of the United States.

1. The dependent student is one:
   a. whose supporting person is a full-time permanent employee of the institution at which the student is registering or
   b. whose supporting person can verify full-time permanent employment in Alabama and will commence said employment within ninety (90) days of registration; or
   c. whose supporting person is a member of the United States military on full-time active duty stationed in Alabama under orders for duties other than attending school or
   d. whose supporting person is an accredited consular staff member assigned to duties in Alabama.
2. The student is not a dependent (as defined by Internal Revenue Codes) who:
   a. is a full-time permanent employee of the institution at which the student is registering or is the spouse of such an employee; or
   b. can verify full-time permanent employment within the state of Alabama or is the spouse of such an employee and will commence said employment within ninety (90) days of registration with the institution; or
   c. is a member of or the spouse of a member of the United States military on full-time active duty stationed in Alabama under orders for duties other than attending school or
   d. is an accredited member of, or the spouse of, an accredited consular staff member assigned to duties in Alabama.

In determining non-resident student status for the purpose of charging tuition, the burden of proof lies with the applicant for admission. The College may request proof that the applicant meets the stipulations noted above prior to admission.

III. Out-of-State Student

- Any applicant for admission who does not fall into Section II (Non-Resident Student) above shall be charged a minimum tuition of two (2) times the resident tuition rate charged by that institution.
- Students initially classified as ineligible for resident tuition will retain that classification for tuition purposes until documentation is provided verifying eligibility for resident tuition.

IV. Residency Policy for Veterans, Dependents, and Spouses

To assess tuition, students who are veterans, dependents, and spouses will receive in-state tuition rates if classified as one of the following:

1. The student is a member or spouse of a member of the United States military on full-time active duty stationed in Alabama under orders other than attending school.
2. Commencing on May 22, 2012, the student has been a member of the Alabama National Guard for a period of at least two years immediately preceding qualification for resident tuition and continues to be a member of the Alabama National Guard while enrolled at the public institution of higher education.

VA Certificate of Compliance

It is hereby resolved that H. Councill Trenholm State Community College in the State of Alabama complies with Public Law 114-315, which modified title 38 of the United States Code (U.S.C.) 3679(c). As amended, 38 U.S.C. 3679(c) requires that the following individuals be charged the resident rate:

- A Veteran using educational assistance under either Chapter 30 (Montgomery GI Bill® – Active Duty Program) or Chapter 33 (Post-9/11 GI Bill®) of Title 38, United States Code, who lives in the state in which the institution is located (regardless of his/ her formal State of residence) and enrolls in the institution within three years of discharge or release from a period of active duty service of 90 days or more.
- Anyone using transferred Post-9/11 GI Bill® benefits (38 U.S.C. § 3319) who lives in the state in which the institution is located (regardless of his/her formal State of residence) and enrolls in the institution within three years of the transferor's discharge or release from a period of active duty service of 90 days or more.
- Anyone described above remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same institution. The person so described must have enrolled in the institution prior to the expiration of the three-year period following discharge or release as described above and must be using educational benefits under either Chapter 30 or Chapter 33 of Title 38, United States Code.
- Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C.§ 3311(b)(9)) who lives in the state in which the institution is located (regardless of his/her formal State of Residence)
- Anyone using transferred Post-9/11 GI Bill® benefits (38 U.S.C. § 3319) who lives in the state in which the institution is located (regardless of his/ her formal state of residence) and the transferor is a member of the uniformed service who is serving on active duty.
- Anyone using educational assistance under Chapter 31, Vocational Rehabilitation and Employment (VR&E).
- Anyone using educational assistance under Chapter 35, Survivors' and Dependents' Educational Assistance (DEA) program.

Title 38 United States Code Section 3679(e)

Trenholm State Community College complies with Title 38 United States Code Section 3679(e) under which covered individuals (i.e., any individual who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post-9/11 GI Bill® benefits) can attend or participate in the course of education providing the individual submits a certificate of eligibility for entitlement to educational assistance under Chapters 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs (VA) website - benefits, or a Chapter 31 authorization).

Trenholm State Community College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or the requirement that a covered individual borrow additional funds due to the delayed disbursement of funding from VA under Chapters 31 or 33.

Covered individuals wanting to use their educational benefits at Trenholm State Community College must submit a VA Enrollment Certification Form. Additionally, covered individuals may be required to provide additional information to properly certify enrollment.

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

Public Law 115-407 Section 103

The College will not impose any penalty for VA students if they are unable to meet financial obligations due to delayed disbursements for either Chapter 31 or 33 by the Veterans Administration.

Graduation Fee

A $25.00 non-refundable Graduation Fee is due at the time the Graduation Application is submitted during registration for the last term of attendance.

Library Card / ID Fee

Each student is issued one Library Card/ID during the first semester of enrollment at no cost. Students must always wear their ID while on campus. Loss of an ID must be reported to the College Library at 420-4455. There will be a $30.00 charge for a replacement ID.

Liability Insurance Fee

The Liability Insurance Fee for all Health Services Programs and the Early Childcare and Education Program is $16.25 per year. The insurance fee for the Culinary Arts Program is $6.00 per course or year.

Payment

All students, except sponsored students, must pay the total amount of tuition and fees at the time of registration. Sponsored students whose expenses are paid by agencies such as Vocational Rehabilitation Service, Alabama Veterans Affairs, employers, etc., must have written authorization from the appropriate agency on file in the Financial Aid Office to register for classes without personally paying the tuition and fees.

Students not completing payment at the time of registration will have that registration voided and will have to repeat the full registration process. Students may only attend classes once all tuition and fees have been paid.

H. Councill Trenholm State Community College accepts cash, Visa, MasterCard, or Discover for payment.

Payment Plan

Payment plan options are available to students who qualify. This service allows students to spread their tuition costs into affordable payments with no interest. Payment options are flexible, and set-up fees are affordable. Additional information regarding payment plans can be located in the My Trenholm Portal.

Refund Policy

Partial Withdrawal

Students who do not completely withdraw from the College but drop a class during the regular drop/add period will be refunded the difference in the tuition paid and the tuition rate applicable to the reduced number of hours, including fees appropriate to the classes dropped. There is no refund due to a student who partially withdraws after the official drop/add period. The last day to drop/add is published as part of the College calendar and conforms to the guidelines issued by the Alabama Community College System.

Complete Withdrawal

Students who officially withdraw from all classes for which they are registered before the first day of class for the semester/term will be refunded the total amount of tuition and other refundable fees. The "first day of class" is the first day classes are offered within any term configuration, including, but not limited to, full terms, split terms, mini-terms, and weekend terms. Students who officially withdraw entirely on or after the first day of class but before the end of the third week of class will be refunded according to the withdrawal date, as follows:

Total Withdrawal before the official first day of class	**100% refund**
Total Withdrawal during the first week	**75% refund**
Total Withdrawal during the second week	**50% refund**
Total Withdrawal during the third week	**25% refund**
Total Withdrawal after the end of the third week	**0% REFUND**

An administrative fee not to exceed 5% of tuition and other refundable institutional charges shall be assessed for each withdrawal within the period beginning the first day of class and ending at the end of the third week of class. The first official day of class is indicated on the College calendar as the day that classes begin. There is only one first day of class. This day may not be the first day on which all classes begin. The calendar also indicates the last day to drop/add. For calculating refunds during the fall and spring sixteen-week terms, a "week" is defined as seven calendar days, i.e., the first day of class running seven calendar days (inclusive of Saturday and Sunday). Refunds shorter than sixteen weeks, such as summer terms, mini-terms, split terms, and weekend terms, will reflect a prorated week based on the number of days in the term.

Example:

Classes begin June 14; student withdraws June 17. Fourth day = 75% Refund due.

Tuition/fees paid:	$648.00
	x .75
	$486.00
Administrative Fee	-32.40
Round to nearest dollar	$453.60
Refund amount	$454.00

Students should be aware that a withdrawal from any or all courses during their enrollment will affect their Satisfactory Academic Progress and impact future financial aid eligibility.

Ineligibility for Refund

Students who are withdrawn by H. Councill Trenholm State Community College for disciplinary reasons, non-payment of tuition and fees, or for other similar reasons, non-payment of tuition and fees, or other similar reasons, non-payment of tuition, and/ or for other similar reasons are not eligible for a refund.

Tuition Assistance (TA) Refund Policy (Funds to be returned to the Department of Defense (DoD)

Complete Withdrawal before and during weeks 1-2	100% return
Refund during weeks 3-4	75% return
Refund during weeks 5	50% return
Refund during week 9	30% return (60% of the course is completed at 9.6 weeks)
Refund during week 10 or more	No Refund is due

Refund Payment

Refunds are processed after the drop/add period. Students paying tuition and fees by cash will be issued a refund check. The check will be mailed to the home address of the student. Students paying tuition and fees by credit card will have the amount of the refund credited to their account**. Students should allow 30 days for refund processing to complete**.

Refund for Alabama National Guard and Reservists Called to Active Duty

Students who are active members of the Alabama National Guard or reservists or who are active-duty military who are called to active duty by executive order of the President of the United States or a State Governor in a time of national crisis may receive a refund of tuition and other appropriate institutional charges at the time of withdrawal. If a National Guard Student is receiving Title IV funding, a recalculation must be performed as required by Federal Title IV regulations, which could result in less than a 100% refund.

Exceptions to Refund Policy

The President has the authority to make exceptions to the refund policy in the event of the death of a student or of a family member or other catastrophic event requiring the student to leave the institution.

Returned Checks

Two-year colleges have been authorized by the Alabama Community College System Board of Trustees to charge for each check that is issued to the institution and is returned for insufficient funds or other reasons. A fee will be charged for any check written to the College that is returned. The current amount of the returned check fee allowed by state law is $30.00, which is the maximum allowed by state law. The College utilizes a third party to collect and process returned checks. Students with

returned checks will be placed on processing hold until all charges have been paid and may remain on a "cash only" basis subsequently.

Failure to Receive Financial Aid Disbursement Check

All students are required to maintain current mailing address information through the Office of Admissions. If a student fails to receive a financial aid disbursement check that has been mailed, a 21-day waiting period will be in effect from the date the check was mailed before the replacement process will be initiated. Students are encouraged to enroll in eRefunds via their My Trenholm student account. Verifying correct and current account information is the student's sole responsibility. Account information should include the student's Trenholm email address for deposit notification(s). It is important to note that the bank account may only be in the student's name.

Bookstore

Trenholm State's Bookstore is available online only. Trenholm State has partnered with e-Campus.com for student book needs. Students must order their books through their "My Trenholm" portal. Many classes have the option to buy new or used books, rent textbooks, or rent digital eBooks. Students will be personally responsible for all unallowable charges to financial aid, such as duplicate book purchases. Disabled Veterans using benefits under the Chapter 31 Program and Workforce Innovation and Opportunity Act (WIOA) funded students are eligible to order their books online but will need to submit their signed book receipts to the appropriate individual in the Business Office. Failure to submit book receipts will result in the student being responsible for all books purchased and their account placed on hold until it is cleared. Orders will be delivered directly to the student's home. Detailed ordering instructions can be found on the Trenholm State website under the Bookstore section or by following this link: http://www.trenholmstate.edu/uploads/files/e-Campus_detailed_ordering_instructions. pdf. Items purchased from the online bookstore may be returned in accordance to e-Campus.com Return and Refund Policies. Students are responsible for shipping books back to e-Campus. Return and Refund Policies can be found at http://trenholmstate.ecampus.com/help/ topic/after-you-order/2.

Bookstore Return Policy

Items purchased from the online bookstore may be returned in accordance to e-Campus.com Return and Refund Policies. Students are responsible for shipping books back to e-Campus. Return and Refund Policies can be found at http://trenholmstate.ecampus.com/help/ topic/after-you-order/2.

Cashiers Office

The Cashier is available at the Trenholm and Patterson campuses per the schedule below. For assistance or to inquire about hours of operation, please call (334) 420-4272.

Trenholm Campus:

Monday -Thursday, 7:30 a.m. - 5:00 p.m.

Friday 8:00 a.m. - 1:00 p.m.

Patterson Campus:

TBA

Support Programs

Adult Education

H. Councill Trenholm State Community College offers GED preparation, Non-Traditional High School Diploma, and career preparation services in Bullock, Elmore, Macon, and Montgomery counties. In addition, Trenholm State offers flexible class times, including distance education, to meet the needs of the College's service area.

Adult Education classes are available at no charge to persons who did not complete high school or high school graduates who function below the high-school grade level. Individuals interested in adult education must be at least 17 years of age and not enrolled in high school. The program provides services to lower- and higher-level learners preparing to take the General Education Development (GED) exam for high school equivalence. Trenholm's program offers students opportunities to enhance their basic language, math, science, social studies, reading, writing, and computer literacy skills. The program also provides services for non-English speaking adults through English as a Second Language (ESL) classes.

The program also offers Family Literacy activities and the WorkKeys® Assessment. WorkKeys® is a system that measures "real-world" skills critical to job success. In addition, students also earn career readiness and career preparation skills through the Alabama Career Essentials (ACE) and Mobilizing Alabama Pathways (MAP) programs.

ACE is a FREE training course designed by the Alabama Community College System to provide Alabamians with relevant, cutting-edge, and industry-driven employability skills training to better prepare individuals for the Alabama workforce. The main goal of the new ACE course is to ensure current and future workers are equipped with the skills necessary to enter the 21st-century Alabama workforce.

Persons interested in adult education programs or services should contact the administrative office at 334-420-4348 or 334-420-4351 and speak with a staff member about enrollment and other opportunities.

GED Testing

H. Councill Trenholm State Community College is an official GED Test Center. Examinees must present a valid form of identification to include a current driver's license, a current government-issued ID, or a passport. The minimum age to take the GED Test is 17. An appointment is required to take the GED test. To schedule a GED test date, please go online to www.ged.com to register, pay, and select a test date that is convenient for you.

Disability Services (ADA Accommodations)

The Office of Disability Services at Trenholm State Community College is a student-centered, nurturing unit serving as the central campus resource for students with disabilities who wish to request academic accommodations. In collaboration with students and instructors, our staff coordinates accommodations and support to ensure students have equal access to education, campus resources, and activities. Trenholm State Community College ensures compliance with the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973, and students seeking accommodations based on disability are required to submit documentation of their disability to the Office of Disability Services. The Office of Disability Services is responsible for determining the acceptability of documentation and reserves the right to require additional information.

Students with disabilities may be eligible for services such as extended time to complete tests, use of assistive technology, tutoring, and individualized registration assistance. The college also has an ongoing partnership with state and private rehabilitation agencies and a variety of counseling services and outreach agencies to assist students with disability support services.

For information about accommodations and assistive technologies available to students with disabilities, please contact the ADA Coordinator by email at ada@trenholmstate.edu or by phone at (334) 420-4418. Additional information regarding the policy and documents required to obtain academic accommodations is provided on the College's Students with Disabilities website.

Student Success Center

The Student Success Center (SSC) is a comprehensive one-stop shop for campus academic, career, and personal/social support services. It is designed to provide a wide range of support services and resources for our student's growth and success at Trenholm State Community College and beyond. The SSC will focus on tutoring, counseling, mentoring, advising, success coaching, academic success workshops and events, testing, retention planning, and monitoring. In addition, SSC works with faculty/staff to bring awareness through activities, trainings, career services, collaboration and resource sharing, and other support services that improve academic success to meet our student's needs.

The mission of the Student Success Center (SSC) is to provide a consolidated and integrated center to enhance the academic development of students and reinforce the student-centered learning environment at Trenholm State. With an emphasis on academic readiness skills and best practices, the SSC is committed to student persistence, retention, and graduation from the institution. Furthermore, the Student Success Center provides opportunities for students to achieve learning goals and develop as life-long learners through proactive, intrusive, and innovative solutions. For more information, contact the SSC office by email at ssc@trenholmstate.edu or visit our website at www.trenholmstate.edu/ssc.

ACCUPLACER Testing

Trenholm State offers placement testing services to support students' academic endeavors. Students not meeting the college readiness criteria must complete the ACCUPLACER Placement Test before enrolling in English or mathematics courses. The ACCUPLACER Test is a computerized assessment of the subjects of Math and English used to ensure proper enrollment in courses. Students who are required to take the ACCUPLACER Placement Test will be contacted via email by the Student Success Center Testing Services, informing the student of their testing requirements and how to register for the test.

The ACCUPLACER Test is free of charge to students who will take the test for the first time, but students who retest must pay a $10 fee per section and will need to complete remediation. Retesting fees must be paid in the Business Office prior to retesting. For more information on the ACCUPLACER Test, visit our website at www.trenholmstate.edu/ssc, or email testingservices@trenholmstate.edu.

Policy on Placement Testing

No tests are required for general admission to Trenholm State Community College but may be required for placement in college-level courses. However, students must have applied for enrollment to the Admissions Office and must present photo identification at the time of testing.

First-time college students may have ACT, SAT or GED (2014 series) scores considered for placement in college-level English and math if those scores have been earned within 5 years. If test scores are not available or not at the appropriate level, then students who have graduated high school within 5 years with a 2.75-grade point average (GPA) may have their grades in English IV (senior English) and Algebra II considered for placement in college-level English and math. Students must have the results of their ACT, SAT or GED and high school transcripts forwarded to Trenholm State to be used for placement purposes.

First-time students without proof of appropriate ACT, SAT or GED scores, those with scores below the established guidelines, or those without proof of a 2.75-grade point average or higher on their final high school transcript, must register online to take the ACCUPLACER Placement Assessment in writing and mathematics prior to meeting with an advisor to enroll in Math and English courses.

Students who transfer from a regionally accredited college without a C or better in a degree-creditable English composition and college-level algebra course and without exemptions as listed below, will be required to take one or both parts of the placement test.

All entering students who enroll in associate degree or certificate programs will be assessed at the appropriate level as indicated by the assessment results.

The following students are exempt from the placement test:

- Any student with acceptable ACT scores, final high school GPA and/or course grades, within five years of enrollment. However, students who wish to improve their course placement may take the state placement test
- Any student who has an associate degree or higher
- Any student who transfers degree-creditable, college-level English or mathematics courses with a grade of "C" or better from an accredited institution
- Any student who has successfully completed required developmental coursework at another Alabama Community College System college or an accredited college. Course descriptions from institutions outside of the Alabama Community College System must be reviewed
- Any student who scores 165 or higher on the Mathematical Reasoning or Reasoning Through Language Arts subject tests of the 2014 series GED
- Any transient student with documentation
- Any student who is enrolling for personal enrichment purposes only
- Any student who is enrolling in short-term certificate programs having no English, Reading, or Math requirements

Click on the link https://www.trenholmstate.edu/wp-content/uploads/2023/08/ACCUPLACER_Exemptions1.pdf for more details on exemptions.

Ability-to-Benefit Testing

An applicant can enter certain programs without a high school diploma or GED certificate. Applicants applying to H. Councill Trenholm State Community College under this provision must pass the Ability-to-Benefit Test. The College will notify all applicants prior to enrollment each semester of the time, date, and place for the scheduled Ability-to-Benefit examination. For additional information, please contact the Office of Admissions at (334) 420-4310.

If testing or retesting for the Ability to Benefit, all three sections of the test must be taken in one testing session. The fee for retaking the Assessment is $24.00 and must be paid in the Cashier's Office. Please discuss taking a retest with testing personnel before paying the fee. Retest scores will replace previous scores.

Testing Services

The following testing services are available at H. Councill Trenholm State Community College. Please call the numbers listed below for additional information.

Commercial Driver's License	(334) 420-4411
Road Test	(334) 420-4411
Certified Electronic Technician (CET)	(334) 420-4284
High School ACT Exams	(334) 420-4254
National Radio and Telecommunication Engineers	(334) 420-4284
Class I, II, III & IV Electronic Technician Testing Federal Communications Commission (FCC) GRE License Testing	(334) 420-4284
EPA Refrigerant Recovery Exam	(334) 420-4361
ACCUPLACER Testing	(334) 420-4418
ACT WorkKeys Testing	(334) 420-4418

Guidance and Counseling

When personal difficulties interfere with academic success, students are encouraged to utilize the services of the Student Services department. Trenholm State staff are available to provide counseling and guidance through in-house platforms and utilize outside community resources and partnerships through referrals. Staff are available by appointment in the Student Services Building (Building F) on the Trenholm Campus and on the Patterson site. Assistance can be obtained through the Retention/Advising Specialist at (334) 420-4463, the Student Success Specialist at (334) 523-7483 or the Student Success Director at 334-420-4418. To schedule an appointment, you can visit our website at ssc@trenholmstate.edu

Career Planning and Job Placement

Career Services offers comprehensive support to all students and alumni, aiding in career exploration and preparation for the workforce. Additionally, the Career Services Office provides students with direct access to various employment opportunities such as work-study, internships, externships, co-op, part-time and full-time employment opportunities through an online student job board, messaging through student notifications, and via email. Efforts are made to refer students to positions that benefit them financially and educationally. Other services include assistance with resume and cover letter development, interview preparation, mock interviews, career fairs, internship and co-op opportunities, business dress advice, access to career and employer literature, on-campus interviews, and employability skills workshops. Students and alumni in need of assistance are encouraged to contact the College's Career Services Office by phone at (334) 420-4499 or by email at careers@trenholmstate.edu.

Upward Bound

Upward Bound is a federally funded program sponsored by the U.S. Department of Education. Upward Bound aims to increase the rate at which participants complete secondary education and matriculate to institutions of postsecondary education. Upward Bound provides virtual and in-person support to high school students from low-income families and families in which neither parent holds a bachelor's degree. Participants in the program are provided access to academic instruction in mathematics, science, English, literature, and foreign languages. In addition, students are provided access to student support resources such as tutoring, counseling, mentoring, cultural enrichment college tours, career exploration, financial literacy, and ACT boot camps during the regular academic year and summer sessions. For more information, contact Upward Bound at 334-420-4330 or 420-4239.

Title III Program

The Title III, Part B, Strengthening Historically Black Colleges and Universities (HBCU) program is funded by the U. S. Department of Education and is one of many initiatives funded by the federal government as part of a mission to ensure equal access to education and to promote educational excellence for all Americans. The purpose of the program is to provide financial assistance to strengthen the physical plants, financial management, academic resources, and endowment-building capacity. The Title III Program is specifically designed to assist HBCUs in funding activities that will help the College to fulfill its mission and continue to fulfill the goal of quality in educational opportunity.

The United States House of Representatives unanimously passed H.R. 2486, the Fostering Undergraduate Talent by Unlocking Resources for Education (FUTURE) Act on December 10, 2019. The H.R. 2486 amends Higher Education Act (HEA), Title III, Part F to permanently reauthorize funding for minority-serving institutions of higher education and increases the authorization of appropriations for Pell Grants.

Continuing Education

The mission of the Office of Workforce Development at Trenholm State Community College is to meet the workforce development needs of business, industry, local governments, and individuals by providing skills training for in-demand careers and lifelong learning opportunities through professional development.

The vision of Workforce Development is to be recognized as the preferred provider for excellence in workforce skills training, entrepreneurship enhancement, and community service. This vision is accomplished by delivering quality and relevant workforce education. Continuing Education is designed to extend the resources of Trenholm State Community College to the community-at-large by providing programs and services with an emphasis on work skills upgrade, work-related training, or personal development.

Non-Credit Continuing Education programs are designated as Fast-Track Career Training and typically lead to a certification for successful completers. Features of these programs include:

- Offered during the day, evening, and weekends

- Courses can be completed in short time spans, in as few as 6 weeks up to 6 months
- May require a high school diploma or GED equivalent
- Open to all age groups

- Workforce Innovation Opportunity Act (WIOA) funding and scholarship opportunities may be available

For more information,
visit www.trenholmstate.edu or call (334) 420-4400

Directory of Majors

Divisions/Majors	Major Location	High School Diploma or GED Required	Degree	Certificate	Short Term Certificate
Academic Division					
Associate in Arts (AA)	JDEC	Y	X		X
Associate in Science (AS)	JDEC	Y	X		X
Accounting	Patterson	Y	X		
Entrepreneurship	Patterson	Y	X		
General Business	Patterson	Y	X		
Logistics and Supply Chain Management	Patterson	Y	X		
Management	Patterson	Y	X		
Computer Information Systems	Patterson	Y	X		
Child and Human Development	Trenholm	Y	X	X	X
Career Technical Education					
Automotive Manufacturing and Automation	Patterson	Y	X	X	X
Electrical	Patterson	Y	X		X
Industrial Systems and Automation	Patterson	Y	X	X	X
Robotics/Mechatronics	Patterson	Y	X	X	X
Welding	Patterson	Y	X	X	X
Automotive Service	Patterson	Y	X	X	X
Diesel Mechanics	Patterson	N		X	X
Air Conditioning and Refrigeration	Patterson	Y	X	X	X
Culinary Arts/Hospitality Management	8 Commerce St	Y	X	X	X
Graphic Design	Patterson	Y	X	X	X
Health Sciences					
Dental Assisting	Trenholm	Y	X	X	
Medical Assisting Technology	Trenholm	Y	X		X
Licensed Practical Nursing (LPN) Immediate Impact*	Trenholm	Y		X	
Practical Nursing *	Trenholm	Y		X	
Radiology* (Medical Radiologic Technology)	Trenholm	Y	X		
Registered Nursing*	Trenholm	Y	X		
Respiratory Care Therapy*	Trenholm	Y	X		
Ultrasound* (Diagnostic Medical Sonography)	Trenholm	Y	X		X

* Selective admissions program; specific program requirements apply
Trenholm (1225 Air Base Blvd)
Patterson (3920 Troy Hwy.)

TD (5420 Troy Hwy)
Culinary Arts/Hospitality Management (8 Commerce St)
JDEC - Joseph Dickerson Education Center (3085 Mobile Hwy)

Workforce Development Division

Workforce Development

The Workforce Development Division at Trenholm State Community College offers training to give you the tools you need to succeed! We are building occupational bridges to tomorrow's jobs through custom designed curricula, targeted coursework, and valuable industry certifications. So whether you are seeking to enter the job market, pursue a new profession, or take your present career to the next level, we can help fast forward you to success.

Workforce Development non-credit training serves as a catalyst to deliver up-to-date workforce development programs for students and incumbent workers in need of educational upgrading and skills training that meet the current and future economic development needs in the River Region.

Certified Nursing Assistant (CNA)

Program Information

The Certified Nursing Assistant (CNA) course is designed to prepare students to be Nursing Assistants/Home Health Aides. CNAs are trained to perform routine tasks under the supervision of nursing and medical staff. They maintain a safe environment and perform selected tasks related to patients' personal hygiene and comfort in private homes, nursing homes, hospitals, and long-term facilities. Nursing assistants observe patients' physical, mental, and emotional conditions and report any changes to the nursing or medical staff.

Upon completion, students are eligible to take the Certification Examination for Nursing Assisting given by the National Nurse Aide Assessment Program (NNAAP) and be placed on the Alabama Certified Nurse Aide Registry.

Requirements

- Students entering the CNA program must be at least eighteen (18) years of age.
- Applicants not currently employed by a healthcare agency will be required to complete a background check and drug screen, which will be an additional expense.

Financial Assistance

This program is non-credit and is not Pell Grant eligible. Financial assistance may be available for those who qualify.

Estimated Program Length & Cost

Award	Length	Tuition/Fees	Books
Certificate	3 Weeks	$800	$0

All CNA Information can be found on the Trenholm State website at:
https://www.trenholmstate.edu/workforce-development/certified-nursing-assistant/

Program Contact

334-420-4400
workforcedev@trenholmstate.edu

Line Worker Training

Program Information

Line workers, also known as line installers or repairers, install or repair electrical power systems and telecommunications cables, including fiber optics. Complex networks of physical power lines and cables provide consumers with electricity, landline telephone communication, cable television, and Internet access. Line workers are responsible for installing and maintaining these networks.

Line installers and repairers can specialize in different areas depending on the type of network and industry in which they work:

Electrical power-line installers and repairers install and maintain the power grid—the network of power lines that moves electricity from generating plants to customers. They routinely work with high-voltage electricity, which requires extreme caution.

Telecommunications line installers and repairers install and maintain the lines and cables used by network

communications companies. Depending on the service provided—local and long-distance telephone, cable television, or Internet—telecommunications companies use different types of cables, including fiber optic cables.

Because these systems are complicated, many line workers also specialize by duty:

Line installers install new cable. They may work for construction contractors, utilities, or telecommunications companies. Workers generally start a new job by digging underground trenches or erecting utility poles and towers to carry the wires and cables. They use a variety of construction equipment, including digger derricks, which are trucks equipped with augers and cranes used to dig holes and set poles in place.

Line repairers are employed by utilities and telecommunications companies that maintain existing power and telecommunications lines. Maintenance needs may be identified in a variety of ways, including remote monitoring, aerial inspections, and by customer reports of service outages.

Requirements

Minimum age of 18 years old.

Estimated Program Length & Cost

Award	Length	Tuition/Fees	Books
Certificate	10 Weeks	$4,150	$0

Financial Assistance

This award in non-cred and is not Pell Grant eligible.100% funding is available through the Alabama Career Center. For information regarding eligibility and application for the Workforce Innovation and Opportunity Act (WIOA), please contact an Alabama Career Center.

Montgomery Career Center
334-286-1746

The Veteran's Administration has approved this program for funding of qualified individuals.

Scholarship opportunities may be available.

Awards Available

Certification
Line Worker

All Line Worker Information can be found on the Trenholm State website at:
https://www.trenholmstate.edu/line-worker-training/

Program Contact

Danny Carden
Program Coordinator
334-420-4385
dcarden@trenholmstate.edu

Medication Assistant

Program Information

The Medication Assistant Certification training program at Trenholm State Community College is designed to prepare the student to safely dispense and manage medication(s) to residents of nursing homes, hospitals, long-term care & assisted living facilities; obtain the knowledge and skills to avoid problems; as well as correctly & accurately document the medication pass to avoid errors.

Upon completion, students are eligible to take the Medication Assistant Certification Exam (MACE).

Requirements

- Minimum age of 18 years old.
- Applicants not currently employed by a healthcare agency will be required to complete a background check and drug screen which will be an additional expense.

Estimated Program Length & Cost

Award	Length	Tuition/Fees	Books
Certificate	5 Weeks	$1,000	

Financial Assistance

This program is non-credit and is not Pell Grant eligible. Funding may be available for those who qualify through the Alabama Career Center. Must be CNA (Certified Nursing Assistant) certified.

For information regarding eligibility and application for the Workforce Innovation and Opportunity Act (WIOA), please contact an Alabama Career Center.

Montgomery Career Center
334-286-1746

Awards Available

Certificate

Medication Assistant

All Medication Assistant Information can be found on the Trenholm State website at:
https://www.trenholmstate.edu/workforce-development/medication-assistant/

Program Contact

334-420-4400
workforcedev@trenholmstate.edu

Truck Driving

Program Information

The Truck Driving program at H. Councill Trenholm State Community College is designed to prepare the students to operate vehicles requiring a commercial driver's license. A six-week, non-credit Truck Driving program is offered that utilizes the U.S. Department of Transportation (DOT) model curriculum as the foundation for training and takes the student from basic through advanced operation of a tractor/trailer. Additionally, courses taught include safe operation practices and non-vehicle activities which are not directly related to the vehicle but which must be performed by the operator. Information is presented in an intensive question and answer format to provide the most efficient and cost-effective method for preparing a student for a commercial driver's license

Requirements

Students entering the Truck Driving Program must have a valid driver's license, be at least eighteen (18) years of age for a class "A" CDL and successfully pass a DOT physical which includes a drug screen, and present a current Motor Vehicle Report (MVR). Prior to being enrolled, students must obtain the Alabama Commercial Drivers Learner's Permit and are subject to DOT random drug testing rules. This program does not accept any "English as a second language" applicants.

Estimated Program Length & Cost *

Award	Length	Tuition/Fees	Books
Certificate - Class A	6 Weeks (180 Hours)	$3,175	$0
Certificate - Class B	4 Weeks (76 Hours)	$1,425	$0

* Tax not included. Prices are subject to change without prior notice; the cost of books may vary considerably among suppliers. The length of the program is based on full-time status of 12-15 credit hours per term. Enrollment in transitional-level general education courses will alter the length of the program.

Financial Assistance

This program is non-credit and is not Pell Grant eligible. 100% funding is available through the Alabama Career Center. For information regarding eligibility and application for the Workforce Innovation and Opportunity Act (WIOA), please contact an Alabama Career Center.

Montgomery Career Center
334-286-1746

Awards Available

Certificate

Truck Driving Certificate

All Truck Driving Information
can be found on the Trenholm State website at:
https://www.trenholmstate.edu/cdl-truck-driving-certified/

Program Contact

Dean Faust
Program Coordinator/Instructor
334-420-4406
dfaust@trenholmstate.edu
Location: 5420 Troy Highway

Degrees

Air Conditioning and Refrigeration

Program Information

Air conditioning and refrigeration systems are an intricate part of the success of almost every business. Air conditioning systems are responsible for controlling the temperature, humidity, and the total air quality in residential, commercial, and industrial buildings. Refrigeration systems make it possible to store and transport food, medicine, and other perishable items. This is a skilled occupation that requires qualified technicians to install, maintain, and repair such systems.

The Air Conditioning and Refrigeration program at Trenholm State Community College is designed to teach a student the basic principles involved in the installation, maintenance, and repair of heating, air conditioning, and refrigeration systems. Through the various courses, a student will gain technical knowledge and practical hands-on experience in servicing, troubleshooting, and maintaining these systems.

Occupational Choices

Employment of heating, air conditioning, and refrigeration mechanics and installers is projected to grow 6 percent from 2022 to 2032, faster than the average for all occupations. About 37,700 openings for heating, air conditioning, and refrigeration mechanics and installers are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.

Commercial and residential building construction is expected to drive employment growth. The growing number of sophisticated climate-control systems is also expected to increase demand for qualified HVACR technicians. Repair and replacement of HVACR systems is a large part of what technicians do. The growing emphasis on energy efficiency and pollution reduction is likely to increase the demand for HVACR technicians as climate-control systems are retrofitted, upgraded, or replaced entirely. Job opportunities for HVACR technicians are expected to be good. Candidates familiar with tablet computers and electronics, as well as those who have developed troubleshooting skills, will have the best job prospects.

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Heating, Air Conditioning, and Refrigeration Mechanics and Installers, at https://www.bls.gov/ooh/installation-maintenance-and-repair/heating-air-conditioning-and-refrigeration-mechanics-and-installers.htm (visited *January 30, 2024*)

Average Full-Time Wage

The median annual wage for an air conditioning and refrigeration technician is $51,390 in May 2022. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than $36,170, and the highest 10 percent earned more than $82,630.

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Heating, Air Conditioning, and Refrigeration Mechanics and Installers, at https://www.bls.gov/ooh/installation-maintenance-and-repair/heating-air-conditioning-and-refrigeration-mechanics-and-installers.htm (visited *January 30, 2024*)

Awards Available

Associate in Applied Science Degree

Air Conditioning and Refrigeration

Air Conditioning and Refrigeration
Refrigeration

Certificate

Air Conditioning and Refrigeration
HVAC Technician III
HVAC Technician IV

Short Term Certificates

Air Conditioning and Refrigeration
HVAC Technician I
HVAC Technician II
Advanced A/C & Refrigeration

Program Contact

Jaime Junco
Program Coordinator/Instructor
334-420-4276
Location: Patterson Site - Bldg. E

The College regularly evaluates student learning outcomes for each program as part of ongoing planning and evaluation.

Estimated Program Length & Cost *

Award	Length	Credit Hours	Tuition/ Fees	Books	Tools	Supplies
Associate Degree 1	6 Terms	69	$11,908	$500	$970	$300
Associate Degree 2	6 Terms	60	$10, 360	$500	$970	$300
Certificate	4 Terms	43	$7,436	$500	$970	$300
Certificate	4 Terms	55	$9, 500	$500	$970	$300
Short Term Certificate	1 Term	12	$2,076	$500	$970	$300
Short Term Certificate	2 Terms	24	$4,152	$500	$970	$300
Short Term Certificate	2 Terms	27	$4,671	$500	$970	$300

* Tax not included. Prices are subject to change without prior notice; the cost of books may vary considerably among suppliers. The cost of general education books is in addition to the total listed above. The length of the program is based on full-time status of 12-15 credit hours per term. Enrollment in transitional-level general education courses will alter the length of the program.

Air Conditioning and Refrigeration, HVAC Tech III

Degree Type
CER

General Education Requirements (6 hours)

Area I - Written Composition (3 hours)

Course Code	Title	Credits
ENG-101	English Composition I	3

Area III - Natural Science & Mathematics (3 hours)

Course Code	Title	Credits
MTH-100	Intermediate College Algebra	3
MTH-116	Mathematical Applications	3

Area V: Pre-Professional/College Requirements

(Courses appropriate to the degree requirements and major of the individual student and electives.)

College Requirements:

Course Code	Title	Credits
ORI-101	Orientation to College	1
ACR-111	Principles of Refrigeration	3
ACR-112	HVACR Service Procedures	3
ACR-113	Refrigeration Piping Practices	3
ACR-121	Principles of Electricity for HVACR	3
ACR-122	HVACR Electrical Circuits	3
ACR-123	HVACR Electrical Components	3
ACR-127	HVACR Electric Motors	3
ACR-128	Heat Load Calculations	3
ACR-132	Residential Air Conditioning	3
ACR-141	Environmental Systems	4
ACR-147	Refrigeration Transition and Recovery	3
ACR-209	Commercial Air Conditioning Systems	3
ACR-210	Troubleshooting HVACR Systems	3
	Total Credits	47

Air Conditioning and Refrigeration HVAC Technician I

Degree Type
STC

Area V: Pre-Professional/College Requirements

(Courses appropriate to the degree requirements and major of the individual student and electives.)

College Requirements:

Course Code	Title	Credits
ACR-111	Principles of Refrigeration	3
ACR-121	Principles of Electricity for HVACR	3
ACR-128	Heat Load Calculations	3
ACR-147	Refrigeration Transition and Recovery	3
	Total Credits	12

Air Conditioning and Refrigeration HVAC Technician II

Degree Type
STC

Area V: Pre-Professional/College Requirements

(Courses appropriate to the degree requirements and major of the individual student and electives.)

College Requirements:

Course Code	Title	Credits
ACR-111	Principles of Refrigeration	3
ACR-112	HVACR Service Procedures	3
ACR-113	Refrigeration Piping Practices	3
ACR-121	Principles of Electricity for HVACR	3
ACR-122	HVACR Electrical Circuits	3
ACR-123	HVACR Electrical Components	3
ACR-128	Heat Load Calculations	3
ACR-147	Refrigeration Transition and Recovery	3
	Total Credits	24

Automotive Advanced Manfacturing, Industrial Systems & Automation

Program Information

Industrial machinery mechanics keep machines in working order by detecting and correcting errors before the machine or the products it produces are damaged. Many of these machines are increasingly run by computers. Industrial machinery mechanics use technical manuals, their understanding of industrial equipment, and observation to determine the cause of a problem. For example, after detecting a vibration from a machine, they must decide whether it is the result of worn belts, weak motor bearings, or some other problem. They may use computerized diagnostic systems and vibration analysis techniques to help figure out the source of problems. Examples of machines they may work with are robotic welding arms, automobile assembly line conveyor belts, and hydraulic lifts. After diagnosing a problem, the industrial machinery mechanic may take the equipment apart to repair or

replace the necessary parts. Once a repair is made, mechanics test a machine to ensure it is operating correctly.

Occupational Choices

Overall employment of industrial machinery mechanics, machinery maintenance workers, and millwrights is projected to grow 13 percent from 2022 to 2032, much faster than the average for all occupations. Employment growth will vary by occupation. The increased adoption of sophisticated manufacturing machinery will require more mechanics and millwrights to keep machines in good working order. Increased automation, including using many computer-controlled machines in factories and manufacturing plants, should raise the demand for machinery maintenance workers to keep the machines functioning properly. The increased use of machinery in manufacturing will require millwrights to install and disassemble this equipment and perform some repair work on it. Job prospects will be good, particularly for applicants with a broad range of skills in machine repair as older workers retire or otherwise leave the occupation.

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Industrial Machinery Mechanics, Machinery Maintenance Workers, and Millwrights, at https://www.bls.gov/ooh/installation-maintenance-and-repair/industrial-machinery-mechanics-and-maintenance-workers-and-millwrights.htm (visited *January 30, 2024*).

Average Full-Time Wage

The median annual wage for industrial machinery mechanics, machinery maintenance workers, and millwrights was $59,470 in May 2022. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than $38,440, and the highest 10 percent earned more than $82,070.

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Industrial Machinery Mechanics, Machinery Maintenance Workers, and Millwrights, at https://www.bls.gov/ooh/installation-maintenance-and-repair/industrial-machinery-mechanics-and-maintenance-workers-and-millwrights.htm (visited *January 30, 2024*).

Awards Available

Associate of Applied Science

Automotive/Advanced Manufacturing
Industrial Systems & Automation

Mechanical FAME
Mechanical Non-FAME
Instrumentation

Certificate

Automotive/Advanced Manufacturing
Industrial Systems & Automation

Mechanical
Instrumentation

Short Term Certificate

Automotive/Advanced Manufacturing
Industrial Systems & Automation

Mechanical Technician
Instrumentation Technician

Program Contact

Location: Patterson Site - Bldg. Q

The College regularly evaluates student learning outcomes for each program as part of ongoing planning and evaluation.

Estimated Program Length & Cost *

Award	Length	Credit Hours	Tuition/ Fees	Books	Tools	Supplies
Associate Degree	6 Terms	73	$12,596	$800	$650	0
Associate Degree	6 Terms	65	$11,220	$800	$650	0
Associate Degree	6 Terms	67	$11,564	$800	$650	0
Certificate	5 Terms	55	$9,500	$600	0	0
Certificate	5 Terms	58	$10,016	$600	0	0
Short Term Certificate	2 Terms	24	$4,152	$600	0	0
Short Term Certificate	2 Terms	28	$4,844	$600	0	0

* Tax not included. Prices are subject to change without prior notice; the cost of books may vary considerably among suppliers. The cost of general education books is in addition to the total listed above. The length of the program is based on full-time status of 12-15 credit hours per term. Enrollment in transitional-level general education courses will alter the length of the program.

Advanced Manufacturing, Industrial Systems and Automation - Manufacturing Maintenance Technician I

Degree Type
STC

Area V: Pre-Professional/College Requirements

Course Code	Title	Credits
ADM-120	DC Fundamentals	3
ADM-291	MSSC Safety Course	3
ADM-294	MSSC Maintenance Awareness Course	3
INT-113	Industrial Motor Control I	3
INT-118	Fundamentals of Industrial Hydraulics & Pneumatics	3
	Total Credits	18

Advanced Manufacturing, Industrial Systems and Automation – Mechanical Technician

Degree Type
STC

Area V: Pre-Professional/College Requirements

(Courses appropriate to the degree requirements and major of the individual student and electives.)

Course Code	Title	Credits
ADM-120	DC Fundamentals	3
ADM-291	MSSC Safety Course	3
ADM-294	MSSC Maintenance Awareness Course	3
INT-118	Fundamentals of Industrial Hydraulics & Pneumatics	3
	Total Credits	18

Automotive Manufacturing & Automation

Program Information

Competitive business models, engineering designs, and integrated manufacturing systems are creating great career and employment opportunities for well-prepared students. New ideas for products require new systems that integrate mechanics, electronics, electrical, information technology, and outstanding people. Socio-technical processes are constantly increasing complexity, efficiency, and effectiveness, delivering continuously improved products.

Manufacturing & Automation is a rapidly growing industry with high demand for skilled workers. Trenholm State offers leading-edge programs to prepare students to become the Multi-Craft Technicians that the diverse and dynamic manufacturing industry is seeking. Students may choose from critical technology programs such as metrology, welding, electrical, programmable logic controllers, machine tool, troubleshooting assembly lines, and robotics maintenance. Our instructors are well-prepared and know how to address the diverse learning styles of today's students. Our lab facilities include relevant, up-to-date modern equipment, enriching the student learning environment. The

students work on specific lab projects that enhance their lectures and reading assignments, ensuring a total learning experience.

The Multi-Craft Technician is responsible for setup, installation, preventive maintenance, troubleshooting, as well as test and repair of complex electro-mechanical equipment, including automatic machines and process controls, motor control systems, computer control systems, human/machine interface systems, and basic plant electrical equipment systems. At Trenholm State, the Manufacturing & Automation program equips students with the skills and technical knowledge needed for success in this interesting and growing field.

Occupational Choices

Manufacturing & Automation graduates should find exceptional job opportunities in this field. The demand for skilled and qualified Multi-Craft employees will increase as the economy grows. Demand for technicians will grow as the number of vehicles in operation increases, reflecting continued growth in the number of multi-car families. Growth in demand will be offset somewhat by slowing population growth and the continuing increase in the quality and durability of automobiles, which will require less frequent service. Additional job openings will be due to the need to replace a growing number of retiring technicians, who tend to be the most experienced workers.

Source: Bureau of Labor and Statistics Occupational Outlook Handbook, 2022-2032 Edition, 2022 Survey.

Program Contact

Nicholas Daniel
Instructor
334-420-4854
Location: Patterson Site - Bldg. Q

The College regularly evaluates student learning outcomes for each program as part of ongoing planning and evaluation.

Estimated Program Length & Cost *

Award	Length	Credit Hours	Tuition/ Fees	Books	Tools Supplies
Associate Degree 1	6 Terms	69	$11,908	$1000	$500 $0
Associate Degree 2	6 Terms	71	$12,252	$1000	$500 $0
Certificate 1	5 Terms	53	$9,156	$850	$500 $0
Certificate 2	5 Terms	56	$9,672	$850	$500 $0
Short Term Certificate (2)	3 Terms	12	$2,076	$600	$500 $0
Short Term Certificate (2)	3 Terms	18	$3,114	$600	$500 $0

* Tax not included. Prices are subject to change without prior notice; the cost of books may vary considerably among suppliers. The cost of general education books is in addition to the total listed above. The length of the program is based on full-time status of 12-15 credit hours per term. Enrollment in transitional-level general education courses will alter the length of the program.

Advanced Manufacturing, Automotive Manufacturing and Automation

Degree Type
AAS

General Education Requirements (16 hours)

Area I - Written Composition (3 hours)

Course Code	Title	Credits
ENG-101	English Composition I	3

Area II - Humanities & Fine Arts (3 hours)

Arts:

Course Code	Title	Credits
ART-100	Art Appreciation	3
MUS-101	Music Appreciation	3

Humanities:

Course Code	Title	Credits
PHL-106	Introduction to Philosophy	3
PHL-206	Ethics and Society	3
REL-100	History of World Religions	3
REL-151	Survey of the Old Testament	3
REL-152	Survey of the New Testament	3

Area III - Natural Science & Mathematics (7 hours)

Mathematics:

Course Code	Title	Credits
MTH-100	Intermediate College Algebra	3
MTH-116	Mathematical Applications	3

Natural Sciences:

Course Code	Title	Credits
BIO-101	Introduction to Biology I	4
BIO-103	Principles of Biology I	4
PHS-111	Physical Science	4
PHS-112	Physical Science	4
PHY-120	Introduction to Physics	4

Area IV - History, Social & Behavioral Sciences (3 hours):

History:

Course Code	Title	Credits
HIS-101	Western Civilization I	3
HIS-102	Western Civilization II	3
HIS-121	World History I	3
HIS-122	World History II	3
HIS-201	United States History I	3
HIS-202	United States History II	3

Social and Behavioral Sciences:

Course Code	Title	Credits
PSY-200	General Psychology	3
SOC-200	Introduction to Sociology	3
POL-200	Introduction to Political Science	3
POL-211	American National Government	3

Area V: Pre-Professional/College Requirements:

(Courses appropriate to the degree requirements and major of the individual student and electives.)

Course Code	Title	Credits
ORI-101	Orientation to College	1
ADM-101	Precision Measurement	3
ADM-105	Fluid Systems	3
ADM-110	Blueprint Reading	3
ADM-111	Manufacturing Safety Practices	3
ADM-120	DC Fundamentals	3
ADM-291	MSSC Safety Course	3
ADM-292	MSSC Quality Practices/ Measurements	3
ADM-294	MSSC Maintenance Awareness Course	3
AUT-116	Introduction to Robotics	3
AUT 186	Principles of Industrial Maintenance Welding & Metal Cutting Techniques	3
AUT-221	Advanced Programmable Logic Controllers	3
AUT-230	Preventive Maintenance	3
AUT-278	Robotic Programming and Welding	3
INT-113	Industrial Motor Control I	3
INT-184	Intro to Programmable Logic Controllers	3
	Total Credits	69

Automotive Manufacturing and Automation - Manufacturing Maintenance Technician II

Degree Type
STC

Area V: Pre-Professional/College Requirements:

(Courses appropriate to the degree requirements and major of the individual student and electives.)

Course Code	Title	Credits
ADM-292	MSSC Quality Practices/ Measurements	3
AUT-116	Introduction to Robotics	3
AUT-138	Principles of Industrial Mechanics	3
AUT-208	Auto Systems Diagnosis & Troubleshooting	3
AUT-235	Industrial Motor Controls II	3
AUT-278	Robotic Programming and Welding	3
	Total Credits	18

Automotive Service

Program Information

Automotive Service consists of testing, diagnosing, repairing, and maintaining the mechanical, hydraulic, and electrical systems of the modern automobile.

The Automotive Service program at Trenholm State Community College is designed to teach a student the basic principles of all eight areas of the National Automotive Technicians Education Foundation certifications (engine repair, automatic transmissions/transaxle, manual drive train and axles, suspension and steering, brakes, electrical/ electronic systems, heating and air conditioning, and engine performance) as required by industry today.

Occupational Choices

The employment of automotive service technicians and mechanics is projected to grow by 2 percent from 20221 to 2032, about as fast as the average for all occupations. The number of vehicles already in use is expected to continue to rise, and some service technicians will still be needed to perform basic maintenance and repair tasks, such as replacing brake pads and changing oil. Increasingly, however, new vehicles are being built with interconnected sensors, cameras, and instruments that allow for predictive maintenance and remote diagnosis, thus reducing maintenance work hours. The graduates of the Automotive Service Technology Program have technical skills and knowledge that prepares them to enter varied fields. They can go into parts distribution, retail parts sales, tractor mechanics, truck repair, automotive manufacturing plants and the related suppliers.

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Automotive Service Technicians and Mechanics, at https://www.bls.gov/ooh/installation-maintenance-and-repair/automotive-service-technicians-and-mechanics.htm (visited *January 30, 2024*).

Average Full-Time Wage

The median annual wage for automotive service technicians and mechanics was $46,970 in 2022. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than $29,270, and the highest 10 percent earned more than $75,360.

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Automotive Service Technicians and Mechanics, at https://www.bls.gov/ooh/installation-maintenance-and-repair/automotive-service-technicians-and-mechanics.htm (visited *January 30, 2024*).

Awards Available

Associate of Applied Science
Automotive Service

Certificate
Automotive Service

Short Term Certificate
Automotive Service
Brakes/Steering/Suspension
Engine Performance
Transmission
Electrical/Electronic
Engines
Air Conditioning and Heating

Program Contact

Reuben Buice
Program Coordinator/Instructor
334-420-4362
Location: Patterson Site - Bldg. G

The College regularly evaluates student learning outcomes for each program as part of ongoing planning and evaluation.

Estimated Program Length & Cost *

Award	Length	Credit Hours	Tuition/ Fees	Books	Tools	Supplies
Associate Degree	6 Terms	68	$11,736	$350	$750	$0
Certificate	5 Terms	52	$8,984	$350	$750	$0
Short Term Certificates (3)	2 Terms	12	$2,076	$350	$750	$0
Short Term Certificates (3)	2 Terms	9	$1,557	$350	$750	$0

* Tax not included. Prices are subject to change without prior notice; the cost of books may vary considerably among suppliers. The cost of general education books is in addition to the total listed above. The length of the program is based on full-time status of 12-15 credit hours per term. Enrollment in transitional-level general education courses will alter the length of the program.

Automotive Service

Degree Type
AAS

General Education Requirements (16 hours)

Area I - Written Composition (3 hours)

Course Code	Title	Credits
ENG-101	English Composition I	3

Area II - Humanities & Fine Arts (3 hours)

(Humanities and Arts disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.)

Arts:

Course Code	Title	Credits
ART-100	Art Appreciation	3
MUS-101	Music Appreciation	3

Humanities:

Course Code	Title	Credits
PHL-106	Introduction to Philosophy	3
PHL-206	Ethics and Society	3
REL-100	History of World Religions	3
REL-151	Survey of the Old Testament	3
REL-152	Survey of the New Testament	3

Area III - Natural Science & Mathematics (7 hours)

(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

Note: 3 semester hours in MTH must be completed. Additional hours can be taken in the Natural Science area.

Mathematics:

Course Code	Title	Credits
MTH-100	Intermediate College Algebra	3
MTH-104	Plane Trigonometry	3
MTH-116	Mathematical Applications	3

Natural Sciences:

Course Code	Title	Credits
BIO-101	Introduction to Biology I	4
BIO-103	Principles of Biology I	4
PHS-111	Physical Science	4
PHS-112	Physical Science	4
PHY-120	Introduction to Physics	4

Area IV - History, Social & Behavioral Sciences (3 hours)

(Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.)

Note: Must complete 3 semester hours.

History:

Course Code	Title	Credits
HIS-101	Western Civilization I	3
HIS-102	Western Civilization II	3
HIS-121	World History I	3
HIS-122	World History II	3
HIS-201	United States History I	3
HIS-202	United States History II	3

Social and Behavioral Sciences:

Course Code	Title	Credits
PSY-200	General Psychology	3
SOC-200	Introduction to Sociology	3
POL-200	Introduction to Political Science	3
POL-211	American National Government	3

Area V: Pre-Professional/College Requirements

(Courses appropriate to the degree requirements and major of the individual student and electives.)

College Requirements:

Course Code	Title	Credits
ORI-101	Orientation to College	1
ASE-101	Fundamentals Of Automotive Technology	3
ASE-112	Electrical Fundamentals	3
ASE-121	Braking Systems	3
ASE-122	Steering and Suspension	3
ASE-124	Automotive Engines	3
ASE-130	Drive Train And Axles	3
ASE-133	Motor Vehicle Air Conditioning	3
ASE-162	Eletrical and Eletronic Systems	3
ASE-212	Advanced Electrical And Electronic Systems	3
ASE-220	Advanced Automotive Engines	3
ASE-221	Light Diesel For Automotive	3
ASE-224	Manual Transmission/ Transaxle	3
ASE-230	Automatic Transmission/ Transaxle	3
ASE-239	Engine Performance	3
ASE-244	Engine Performance and Diagnostics	3
ASE-246	Automotive Emissions	3
ASE-263	Hybrid & Electric Vehicles	3
	Total Credits	74

Automotive Service

Degree Type
CER

General Education Requirements (6 hours)

Area I - Written Composition (3 hours)

Course Code	Title	Credits
ENG-101	English Composition I	3

Area III - Natural Science & Mathematics (3 hours)

Course Code	Title	Credits
MTH-100	Intermediate College Algebra	3
MTH-116	Mathematical Applications	3

Area V: Pre-Professional/College Requirements

(Courses appropriate to the degree requirements and major of the individual student and electives.)

College Requirements:

Course Code	Title	Credits
ORI-101	Orientation to College	1
ASE-101	Fundamentals Of Automotive Technology	3
ASE-112	Electrical Fundamentals	3
ASE-121	Braking Systems	3
ASE-122	Steering and Suspension	3
ASE-124	Automotive Engines	3
ASE-130	Drive Train And Axles	3
ASE-133	Motor Vehicle Air Conditioning	3
ASE-162	Eletrical and Eletronic Systems	3
ASE-212	Advanced Electrical And Electronic Systems	3
ASE-220	Advanced Automotive Engines	3
ASE-221	Light Diesel For Automotive	3
ASE-224	Manual Transmission/ Transaxle	3
ASE-230	Automatic Transmission/ Transaxle	3
ASE-239	Engine Performance	3
ASE-244	Engine Performance and Diagnostics	3
ASE-246	Automotive Emissions	3
	Total Credits	55

Automotive Service, Air Conditioning & Heating

Degree Type

STC

Area V: Pre-Professional/College Requirements

(Courses appropriate to the degree requirements and major of the individual student and electives.)

College Requirements:

Course Code	Title	Credits
ASE-101	Fundamentals Of Automotive Technology	3
ASE-133	Motor Vehicle Air Conditioning	3
ASE-212	Advanced Electrical And Electronic Systems	3
	Total Credits	9

Automotive Service, Brakes/Steering/ Suspension

Degree Type
STC

Area V: Pre-Professional/College Requirements

(Courses appropriate to the degree requirements and major of the individual student and electives.)

College Requirements:

Course Code	Title	Credits
ASE-101	Fundamentals Of Automotive Technology	3
ASE-121	Braking Systems	3
ASE-122	Steering and Suspension	3
	Total Credits	9

Automotive Service, Electrical/Electronic

Degree Type
STC

Area V: Pre-Professional/College Requirements

(Courses appropriate to the degree requirements and major of the individual student and electives.)

College Requirements:

Course Code	Title	Credits
ASE-101	Fundamentals Of Automotive Technology	3
ASE-112	Electrical Fundamentals	3
ASE-162	Eletrical and Eletronic Systems	3
ASE-212	Advanced Electrical And Electronic Systems	3
	Total Credits	12

Automotive Service, Engine Performance

Degree Type
STC

Area V: Pre-Professional/College Requirements

(Courses appropriate to the degree requirements and major of the individual student and electives.)

College Requirements:

Course Code	Title	Credits
ASE-101	Fundamentals Of Automotive Technology	3
ASE-239	Engine Performance	3
ASE-244	Engine Performance and Diagnostics	3
ASE-246	Automotive Emissions	3
	Total Credits	12

Automotive Service, Engines

Degree Type
STC

Area V: Pre-Professional/ College Requirements

(Courses appropriate to the degree requirements and major of the individual student and electives.)

College Requirements:

Course Code	Title	Credits
ASE-101	Fundamentals Of Automotive Technology	3
ASE-124	Automotive Engines	3
ASE-220	Advanced Automotive Engines	3
	Total Credits	9

Automotive Service, Transmission

Degree Type
STC

Area V: Pre-Professional/College Requirements

(Courses appropriate to the degree requirements and major of the individual student and electives.)

College Requirements:

Course Code	Title	Credits
ASE-101	Fundamentals Of Automotive Technology	3
ASE-130	Drive Train And Axles	3
ASE-224	Manual Transmission/ Transaxle	3
ASE-230	Automatic Transmission/ Transaxle	3
	Total Credits	12

Business Administration, Accounting

Program Information

The Associate of Applied Science Degree in Business Administration, Accounting option at Trenholm State Community College provides students with the fundamentals of accounting principles and procedures. These principles and procedures facilitate careers in public and private accounting, including both State and Federal government entities.

The major areas studied in the Accounting program include the following: business functions, basic and advanced accounting principles, managerial accounting, advanced accounting application on microcomputer (computerized managerial); payroll accounting applications, income tax accounting principles and procedures, intermediate accounting, computerized QuickBooks accounting, governmental & not-for-profit accounting; electronic calculations, and more.

Accounting, Bookkeeping, Payroll, Financial and Auditing Clerks held more than 1,673,600 million jobs in 2019 and are employed in every industry. Trenholm State offers a complete program to prepare students for entry level positions in the business community as an accounting apprentice, assistant or accountant trainee.

Occupational Choices

Accounting, bookkeeping, payroll, and auditing clerks work with financial records. Other clerks in the accounting field who perform similar duties include: a bookkeeper; accounts receivables, payable, inventory control personnel; and account collectors; billing and posting clerks and machine operators; brokerage clerks; credit authorizers, checkers, and clerks; payroll and timekeeping clerks; procurement clerks; and tellers in the banks and credit unions.

Source: Bureau of Labor and Statistics Occupational Outlook Handbook, 2022 Survey

Average Full-Time Wage

In the median wage and salary annual earnings of accounting, bookkeeping, payroll, financial and auditing clerks were $19.82 per hour. Salaries ranged from $29,120 to $61,980. Employment opportunities are expected to decline by 5% and earnings can range from entry level positions to much higher incomes for certified and experienced individuals.

Source: Bureau of Labor and Statistics Occupational Outlook Handbook, 2021 Survey

Awards Available

Associate of Applied Science
Business Administration Accounting

Short Term Certificate
Business Administration Accounting

Program Contact

Michael Tydlaska
Program Coordinator
334-420-4238
Patterson Campus, Building B

The College regularly evaluates student learning outcomes for each program as part of ongoing planning and evaluation.

Estimated Program Length & Cost *

Award	Length	Credit Hours	Tuition/ Fees	Books	Tools	Supplies
Associate Degree	6 Terms	62	$10,704	$2,500	$100	$200
Short Term Certificate	3 Terms	27	$4,671	$1,500	$100	$200

*Tax not included. Prices are subject to change without prior notice; the cost of books may vary considerably among suppliers. The cost of general education books is in addition to the total listed above. The length of the program is based on full-time status of 12-15 credit hours per term. Enrollment in transitional-level general education courses will alter the length of the program.

Business Administration - Accounting

Degree Type
STC

General Education Requirements (6 hours)

Area I - Written Composition (3 hours)

Course Code	Title	Credits
ENG-101	English Composition I	3

Area III - Natural Science & Mathematics (3 hours)

Mathematics:

Course Code	Title	Credits
MTH-100	Intermediate College Algebra	3
MTH-110	Finite Mathematics	3
MTH-112	Precalculus Algebra	3

Area V: Pre-Professional/College Requirements

(Courses appropriate to the degree requirements and major of the individual student and electives).

College Requirements:

Course Code	Title	Credits
CIS-146	Computer Applications	3
BUS-100	Introduction to Business	3
BUS-241	Principles of Accounting I	3
BUS-242	Principles of Accounting II	3
BUS-246	Computerized Accounting	3
BUS-253	Individual Income Tax	3
	Total Credits	26

Business Administration, Entrepreneurship

Program Information

The Associate of Applied Science Degree in Business Administration, Entrepreneurship Option at Trenholm State Community College provides the knowledge and skills necessary to prepare graduates for a career in business administration that will ultimately create career pathways enabling students to transfer to baccalaureate degree programs. Furthermore, it will provide a concentration in entrepreneurship.

The Business Administration program will also translate for seamless articulations to the Bachelor of Science in Business Administration programs at partnering universities. Graduates and program completers will be academically prepared to advance their vocations, but also prepare for matriculation to higher education. This program will provide students with a robust program that provides academic rigor. The program will provide not only an associate degree but also a short certificate. The entrepreneurship options will provide students with the skills necessary to take a business idea from conception through funding and development. Entrepreneurs are more than just business owners or CEOs; they create a tangible product or an intangible service to help the people they have defined as their target market. Entrepreneurs who take their own ideas and run with them might end up as business owners, CEOs, managers, or consultants.

Occupational Choices

The entrepreneurship option prepares students for startup of a new small business from the beginning. The Business Employment Dynamics section of Bureau of Labor Statistics website states, “Entrepreneurship plays a vital role in the growth of the U.S. economy. New business establishments make an important contribution to the economy”. Small businesses are typically the entry point for entrepreneurs as they develop ideas and guild a customer base before deciding whether to expand.

Source: Bureau of Labor and Statistics Occupational Outlook Handbook, 2021 Survey

Average Full-Time Wage

Project salary for Entrepreneurs can range depending the business venture. the Bureau of Labor Statistics. The Bureau of Labor Statistics projects,” Employment of entrepreneurship occupations is projected to grow 7.9 percent from 2018 to 2028, about as fast as the average for all occupations, which will result in about 254,000 new jobs”.

Source: Bureau of Labor and Statistics Occupational Outlook Handbook, 2021 Survey

Awards Available

Associate of Applied Science

Business Administration - Entrepreneurship

Short Term Certificate

Business Administration - Entrepreneurship

Program Contact

Michael Tydlaska
Program Coordinator/Instructor
334-420-4328
Patterson Campus Building B

The College regularly evaluates student learning outcomes for each program as part of ongoing planning and evaluation.

Estimated Program Length & Cost *

Award	Length	Credit Hours	Tuition/ Fees	Books	Tools	Supplies
Associate Degree	6 Terms	68	$11,736	$2,500	$100	$500
Short Term Certificate	3 Terms	27	$4,238	$1,500	$100	$250

* Tax not included. Prices are subject to change without prior notice; the cost of books may vary considerably among suppliers. The cost of general education books is in addition to the total listed above. The length of the program is based on full-time status of 12-15 credit hours per term. Enrollment in transitional-level general education courses will alter the length of the program.

Business Administration, Entrepreneurship

Degree Type
AAS

General Education Requirements (19 hours)

Area I - Written Composition (6 hours)

Course Code	Title	Credits
ENG-101	English Composition I	3
ENG-102	English Composition II	3

Area II - Humanities & Fine Arts (3 hours)

Arts:

Course Code	Title	Credits
ART-100	Art Appreciation	3
MUS-101	Music Appreciation	3

Humanities:

Course Code	Title	Credits
REL-100	History of World Religions	3
REL-151	Survey of the Old Testament	3
REL-152	Survey of the New Testament	3

Area III - Natural Science & Mathematics (7 hours)

Mathematics

Course Code	Title	Credits
MTH-100	Intermediate College Algebra	3
MTH-110	Finite Mathematics	3
MTH-112	Precalculus Algebra	3

Natural Sciences:

Course Code	Title	Credits
BIO-101	Introduction to Biology I	4
BIO-103	Principles of Biology I	4
PHS-111	Physical Science	4
PHS-112	Physical Science	4

Area IV - History, Social & Behavioral Sciences (3 hours):

History:

Course Code	Title	Credits
HIS-101	Western Civilization I	3
HIS-102	Western Civilization II	3
HIS-121	World History I	3
HIS-122	World History II	3
HIS-201	United States History I	3
HIS-202	United States History II	3

Social and Behavioral Sciences:

Course Code	Title	Credits
ECO-232	Principles of Microeconomics	3
POL-200	Introduction to Political Science	3
POL-211	American National Government	3
PSY-200	General Psychology	3
SOC-200	Introduction to Sociology	3

Area V: Pre-Professional/College Requirements:

(Courses appropriate to the degree requirements and major of the individual student and electives.)

College Requirements:

Course Code	Title	Credits
ORI-101	Orientation to College	1
CIS-146	Computer Applications	3
ACT-201	Entrepreneurism	3
BUS-100	Introduction to Business	3
BUS-186	Elements of Supervision	3
BUS-241	Principles of Accounting I	3
BUS-242	Principles of Accounting II	3
BUS-275	Principles of Management	3
BUS-276	Human Resource Management	3
BUS-279	Small Business Management	3
ECO-231	Principles of Macroeconomics	3
ETP-265	Entrepreneurial Marketing	3
ETP-266	Entrepreneurial Finance	3
ETP-267	Innovation and Creativity	3
ETP-268	Business Planning	3
BUS-215	Business Communication	3
	BUS 296 or BUS 289	3
	Total Credits	68

Business Administration, Entrepreneurship

Degree Type
STC

Area V: Pre-Professional/College Requirements:

(Courses appropriate to the degree requirements and major of the individual student and electives.)

College Requirements:

Course Code	Title	Credits
CIS-146	Computer Applications	3
ACT-201	Entrepreneurism	3
BUS-100	Introduction to Business	3
BUS-241	Principles of Accounting I	3
BUS-275	Principles of Management	3
BUS-279	Small Business Management	3
ETP-265	Entrepreneurial Marketing	3
ETP-266	Entrepreneurial Finance	3
	OAD-133 or BUS-215	3
	Total Credits	27

Business Administration, General Business

Program Information

The Associate of Applied Science Degree in Business Administration General Business option at Trenholm State Community College provides the knowledge and skills necessary to prepare graduates for a career in business administration that will ultimately create career pathways enabling students to transfer to baccalaureate degree programs. Furthermore, it will provide concentrations in general business, management, and entrepreneurship.

The Business Administration program will also translate for seamless articulations to the Bachelor of Science in Business Administration programs at partnering universities. Graduates and program completers will be academically prepared to advance their vocations, but also prepare for matriculation to higher education. This program will provide students with a robust program that provides academic rigor. The program will provide not only associate degrees but also short certificates. These options will provide multiple career pathways that will be tailored to

meet the needs of the student. The general business option is designed to prepare students for a variety of careers within business.

Occupational Choices

The general business option will prepare students for a variety of careers within business organizations. These career options include business analysts, budget analysts, real estate appraisers and assessors, insurance (claims adjusters, appraisers, examiners, and investigators), compensation specialists, benefits specialists, job analysis specialists, cost estimators, fundraisers, Human Resource specialists, insurance underwriters, loan officers, meeting and event planners, training and development specialists, purchasing managers, purchasing buyers and purchasing agents. Other job titles and career options may fall under the general business opportunities as well.

Source: Bureau of Labor and Statistics Occupational Outlook Handbook, 2021 Survey

Average Full-Time Wage

For the general business option after continuing and completing a bachelor degree, the median pays for the above listed career options considering all levels of the careers vary from $49,470 to $95,570 annually. The Bureau of Labor Statistics projects that "Employment of business and financial operations occupations is projected to grow 7 percent from 2021 to 2031, faster than the average for all occupations, adding about 715,100 new jobs."

Source: Bureau of Labor and Statistics Occupational Outlook Handbook, 2021 Survey

Awards Available

Associate of Applied Science
Business Administration - General Business

Short Term Certificate
Business Administration - General Business

Program Contact

Michael Tydlaska
Program Coordinator/Instructor
334-420-4238
Patterson Campus, Building B

The College regularly evaluates student learning outcomes for each program as part of ongoing planning and evaluation.

Estimated Program Length & Cost *

Award	Length	Credit Hours	Tuition/ Fees	Books	Tools	Supplies
Associate Degree	6 Terms	62	$10,704	$2,500	$100	$500
Short Term Certificate	3 Terms	24	$4,152	$1,500	$100	$250

*Tax not included. Prices are subject to change without prior notice; the cost of books may vary considerably among suppliers. The cost of general education books is in addition to the total listed above. The length of the program is based on full-time status of 12-15 credit hours per term. Enrollment in transitional-level general education courses will alter the length of the program.

Business Administration, General Business

Degree Type
AAS

General Education Requirements (19 hours)

Area I - Written Composition (6 hours)

Course Code	Title	Credits
ENG-101	English Composition I	3
ENG-102	English Composition II	3

Area II - Humanities & Fine Arts (3 hours)

Arts:

Course Code	Title	Credits
ART-100	Art Appreciation	3
MUS-101	Music Appreciation	3

Humanities:

Course Code	Title	Credits
PHL-106	Introduction to Philosophy	3
PHL-206	Ethics and Society	3
REL-100	History of World Religions	3
REL-151	Survey of the Old Testament	3
REL-152	Survey of the New Testament	3

Area III - Natural Science & Mathematics (7 hours)

Mathematics:

Course Code	Title	Credits
MTH-100	Intermediate College Algebra	3
MTH-110	Finite Mathematics	3
MTH-112	Precalculus Algebra	3

Natural Sciences:

Course Code	Title	Credits
BIO-101	Introduction to Biology I	4
BIO-103	Principles of Biology I	4
PHS-111	Physical Science	4
PHS-112	Physical Science	4

Area IV - History, Social & Behavioral Sciences (3 hours)

History:

Course Code	Title	Credits
HIS-101	Western Civilization I	3
HIS-102	Western Civilization II	3
HIS-121	World History I	3
HIS-122	World History II	3
HIS-201	United States History I	3
HIS-202	United States History II	3

Social and Behavioral Sciences:

Course Code	Title	Credits
PSY-200	General Psychology	3
SOC-200	Introduction to Sociology	3
POL-200	Introduction to Political Science	3
POL-211	American National Government	3

Area V: Pre-Professional/College Requirements:

College Requirements:

Course Code	Title	Credits
ORI-101	Orientation to College	1
CIS-146	Computer Applications	3
ACT-254	Business Income Tax	3
BUS-100	Introduction to Business	3
BUS-215	Business Communication	3
BUS-241	Principles of Accounting I	3
BUS-242	Principles of Accounting II	3
BUS-263	The Legal and Social Environment of Business	3
BUS-271	Business Statistics I	3
BUS-275	Principles of Management	3
BUS-276	Human Resource Management	3
ECO-231	Principles of Macroeconomics	3
ECO-232	Principles of Microeconomics	3
BUS-279	Small Business Management	3
	BUS 296 or BUS 289	3
	Total Credits	62

Business Administration, General Business

Degree Type

STC

General Education Requirements (6 hours)

Area I - Written Composition (3 hours)

Course Code	Title	Credits
ENG-101	English Composition I	3

Area III - Natural Science & Mathematics (3 hours)

Mathematics:

Course Code	Title	Credits
MTH-100	Intermediate College Algebra	3
MTH-110	Finite Mathematics	3
MTH-112	Precalculus Algebra	3

Area V: Pre-Professional/College Requirements:

College Requirements:

Course Code	Title	Credits
CIS-146	Computer Applications	3
BUS-100	Introduction to Business	3
BUS-241	Principles of Accounting I	3
BUS-242	Principles of Accounting II	3
BUS-263	The Legal and Social Environment of Business	3
BUS-275	Principles of Management	3
	Total Credits	24

Business Administration, Office Administration

Degree Type
STC

General Education Requirements (6 hours)

Area I - Written Composition (3 hours)

Course Code	Title	Credits
ENG-101	English Composition I	3
ENG-102	English Composition II	3

Area III - Natural Science & Mathematics (3 hours)

(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

Note: 3 semester hours in MTH must be completed. Additional hours can be taken in the Natural Science area.

Mathematics:

Course Code	Title	Credits
MTH-100	Intermediate College Algebra	3
MTH-110	Finite Mathematics	3
MTH-112	Precalculus Algebra	3

Natural Sciences:

Course Code	Title	Credits
BIO-101	Introduction to Biology I	4
BIO-102	Introduction to Biology II	4
BIO-103	Principles of Biology I	4
BIO-104	Principles of Biology II	4
PHS-111	Physical Science	4
PHS-112	Physical Science	4
PHY-120	Introduction to Physics	4

Area V: Pre-Professional/College Requirements

(Courses appropriate to the degree requirements and major of the individual student and electives.)

College Requirements:

Course Code	Title	Credits
ORI-101	Orientation to College	1
CIS-146	Computer Applications	3
OAD-103	Intermediate Keyboarding	3
OAD-125	Word Processing	3
	OAD-133 or BUS-215	3
OAD-138	Record Information Management	3
OAD-218	Office Procedures	3
OAD-246	Office Graphics & Presentation	3
	Total Credits	28

Business Administration, Logistics and Supply Chain Management

Program Description

The Associate of Applied Science in Logistics and Supply Chain Management program is a two-year degree program that provides students with the knowledge and skills required to succeed in the field of logistics and supply chain management. The program covers a wide range of topics, including inventory management, procurement, warehousing, and distribution. Students will learn how to manage the flow of goods and services from the point of origin to the point of consumption. Additional knowledge and skills students will obtain include how to manage supply chain operations, analyze data, and make informed decisions that impact the bottom line. Developing important soft skills, such as leadership, communication, and critical thinking, will also be a priority.

Occupational Choices

Graduates will be prepared for entry-level positions in a variety of industries, including manufacturing, retail, transportation, and logistics. The job outlook for graduates of the Associate of Applied Science in Logistics and Supply Chain Management program is promising. This growth is driven by the continued globalization of business and the increasing complexity of supply chain operations.

Average Full-Time Wage

According to the Bureau of Labor Statistics, employment in logistics and supply chain management is expected to grow at a rate of 6% in the next seven years. The median annual wage for logisticians, which includes those with an associate degree in logistics and supply chain management is on average $76,270 or about $36.67 per hour.

Awards Available

Associate of Applied Science

Business Administration - Logistics and Supply Chain Management

Program Contact

Program Contact

Artemas Holloway – aholloway@trenholmstate.edu

As part of ongoing planning and evaluation, the College regularly evaluates student learning outcomes for each program

Estimated Program Length & Cost

Award	Length	Credit Hours	Tuition/ Fees	Books	Tools	Supplies
Associate Degree	6 Terms	65	11,220	$2,500	$100	$500

Business Administration, Logistics and Supply Chain Management

Degree Type

AAS

General Education Requirements (19 hours)

Area I - Written Composition (6 hours)

Course Code	Title	Credits
ENG-101	English Composition I	3
ENG-102	English Composition II	3

Area II - Humanities & Fine Arts (3 hours)

Arts:

Course Code	Title	Credits
ART-100	Art Appreciation	3
MUS-101	Music Appreciation	3

Humanities:

Course Code	Title	Credits
REL-100	History of World Religions	3
REL-151	Survey of the Old Testament	3
REL-152	Survey of the New Testament	3

Area III - Natural Science & Mathematics (7 hours)

Mathematics:

Course Code	Title	Credits
MTH-100	Intermediate College Algebra	3
MTH-110	Finite Mathematics	3
MTH-112	Precalculus Algebra	3

Natural Sciences:

Course Code	Title	Credits
BIO-101	Introduction to Biology I	4
BIO-103	Principles of Biology I	4
PHS-111	Physical Science	4
PHS-112	Physical Science	4

Area IV - History, Social & Behavioral Sciences (3 hours):

History:

Course Code	Title	Credits
HIS-101	Western Civilization I	3
HIS-102	Western Civilization II	3
HIS-121	World History I	3
HIS-122	World History II	3
HIS-201	United States History I	3
HIS-202	United States History II	3

Social and Behavioral Sciences:

Course Code	Title	Credits
ECO-232	Principles of Microeconomics	3
PSY-200	General Psychology	3
SOC-200	Introduction to Sociology	3
POL-200	Introduction to Political Science	3
POL-211	American National Government	3

Area V

College Requirements:

Course Code	Title	Credits
ORI-101	Orientation to College	1
CIS-146	Computer Applications	3
ACT-201	Entrepreneurism	3
BUS-100	Introduction to Business	3
BUS-271	Business Statistics I	3
BUS-241	Principles of Accounting I	3
BUS-242	Principles of Accounting II	3
BUS-275	Principles of Management	3
ECO-231	Principles of Macroeconomics	3
LGT 108	Introduction to Logistics	3
LGT 114	Supply Chain Fundamentals and Management	3
LGT 115	Purchasing in Logistics	3
LGT 137	Warehouse and Inventory Management	3
LGT 271	Supply Chain Analytics	3
	LGT 106 or BUS 215	3
	BUS 296 or BUS 289	3
	Total Credits	65

Business Administration, Management

Program Information

The Associate of Applied Science Degree in Business Administration Management option at Trenholm State Community College provides the knowledge and skills necessary to prepare graduates for a career in business administration that will ultimately create career pathways enabling students to transfer to baccalaureate degree programs. Furthermore, it will provide concentrations in general business, management, and entrepreneurship.

The Business Administration program will also translate for seamless articulations to the Bachelor of Science in Business Administration programs at partnering universities. Graduates and program completers will be academically prepared to advance their vocations but also prepare for matriculation to higher education. This program will provide students with a robust program that provides academic rigor. The program will provide not only associate degrees but also short certificates. This option will provide multiple career pathways that will be tailored to meet the needs of the student. The management option prepares students to hold supervisory and management positions.

Occupational Choices

The management option will prepare students for supervisory and management career options in a variety of business organizations. Management career options include opportunities in the business areas of agriculture, food service, lodging, property and real estate, administrative services, compensation and benefits, construction, Human Resources, industrial production, sales, and training and development. Other business areas may fall under management opportunities as well.

Source: Bureau of Labor and Statistics Occupational Outlook Handbook, 2021 Survey

Average Full-Time Wage

For the management option after continuing and completing a bachelor's degree, the median pays for the above listed career options considering all levels of the careers vary from $47,310 to

$159.010 annually. The Bureau of Labor Statistics projects," Employment of management occupations is projected to grow 8 percent from 2021 to 2031, about as fast as the average for all occupations, which will result in about 71,300 new jobs".

Source: Bureau of Labor and Statistics Occupational Outlook Handbook, 2021 Survey

Awards Available

Associate of Applied Science
Business Administration - Management

Short Term Certificate
Business Administration - Management

Program Contact

Michael Tydlaska
Program Coordinator/Instructor
334-420-4238
Patterson Campus, Building B

The College regularly evaluates student learning outcomes for each program as part of ongoing planning and evaluation.

Estimated Program Length & Cost *

Award	Length	Credit Hours	Tuition/ Fees	Books	Tools	Supplies
Associate Degree	6 Terms	68	$11,736	$2,500	$100	$500
Short Term Certificate	3 Terms	28	$4,844	$1,500	$100	$250

* Tax not included. Prices are subject to change without prior notice; the cost of books may vary considerably among suppliers. The cost of general education books is in addition to the total listed above. The length of the program is based on full-time status of 12-15 credit hours per term. Enrollment in transitional-level general education courses will alter the length of the program.

Business Administration, Management

Degree Type
AAS

General Education Requirements (18-19 hours)

Area I - Written Composition (6 hours)

Course Code	Title	Credits
ENG-101	English Composition I	3
ENG-102	English Composition II	3

Area II - Humanities & Fine Arts (3 hours)

(Humanities and Arts disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.)

Note: If SPH-106, SPH-107, SPA-101 or SPA-102 has been taken an additional 3 semester hours in Humanities and Fine Arts must be taken to satisfy requirements in Area II.

Arts:

Course Code	Title	Credits
ART-100	Art Appreciation	3
MUS-101	Music Appreciation	3

Humanities:

Course Code	Title	Credits
PHL-106	Introduction to Philosophy	3
PHL-206	Ethics and Society	3
REL-100	History of World Religions	3
REL-151	Survey of the Old Testament	3
REL-152	Survey of the New Testament	3
SPA-101	Introductory Spanish I	3
SPA-102	Introductory Spanish II	3
SPH-106	Fundamentals of Oral Communication	3
SPH-107	Fundamentals of Public Speaking	3

Literature:

Course Code	Title	Credits
ENG-251	American Literature I	3
ENG-252	American Literature II	3
ENG-261	English Literature I	3
ENG-262	English Literature II	3
ENG-271	World Literature I	3
ENG-272	World Literature II	3

Area III - Natural Science & Mathematics (6-7 hours)

(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

Note: 3 semester hours in MTH must be completed. Additional hours can be taken in the Natural Science area.

Mathematics:

Course Code	Title	Credits
MTH-100	Intermediate College Algebra	3
MTH-110	Finite Mathematics	3
MTH-112	Precalculus Algebra	3

Natural Sciences:

Course Code	Title	Credits
BIO-101	Introduction to Biology I	4
BIO-103	Principles of Biology I	4
PHS-111	Physical Science	4
PHS-112	Physical Science	4
PHY-120	Introduction to Physics	4

Area IV - History, Social & Behavioral Sciences (3 hours)

(Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.)

Note: Must complete 3 semester hours.

History:

Course Code	Title	Credits
HIS-101	Western Civilization I	3
HIS-102	Western Civilization II	3
HIS-121	World History I	3
HIS-122	World History II	3
HIS-201	United States History I	3
HIS-202	United States History II	3

Social and Behavioral Sciences:

Course Code	Title	Credits
PSY-200	General Psychology	3
SOC-200	Introduction to Sociology	3
POL-200	Introduction to Political Science	3
POL-211	American National Government	3

Area V: Pre-Professional/College Requirements:

(Courses appropriate to the degree requirements and major of the individual student and electives.)

College Requirements:

Course Code	Title	Credits
ORI-101	Orientation to College	1
CIS-146	Computer Applications	3
BUS-100	Introduction to Business	3
BUS-186	Elements of Supervision	3
BUS-241	Principles of Accounting I	3
BUS-215	Business Communication	3
BUS-242	Principles of Accounting II	3
BUS-248	Managerial Accounting	3
BUS-263	The Legal and Social Environment of Business	3
BUS-271	Business Statistics I	3
BUS-275	Principles of Management	3
BUS-276	Human Resource Management	3
BUS-279	Small Business Management	3
BUS-296	Business Internship	3
ECO-231	Principles of Macroeconomics	3
ECO-232	Principles of Microeconomics	3

Technical Electives: (3 hours)

Students must choose a three-hour credit elective to satisfy Area V credit hour requirement. Choose from the listing below.

Course Code	Title	Credits
ACT-257	Govt & Not for Profit Accounting	3
BUS-252	Accounting Case Studies	3
BUS-263	The Legal and Social Environment of Business	3
CIS-207	Web Development	3
	Total Credits	68

Business Administration, Management

Degree Type
STC

General Education Requirements (6 hours)

Area I - Written Composition (3 hours)

Course Code	Title	Credits
ENG-101	English Composition I	3
ENG-102	English Composition II	3

Area III - Natural Science & Mathematics (3 hours)

(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

Note: 3 semester hours in MTH must be completed. Additional hours can be taken in the Natural Science area.

Mathematics:

Course Code	Title	Credits
MTH-100	Intermediate College Algebra	3
MTH-110	Finite Mathematics	3
MTH-112	Precalculus Algebra	3

Area V: Pre-Professional/College Requirements:

(Courses appropriate to the degree requirements and major of the individual student and electives.)

College Requirements:

Course Code	Title	Credits
CIS-146	Computer Applications	3
BUS-263	The Legal and Social Environment of Business	3
BUS-275	Principles of Management	3
BUS-186	Elements of Supervision	3
BUS-279	Small Business Management	3
BUS-276	Human Resource Management	3
	Total Credits	24

Computer Information Systems

Program Information

The Computer Information Systems Program at Trenholm State Community College is progressive and innovative in its approach to remain viable and current with computer technology and applications trends. Students enrolled in the CIS Curriculum will gain knowledge and skills that are valuable to a dynamically changing workforce, including—but not limited to—soft skills and preparation for industry-recognized certifications. Trenholm State will meet student needs for Information Systems Technology training while providing students with effective and personalized instructional methods in various technical concentrations. The CIS program also emphasizes leadership and teamwork within and throughout the Plan of Study.

Occupational Choices

At Trenholm State, we teach skills needed by programmers, computer system analysts, database designers, and network designers; Microsoft Certified Desktop Technicians; A+, Security+, and Linux+ Technicians; Cisco CCNA certified networkers; and Office Technology Specialists with MS Office skills. We also offer other education and training and a full spectrum of soft skills. Job prospects should be best for college graduates who are up to date with the latest skills and technologies, particularly if they have supplemented their formal education with relevant work experience and industry-recognized certifications. Employers will continue to seek computer specialists with a strong background in fundamental computer skills and good interpersonal and communication skills. Due to the demand for computer support specialists and systems administrators over the next decade, those with strong computer skills but who do not have a bachelor's degree should continue to qualify for some entry-level positions. However, certifications and practical experience are essential for persons without degrees.

Source: Bureau of Labor and Statistics Occupational Outlook Handbook, 2018-2028 Edition, 2019 Survey

Average Full-Time Wage

Employment opportunities are expected to grow, and earnings can range from entry-level positions to much higher incomes for certified and experienced individuals. The average full-time annual wage of a CIS trained IT employee is $57,910(Computer Support Specialist) to $133,490 (Computer and Information Research Scientist), based on skill level, experience, and field of work. Other job titles include Computer Network Architect $120,500; Computer Programmers, $93,000; Computer Systems Analysts$99,270; Database Administrators 101,000; Information Security Analysts $102,000; Network and Computer System Administrators $90,000; Software Developers, $109,120; and Web Developers $78,300. Other titles and skills are also within these job categories, depending on skills, degrees, certifications, experience, availability, relocation, and variable employment factors.

Source: Bureau of Labor and Statistics Occupational Outlook Handbook, 2018-2028 Edition, 2019 Survey

Program Contact

Omekia Harrison
Program Coordinator/Instructor
334-420-4291
Location: Patterson Site - Bldg. E

Awards Available

Associate in Applied Science
Computer Information Systems
Networking (Cisco Networking)
System Support (Microsoft Desktop/Server Support)
Programming (Object Oriented Programming)
Cyber Security
Program Coding
AWS Cloud Computing

Short Term Certificate
Computer Information Systems
Cisco Networking
System Support (Microsoft Desktop/Server Support)
Web and Database Applications
Object Oriented Programming
Cyber Security
Program Coding
AWS Cloud Computing
Development, Security and Operations

The College regularly evaluates student learning outcomes for each program as part of ongoing planning and evaluation.

Estimated Program Length and Cost*

Award	Length	Credit Hours	Tuition Fees	Books	Tools	Supplies
Associate Degree	6 Terms	76	$13,112	$4,555	0	$250
Short Term Certificate	2-3 Terms	28	$4,844	$1,438	0	$75
Short Term Certificate	2-3 Terms	25	$4,325	$450	0	$75

* Tax not included. Prices are subject to change without prior notice; the cost of books may vary considerably among suppliers. The cost of general education books is in addition to the total listed above. The length of the program is based on full-time status of 12-15 credit hours per term. Enrollment in transitional-level general education courses will alter the length of the program.

***You must earn a final grade of 70 (“C”) or above to receive credit for CIS courses. Any final grade of 69 or below will constitute a failure (F) in the course, and you will have to repeat the course to attempt to earn the appropriate credit. (This does not include CIS-149 or CIS-146).**

Computer Information Systems, AWS Cloud Computing

Degree Type
STC

Area V: Pre-Professional/College Requirements

(Courses appropriate to the degree requirements and major of the individual student and electives.)

College Requirements:

Course Code	Title	Credits
CIS-117	Database Mgmt Software Applications	3
CIS-171	Linux I	3
CIS-200	Software Design	3
CIS-222	Database Management Systems	3
CIS-238	Cloud Computing: Infrastructure and Services	3
CIS-101 (A-B)	Computer Applications Lab	1
CIS-237	Virtual Infrastructure: Installation and Configuration	3
CIS-239	Information Storage & Management	3
CIS-270	CISCO/CCNA I	3
CIS-280	Network Security	3
CIS-165	Network Lab	1

Suggested Sequence: Semester 1: 117, 270, 171; Semester 2: 222, 237, 239, 280, 165; Semester 3: 200, 238, 101B.

	Total Credits	29

Computer Information Systems, CISCO Networking

Degree Type
STC

Area V: Pre-Professional/College Requirements

(Courses appropriate to the degree requirements and major of the individual student and electives.)

College Requirements:

Course Code	Title	Credits
CIS-149	Introduction to Computers	3
CIS-171	Linux I	3
CIS-172	Linux II	3
CIS-268	Software Support	3
CIS-269	Hardware Support	3
CIS-101 (A-B)	Computer Applications Lab	1
CIS-270	CISCO/CCNA I	3
CIS-271	CISCO/CCNA II	3
CIS-272	CISCO CCNA III	3

Suggested Sequence: Semester 1: , 149, 171, 268, 270, Semester 2: 172, 269, 101B, 271, 272.

This certificate as listed may require additional pre-requisites or co-requisites

	Total Credits	25

Computer Information Systems, Cyber Security

Degree Type
STC

Area V: Pre-Professional/College Requirements:

(Courses appropriate to the degree requirements and major of the individual student and electives.)

College Requirements:

Course Code	Title	Credits
CIS-149	Introduction to Computers	3
CIS-171	Linux I	3
CIS-211	Principles of Information Assurance	3
CIS-214	Security Analysis (Pen Testing)	3
CIS-245	Cyber Defense	3
CIS-246	Ethical Hacking	3
CIS-280	Network Security	3
CIS-165	Network Lab	1
CIS-282	Computer Forensics	3
	CIS-270 or CIS-284	3

Suggested Sequence: Semester 1: 149, 171, 270, 280, 165; Semester 2: 211, 214, 245; Semester 3: 246, 282

This certificate as listed may require additional pre-requisites or co-requisites.

	Total Credits	28

Computer Information Systems, Development, Security, and Operations

Degree Type
STC

Area V: Pre-Professional/College Requirements

College Requirements:

Course Code	Title	Credits
CIS-149	Introduction to Computers	3
CIS-201	Intro to Computer Programming Concepts	3
CIS-212	Visual Basic Programming	3
CIS-238	Cloud Computing: Infrastructure and Services	3
CIS-101 (A-B)	Computer Applications Lab	1
CIS-255	Java Programming	3
CIS-270	CISCO/CCNA I	3
CIS-271	CISCO/CCNA II	3
CIS-280	Network Security	3
CIS-165	Network Lab	1
	Total Credits	26

Computer Information Systems, Object Oriented Programming

Degree Type
STC

Area V: Pre-Professional/College Requirements

(Courses appropriate to the degree requirements and major of the individual student and electives.)

College Requirements:

Course Code	Title	Credits
CIS-149	Introduction to Computers	3
CIS-201	Intro to Computer Programming Concepts	3
CIS-207	Web Development	3
CIS-209	Advanced Web Development	3
CIS-212	Visual Basic Programming	3
CIS-213	Advanced Visual Basic Programming	3
CIS-255	Java Programming	3
CIS-256	Advanced Java	3
CIS-285	Object Oriented Programming	3

Suggested Sequence: Semester 1: 149, 201, 212, 255; Semester 2: 207, 213, 256, 285; Semester 3: 209. Recommend CIS-281 Systems Analysis & Design.

This certificate as listed may require additional pre-requisites or co-requisites

	Total Credits	27

Computer Information Systems, System Support

Degree Type
STC

Area V: Pre-Professional/College Requirements

(Courses appropriate to the degree requirements and major of the individual student and electives.)

College Requirements:

Course Code	Title	Credits
CIS-149	Introduction to Computers	3
CIS-171	Linux I	3
CIS-182	Help Desk Applications	3
CIS-265	End User and Desktop Applications Support I	3
CIS-268	Software Support	3
CIS-269	Hardware Support	3
CIS-101 (A-B)	Computer Applications Lab	1
CIS-275	Workstation Administration	3
CIS-276	Server Administration	3
CIS-280	Network Security	3
CIS-165	Network Lab	1

Suggested Sequence: Semester 1: 149, 171, 268, 275; Semester 2: 276, 280, 165, 265, 269, 1011B; Semester 3: 182.

This certificate as listed may require additional pre-requisites or co-requisites

	Total Credits	29

Computer Information Systems, Web and Database Applications

Degree Type
STC

Area V: Pre-Professional/College Requirements:

(Courses appropriate to the degree requirements and major of the individual student and electives.)

College Requirements:

Course Code	Title	Credits
CIS-117	Database Mgmt Software Applications	3
CIS-171	Linux I	3
CIS-207	Web Development	3
CIS-208	Web Authoring Software	3
CIS-209	Advanced Web Development	3
CIS-222	Database Management Systems	3
CIS-250	E-Commerce	3
CIS-285	Object Oriented Programming	3
CIS-287	SQL Server	3

Suggested Sequence: Semester 1: 101, 117, 171, 207, 285; Semester 2: 209, 222, 250, 287; Semester 3: 208.

This certificate as listed may require additional pre-requisites or co-requisites

	Total Credits	27

Culinary Arts Hospitality Management

Program Information

Trenholm State Community College's Culinary Arts program is one of the finest culinary arts programs in the State of Alabama. Established in 1980, the program is nationally accredited by the American Culinary Federation Foundation Accrediting Commission. Students enrolling in the program have the option of obtaining an Associate of Applied Science in Culinary Arts or with an emphasis in Hospitality Management.

Our program has drawn students from several countries and states. Student opportunities include career training, job advancement, entrepreneurial skills, and personal development. The Culinary Arts/ Hospitality Management program is diverse and available to meet a variety of needs.

Upon completion, students will be prepared to enter the workforce in positions such as restaurants, health care institutions, commercial foodservice operations, hotel and lodging operations, and entrepreneurial ventures.

One of our many honors was being named one of twenty-two programs recognized nationwide and internationally by the ACFFAC as an Exemplary Program.

Occupational Choices

The Culinary Arts/Hospitality Management Program prepares graduates for virtually unlimited career opportunities that include executive chef, culinary instructors/administrators, food and restaurant critic, food and beverage director, equipment chef, banquet manager/chef, sous chef, research chef, and food salesperson. Culinary Arts/Food Service is one of the fastest-growing industries in the United States. The U.S. Bureau of Labor Statistics reports Employment in food preparation and serving-related occupations is projected to grow 15 percent from 2021 to 2031, faster than average for all occupations, from about 12.5 million jobs to about 13.3 million jobs. Population growth will increase demand for food preparation and service-related occupations as more people are expected to dine out.

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Chefs and Head Cooks, at https://www.bls.gov/ooh/food-preparation-and-serving/chefs-and-head-cooks.htm (visited *March 03, 2023*).

Average Full-Time Wage

The median annual wage for chefs and head cooks was $50,160 in May 2021. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than $30,910, and the highest 10 percent earned more than $84,570.

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Chefs and Head

Cooks,
at https://www.bls.gov/ooh/food-preparation-and-serving/chefs-and-head-cooks.htm (visited *March 03, 2023*).

Awards Available

Associate of Applied Science
Culinary Arts

Associate of Applied Science
Culinary Arts
Hospitality Management Concentration

Certificate
Culinary Arts

Short Term Certificate
Culinary Arts - Fundamental Cook
Culinary Arts - Culinarian

Program Contact

Brittany Foster
Program Coordinator
334-420-4424
Location: 8 Commerce Street

The College regularly evaluates student learning outcomes for each program as part of ongoing planning and evaluation.

Estimated Program Length & Cost *

Award	Length	Credit Hours	Tuition/ Fees	Books	Tools	Supplies
Associate Degrees	6 Terms	67	$11,564	$1,000	$500	$200
Certificate	6 Terms	54	$9,328	$1,000	$500	$200
Short Term Certificate	2 Terms	11	$1,903	$1,000	$500	$200
Short Term Certificate	3 Terms	28	$4,844	$1,000	$500	$200

* Tax not included. Prices are subject to change without prior notice; the cost of books may vary considerably among suppliers. The cost of general education books is in addition to the total listed above. The length of the program is based on full-time status of 12-15 credit hours per term. Enrollment in transitional-level general education courses will alter the length of the program.

Culinary Arts

Degree Type
AAS
General Education Requirements (16 hours)

Area I - Written Composition (3 hours)

Course Code	Title	Credits
ENG-101	English Composition I	3

Area II - Humanities & Fine Arts (3 hours)

(Humanities and Arts disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.)

Arts:

Course Code	Title	Credits
ART-100	Art Appreciation	3
MUS-101	Music Appreciation	3

Humanities:

Course Code	Title	Credits
PHL-106	Introduction to Philosophy	3
PHL-206	Ethics and Society	3
REL-100	History of World Religions	3
REL-151	Survey of the Old Testament	3
REL-152	Survey of the New Testament	3

Literature:

Course Code	Title	Credits
ENG-251	American Literature I	3
ENG-252	American Literature II	3
ENG-261	English Literature I	3
ENG-262	English Literature II	3
ENG-271	World Literature I	3
ENG-272	World Literature II	3

Area III - Natural Science & Mathematics (6-7 hours)

(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

Note: 3 semester hours in MTH must be completed. Additional hours can be taken in the Natural Science area.

Mathematics:

Course Code	Title	Credits
MTH-100	Intermediate College Algebra	3
MTH-104	Plane Trigonometry	3
MTH-110	Finite Mathematics	3
MTH-112	Precalculus Algebra	3
MTH-116	Mathematical Applications	3

Natural Sciences:

Course Code	Title	Credits
BIO-101	Introduction to Biology I	4
BIO-102	Introduction to Biology II	4
BIO-103	Principles of Biology I	4
BIO-104	Principles of Biology II	4
PHS-111	Physical Science	4
PHS-112	Physical Science	4
PHY-120	Introduction to Physics	4

Area IV - History, Social & Behavioral Sciences (3 hours)

(Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.)

Note: Must complete 3 semester hours.

History:

Course Code	Title	Credits
HIS-101	Western Civilization I	3
HIS-102	Western Civilization II	3
HIS-121	World History I	3
HIS-122	World History II	3
HIS-201	United States History I	3
HIS-202	United States History II	3

Social and Behavioral Sciences:

Course Code	Title	Credits
PSY-200	General Psychology	3
PSY-210	Human Growth and Development	3
SOC-200	Introduction to Sociology	3
POL-200	Introduction to Political Science	3
POL-211	American National Government	3

Area V: Pre-Professional/College Requirements

(Courses appropriate to the degree requirements and major of the individual student and electives.)

College Requirements:

Course Code	Title	Credits
ORI-101	Orientation to College	1
CUA-101	Orientation to the Hospitality Profession	3
CUA-102	Catering	3
CUA-110	Basic Food Preparation	3
CUA-111	Foundations in Nutrition	3
CUA-112	Sanitation, Safety and Food Service	2
CUA-115	Advanced Food Preparation	3
CUA-120	Basic Food Preparation Lab	2
CUA-173	Culinary Arts Aprenticeship	3
CUA-204	Foundations of Baking	3
CUA-208	Advanced Baking	3
CUA-210	Beverage Management	2
CUA-213	Food Purchasing and Cost Control	3
CUA-251	Menu Design	3
CUA-262	Restaurant Management and Supervision	3
CUA-281	Apprenticeship/Qualifying Dinner	3
HSM-112	Law and Hospitality Industry	3
	Total Credits	67

Culinary Arts, Culinarian

Degree Type
STC

Area V: Pre-Professional/College Requirements

(Courses appropriate to the degree requirements and major of the individual student and electives.)

College Requirements:

Course Code	Title	Credits
CUA-101	Orientation to the Hospitality Profession	3
CUA-110	Basic Food Preparation	3
CUA-111	Foundations in Nutrition	3
CUA-112	Sanitation, Safety and Food Service	2
CUA-115	Advanced Food Preparation	3
CUA-120	Basic Food Preparation Lab	2
CUA-204	Foundations of Baking	3
CUA-210	Beverage Management	2
CUA-213	Food Purchasing and Cost Control	3
	Total Credits	27

Culinary Arts, Fundamental Cook

Degree Type
STC

Area V: Pre-Professional/College Requirements

(Courses appropriate to the degree requirements and major of the individual student and electives.)

College Requirements:

Course Code	Title	Credits
CUA-110	Basic Food Preparation	3
CUA-111	Foundations in Nutrition	3
CUA-112	Sanitation, Safety and Food Service	2
CUA-120	Basic Food Preparation Lab	2
	Total Credits	10

Dental Assisting

Program Information

The Dental Assisting program is designed to prepare the student for a career in the dental assisting field of dentistry. This program provides students with the theoretical, practical, and clinical skills necessary to get an entry-level position in a dental office. Dental Assistants are versatile members of the dental team who work alongside the dentist in providing patient care. The varying roles of a dental assistant include chairside assisting, front office management, laboratory duties, and assisting in a dental specialty office. One class is admitted each August.

Accreditation

The program is accredited by the Commission on Dental Accreditation of the American Dental Association and has been granted the status of "approval" without reporting requirements. The Commission is a specialized accrediting body recognized by the United States Department of Education.

The Certifying Board of the American Dental Association gives special recognition to those who have achieved a high degree of competence and ability in the dental assisting field. The Program is approved by the Board of Dental Examiners of Alabama. Trenholm State Community College is also accredited by the Southern Association of Colleges and Schools (SACSCOC) and all credits are transferrable to four-year college institutions.

Occupational Choices

Employment of dental assistants is projected to grow 8 percent from 2021 to 2031, much faster than the average for all occupations. Ongoing research linking oral health and general health will continue to increase the demand for preventive dental services. Dentists will continue to hire dental assistants to complete routine tasks, allowing the dentist to work more efficiently. As dental practices grow, more dental assistants will be needed. About 56,400 openings are projected each year, on average, over the decade.

Sources: Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, Dental Assistants, https://www.bls.gov/ooh/healthcare/dental-assistants.htm.

Average Full-Time Wage

The median annual wage for dental assistants was $39,660 in May 2022. The median wage is the wage at which half the workers in an occupation earned more than that amount, and half earned less. The lowest 10 percent earned less than $29,580, and the highest 10 percent earned more than $59,540.

Sources: Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook

Additional Requirements

Dental Assisting courses begin in the fall and must be taken in sequence, with each course being a co-requisite in each term. Students starting the spring or summer term will be enrolled in general education courses until fall semester begins.

Requirements for the program include but are not limited to (1) Physical and dental exams by the end of the 2nd week in September and (2) Program uniforms by the end of the 2nd week in October. (3) CPR certification must be obtained by the end of September. Once you are enrolled in program courses, CPR is offered at a cost by the program before this date. Students must pass all DAT courses with at least a "C" to continue in the Program.

Awards Available

Associate of Applied Science
Dental Assisting

Certificate
Dental Assisting

Program Contact

Kimberly White
Program Coordinator/Instructor
334-420-4427
Location: Trenholm Campus - Bldg. J

The College regularly evaluates student learning outcomes for each program as part of ongoing planning and evaluation.

Estimated Program Length & Cost *

Award	Length	Credit Hours	Tuition/ Fees	Books	Tools	Supplies
Associate Degree	6 Terms	64	$11,048	$1,250	$500	$20
Certificate	3 Terms	49	$8,468	$800	$500	$20

* Tax not included. Prices are subject to change without prior notice; the cost of books may vary considerably among suppliers. The cost of general education books is in addition to the total listed above. The length of the program is based on full-time status of 12-15 credit hours per term. Enrollment in transitional-level general education courses will alter the length of the program.

Dental Assisting

Degree Type
AAS

General Education Requirements (18-19 hours)

Area I - Written Composition (6 hours)

Course Code	Title	Credits
ENG-101	English Composition I	3
ENG-102	English Composition II	3

Area II - Humanities & Fine Arts (3 hours)

(Humanities and Arts disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.)

Note: If SPH-106, SPH-107, SPA-101 or SPA-102 has been taken an additional 3 semester hours in Humanities and Fine Arts must be taken to satisfy requirements in Area II.

Arts:

Course Code	Title	Credits
ART-100	Art Appreciation	3
MUS-101	Music Appreciation	3

Humanities:

Course Code	Title	Credits
PHL-106	Introduction to Philosophy	3
PHL-206	Ethics and Society	3
REL-100	History of World Religions	3
REL-151	Survey of the Old Testament	3
REL-152	Survey of the New Testament	3
SPA-101	Introductory Spanish I	3
SPA-102	Introductory Spanish II	3
SPH-106	Fundamentals of Oral Communication	3
SPH-107	Fundamentals of Public Speaking	3

Literature:

Course Code	Title	Credits
ENG-251	American Literature I	3
ENG-252	American Literature II	3
ENG-261	English Literature I	3
ENG-262	English Literature II	3
ENG-271	World Literature I	3
ENG-272	World Literature II	3

Area III - Natural Science & Mathematics (6-7 hours)

(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

Note: 3 semester hours in MTH must be completed. Additional hours can be taken in the Natural Science area.

Mathematics:

Course Code	Title	Credits
MTH-100	Intermediate College Algebra	3
MTH-104	Plane Trigonometry	3
MTH-110	Finite Mathematics	3
MTH-112	Precalculus Algebra	3
MTH-116	Mathematical Applications	3

Natural Sciences:

Course Code	Title	Credits
BIO-101	Introduction to Biology I	4
BIO-102	Introduction to Biology II	4
BIO-103	Principles of Biology I	4
BIO-104	Principles of Biology II	4
PHS-111	Physical Science	4
PHS-112	Physical Science	4
PHY-120	Introduction to Physics	4

Area IV - History, Social & Behavioral Sciences (3 hours)

(Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.)

Note: Must complete 3 semester hours.

History:

Course Code	Title	Credits
HIS-101	Western Civilization I	3
HIS-102	Western Civilization II	3
HIS-121	World History I	3
HIS-122	World History II	3
HIS-201	United States History I	3
HIS-202	United States History II	3

Social and Behavioral Sciences:

Course Code	Title	Credits
PSY-200	General Psychology	3
PSY-210	Human Growth and Development	3
SOC-200	Introduction to Sociology	3
POL-200	Introduction to Political Science	3
POL-211	American National Government	3

Area V: Pre-Professional/College Requirements

(Courses appropriate to the degree requirements and major of the individual student and electives.)

College Requirements:

Course Code	Title	Credits
ORI-101	Orientation to College	1
CIS-149	Introduction to Computers	3
DAT-100	Introduction to Dental Assisting	2
DAT-101	Pre-Clinical Procedures I	3
DAT-102	Dental Materials	3
DAT-103	Anatomy & Physiology for Dental Asstg	3
DAT-112	Dental Radiology	3
DAT-104	Basic Sciences for Dental Assisting	2
DAT-105	Pre-Clinical Procedure and Practicum	3
DAT-113	Dental Health Education	2
DAT-115	Clinical Practicum I	5
DAT-124	Clinically Applied Infection Control and Osha Standards	1
DAT-120	Office Administration for Dental Assisting	3
DAT-122	Clinical Practice II	4
DAT-123	Dental Assisting Seminar	4

* These courses are co-requisites and are offered only in the fall term: DAT-100, DAT-101, DAT-102, DAT-103, DAT-112

+ These courses are co-requisites and are offered only in the spring term: DAT-104, DAT-105, DAT-113, DAT-115, DAT-124

o These courses are co-requisites and are offered only in the summer term: DAT-120, DAT-122, DAT-123

	Total Credits	60

Dental Assisting

Degree Type
CER

General Education Requirements (9 hours)

Area I - Written Composition (3 hours)

Course Code	Title	Credits
ENG-101	English Composition I	3
ENG-102	English Composition II	3

Area II - Humanities & Fine Arts (3 hours)

(Humanities and Arts disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.)

Note: If SPH-106, SPH-107, SPA-101 or SPA-102 has been taken an additional 3 semester hours in Humanities and Fine Arts must be taken to satisfy requirements in Area II.

Arts:

Course Code	Title	Credits
ART-100	Art Appreciation	3
MUS-101	Music Appreciation	3

Humanities:

Course Code	Title	Credits
PHL-106	Introduction to Philosophy	3
PHL-206	Ethics and Society	3
REL-100	History of World Religions	3
REL-151	Survey of the Old Testament	3
REL-152	Survey of the New Testament	3
SPA-101	Introductory Spanish I	3
SPA-102	Introductory Spanish II	3
SPH-106	Fundamentals of Oral Communication	3
SPH-107	Fundamentals of Public Speaking	3

Literature:

Course Code	Title	Credits
ENG-251	American Literature I	3
ENG-252	American Literature II	3
ENG-261	English Literature I	3
ENG-262	English Literature II	3
ENG-271	World Literature I	3
ENG-272	World Literature II	3

Area III - Natural Science & Mathematics (3 hours)

(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

Note: 3 semester hours in MTH must be completed. Additional hours can be taken in the Natural Science area.

Mathematics:

Course Code	Title	Credits
MTH-100	Intermediate College Algebra	3
MTH-104	Plane Trigonometry	3
MTH-110	Finite Mathematics	3
MTH-112	Precalculus Algebra	3
MTH-116	Mathematical Applications	3

Natural Sciences:

Course Code	Title	Credits
BIO-101	Introduction to Biology I	4
BIO-102	Introduction to Biology II	4
BIO-103	Principles of Biology I	4
BIO-104	Principles of Biology II	4
PHS-111	Physical Science	4
PHS-112	Physical Science	4
PHY-120	Introduction to Physics	4

Area V: Pre-Professional/College Requirements

(Courses appropriate to the degree requirements and major of the individual student and electives.)

College Requirements:

Course Code	Title	Credits
ORI-101	Orientation to College	1
CIS-149	Introduction to Computers	3
DAT-100	Introduction to Dental Assisting	2
DAT-101	Pre-Clinical Procedures I	3
DAT-102	Dental Materials	3
DAT-103	Anatomy & Physiology for Dental Asstg	3
DAT-112	Dental Radiology	3
DAT-104	Basic Sciences for Dental Assisting	2
DAT-105	Pre-Clinical Procedure and Practicum	3
DAT-113	Dental Health Education	2
DAT-115	Clinical Practicum I	5
DAT-124	Clinically Applied Infection Control and Osha Standards	1
DAT-120	Office Administration for Dental Assisting	3
DAT-122	Clinical Practice II	4
DAT-123	Dental Assisting Seminar	4

* These courses are co-requisites and are offered only in the fall term: DAT-100, DAT-101, DAT-102, DAT-103, DAT-112

+ These courses are co-requisites and are offered only in the spring term: DAT-104, DAT-105, DAT-113, DAT-115, DAT-124

o These courses are co-requisites and are offered only in the summer term: DAT-120, DAT-122, DAT-123, DAT-205

	Total Credits	49

Diagnostic Medical Sonography

Program Information

This program of study is designed to provide academic and clinical training in the field of general (OB/GYN and Abdominal/Superficial Structures) ultrasound (diagnostic medical sonography). The Associate of Applied Science degree awarded at program completion is a four-semester, competency-based curriculum that includes practical experience in regional health institutions. The ultrasound program at Trenholm State is currently accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) based on the recommendation of accreditation made by the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS). By attending a program accredited by CAAHEP, you will be able to apply to take the national certification examinations offered by the ARDMS/ARRT. By successfully completing the certification exams, you will be awarded the credential 'registered sonographer.'

Occupational Choices

Employment of diagnostic medical sonographers is projected to grow 10 percent from 2021 to 2031, much faster than the average for all occupations.

Source: Bureau of Labor and Statistics Occupational Outlook Handbook, 2021-2031 Edition, 2022 Survey

Average Full-Time Wage

The median annual wage for cardiovascular technologists and technicians was $57,720 in May 2019. The median wage is the wage at which half the workers in an occupation earned more than that amount, and half earned less. The lowest 10 percent earned less than $29,710, and the highest 10 percent earned more than $94,370. The median annual wage for diagnostic medical sonographers was $77,740 in May 2021. The highest 10 percent earned more than $101,650 annually, with the lowest 10 percent earning $59,640 a year.

Source: Bureau of Labor and Statistics Occupational Outlook Handbook, 2021-2031 Edition, 2022 Survey

Admission Criteria and Requirements

Program applications and deadline for application submission will be posted to the Ultrasound (Diagnostic Medical Sonography) webpage.

Applicants must:

- Meet all general admission requirements of Trenholm State Community College and be in good standing.
- Complete all general required courses (prerequisites) courses with a minimum grade of "C" in each course (see program webpage).
- Have a minimum ACT score of 20 on the national ACT exam (writing section not required).
- Have a minimum cumulative GPA of 2.5 or greater on a 4.0 scale with a grade of "C" or better on all general required prerequisite courses. Math/Sciences courses must have been completed within seven (7) years of the date of expected entry into the DMS-program.
- Submit a completed DMS-program application by the application deadline to include all the following documents:

1. Completed DMS-Program Application. The program application can be found on the website. For application deadline information please visit DMS webpage, Select Programs> Health Sciences Division>Ultrasound.
2. Copies of transcripts from ALL colleges previously attended
3. A copy of your Trenholm State transcript showing completion and transfer of ALL prerequisite courses
4. A copy of your ACT score showing 20 or higher. All applicants will be ranked according to his/her ACT score. Applicants with the highest ACT scores will be issued acceptance letters. Average ACT score for the past three years is 22.6.

Essential Eligibility Criteria. Student must be able to, with or without reasonable accommodation:

- access and accurately understand or analyze requisitions, orders, charts, directions, and other job-related documentation and communications;
- independently travel through the sonography department and to other departments and floors of the hospital;
- remain in a stationary position either sitting or standing for an extended time, equal to or greater than 30 minutes;
- assist patients to transfer from beds, wheelchairs, and stretchers to the sonography table and back;
- independently be able to perform CPR, first aid and general patient care;
- give clear commands to patients and communicate effectively with patients and professional staff; including with individuals wearing masks;
- independently access, adjust, and operate sonography equipment;
- independently assess the ongoing functioning of the sonography machine and other equipment;
- independently assess sonographic images, controls, labels, and observe patients; and
- work in a sterile environment, prepare sterile fields, and fill sterile syringes.

Admission to the Ultrasound (Diagnostic Medical Sonography) Program is competitive, and the number of students is limited by the number of faculty and clinical facilities available. Meeting minimal requirements does not guarantee acceptance.

Awards Available

Associate of Applied Science
Diagnostic Medical Sonography

Short Term Certificates
Vascular Sonography Concentration
Cardiac Sonography/Echocardiography

Program Contact

April Fricks
Program Director/Instructor
334-420-4334
Location: Trenholm Campus - Bldg. H

LaTonya Caudle
Clinical Coordinator/Instructor
334-420-4358
Location: Trenholm Campus - Bldg. H

The College regularly evaluates student learning outcomes for each program as part of ongoing planning and evaluation.

Estimated Program Length & Cost *

Award	Length	Credit Hours	Tuition/ Fees	Books	Tools	Supplies
Associate Degree (w/ prereqs)	6 Terms	76	$13,112	$1,250	0	$350
(Not including prerequisites)	4 Terms	54	$9,328	$1,250	0	$350
Short Term Certificates (2)	1 Term	14	$2,422	$350	0	$200

* Tax not included. Prices are subject to change without prior notice; the cost of books may vary considerably among suppliers. The cost of general education books is in addition to the total listed above. The length of the program is based on full-time status of 12-15 credit hours per term. Enrollment in transitional-level general education courses will alter the length of the program.

Diagnostic Medical Sonography (Ultrasound)

Degree Type
AAS

General Education Requirements (21 hours)

Area I - Written Composition (3 hours)

Course Code	Title	Credits
ENG-101	English Composition I	3

Area II - Humanities & Fine Arts (3 hours)

Arts:

Course Code	Title	Credits
ART-100	Art Appreciation	3
MUS-101	Music Appreciation	3

Humanities:

Course Code	Title	Credits
PHL-106	Introduction to Philosophy	3
PHL-206	Ethics and Society	3
REL-100	History of World Religions	3
REL-151	Survey of the Old Testament	3
REL-152	Survey of the New Testament	3
SPA-101	Introductory Spanish I	3
SPA-102	Introductory Spanish II	3
SPH-106	Fundamentals of Oral Communication	3
SPH-107	Fundamentals of Public Speaking	3

Area III - Natural Science & Mathematics (12 hours)

(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

Mathematics:

Course Code	Title	Credits
MTH-100	Intermediate College Algebra	3

Natural Sciences:

Course Code	Title	Credits
BIO-120	Medical Terminology	3
BIO-201	Human Anatomy and Physiology I	4
PHY-112	Principle of Physics	2

Area IV - History, Social & Behavioral Sciences (3 hours)

Social and Behavioral Sciences:

Course Code	Title	Credits
PSY-200	General Psychology	3

Area V: Pre-Professional/College Requirements

(Courses appropriate to the degree requirements and major of the individual student and electives.)

College Requirements:

Course Code	Title	Credits
ORI-101	Orientation to College	1

Program Requirements:

Course Code	Title	Credits
DMS-202	Foundations of Sonography	3
DMS-205	Abdominal Sonography I with Lab	4
DMS-206	Gynecologic Sonography with Lab	4
DMS-207	Abdominal Pathology	3
DMS-215	Intro to Sonographic Prin/ Instr.	2
DMS-216	Sonographic Prncpls/Instr. I	3
DMS-217	Sonographic Principles and Instr. II	2
DMS-220	Obstetrical Sonography I	3
DMS-221	Obstetrical Sonography II	3
DMS-225	Superficial Sonography	1
DMS-229	Sonography Preceptorship I	2
DMS-230	Sonography Preceptorship II	3
DMS-231	Sonography Preceptorship III	4
DMS-232	Sonography Preceptorship IV	5
DMS-233	Sonographic Lab I	1
DMS-234	Sonography Lab II	1
DMS-235	Sonographic Lab III	1
DMS-240	Sonographic Priciples & Instrumentation Seminar	2
DMS-241	Abdominal & OBGYN Seminar	3
DMS-245	Sonography Case Presentations	1
DMS-250	Intro to Advanced Sonography	3

Note: Although a CIS course is not required, all DMS-students will be required to demonstrate computer literacy through online assignment, presentations, and other computer-based activities. Students must also complete computer literacy competency assignment.

Required General Education * (21 credit hours): ENG-101, MTH-100, BIO-120, BIO-201, PHY-112, PSY-200

Please Note: The above courses must be completed prior to applying to the Diagnostic Medical Sonography program. All courses are offered at Trenholm State Community College. Transferability of courses from other education institutions will be assessed upon submission of a complete College application.

Total Credits	73

Diagnostic Medical Sonography, Cardiac Sonography/ Echocardiography

Degree Type
STC

Area V: Pre-Professional/College Requirements

(Courses appropriate to the degree requirements and major of the individual student and electives.)

Course Code	Title	Credits
DMS-270	Introduction to Cardiac Sonography	3
DMS-271	Echocardiographic Technology	3
DMS-273	Pathology of Cardiovascular System	3
DMS-274	Echo Clinical	5

Online: DMS-270, DMS-273

Hybrid: DMS-271

Total Credits	14

Diagnostic Medical Sonography, Vascular Sonography

Degree Type
STC

****Eligible students must have completed a general sonography program and be registered with American Registry of Diagnostic Medical Sonographers (ARDMS) or American Registry of Radiologic Technologists (ARRT) in Sonography**

Area V: Pre-Professional/College Requirements

(Courses appropriate to the degree requirements and major of the individual student and electives.)

Course Code	Title	Credits
DMS-260	Introduction to Vascular Sonography	3
DMS-261	Vascular Sonography Techniques	3
DMS-263	Pathology of Vascular Systems	3
DMS-264	Vascular Sonographic Clinical	5

Online: DMS-260, DMS-263

Hybrid: DMS-261

	Total Credits	14

Diesel Mechanics

Program Information

The Diesel Mechanics Program at Trenholm State Community College is designed to teach a student the basic principles required in the repair and maintenance of components in the trucking, equipment, and farm related industries. The student will gain hands-on experience repairing, troubleshooting, and rebuilding various components in these areas.

Occupational Choices

Employment of diesel service technicians and mechanics is projected to show little or no change from 2022 to 2032. As more freight is shipped across the country, additional diesel-powered trucks will be needed to carry freight wherever trains and pipelines are not available or economical. In addition, diesel cars and light trucks are becoming more popular, and more diesel technicians will be needed to maintain and repair these vehicles.

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Diesel Service Technicians and Mechanics, at https://www.bls.gov/ooh/installation-maintenance-and-repair/diesel-service-technicians-and-mechanics.htm (visited *January 30, 2024*).

Average Full-Time Wage

The median annual wage for diesel service technicians and mechanics was $54,360 in 2022. The median wage is the wage at which half the workers in an occupation earned more than that amount, and half earned less. The lowest 10 percent earned less than $37,030, and the highest 10 percent earned more than $78,340.

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Diesel Service Technicians and Mechanics, at https://www.bls.gov/ooh/installation-maintenance-and-repair/diesel-service-technicians-and-mechanics.htm (visited *January 30, 2024*).

Awards Available

Certificate
Diesel Mechanics

Short Term Certificate
Diesel Mechanics
Drive Train
Electrical/Electronics
Engine Rebuild

Program Contact

Robert “Sam” Warren
Program Coordinator/Instructor
334-420-4365
Location: Patterson Site - Bldg. L

The College regularly evaluates student learning outcomes for each program as part of ongoing planning and evaluation.

Estimated Program Length & Cost *

Award	Length	Credit Hours	Tuition/ Fees	Books	Tools	Supplies
Certificate	3 Terms	44	$7,608	$176	$600	$0
Short Term Certificates (3)	1 Term	12	$2,076	$176	$600	$0

The estimated cost of books (CDX Online Annual Subscription) for the total program will be $176.	

* Tax not included. Prices are subject to change without prior notice; the cost of books may vary considerably among suppliers. The cost of general education books is in addition to the total listed above. The length of the program is based on full-time status of 12-15 credit hours per term. Enrollment in transitional-level general education courses will alter the length of the program.

Diesel Mechanics

Degree Type
CER
General Education Requirements (6 hours)

Area I - Written Composition (3 hours)

Course Code	Title	Credits
ENG-100	Vocational Technical English	3
ENG-101	English Composition I	3

Area III - Natural Science & Mathematics (3 hours)

Course Code	Title	Credits
MTH-100	Intermediate College Algebra	3
MTH-116	Mathematical Applications	3

Area V: Pre-Professional/College Requirements

(Courses appropriate to the degree requirements and major of the individual student and electives.)

College Requirements:

Course Code	Title	Credits
ORI-101	Orientation to College	1
DEM-119	Bearings and Lubricants	3
DEM-122	Heavy Vehicle Brakes	3
DEM-123	Pneumatics and Hydraulics	3
DEM-125	Heavy Vehicle Drive Trains	3
DEM-128	Heavy Vehicle Drive Train Lab	3
DEM-129	Diesel Engine Lab	3
DEM-130	Electrical / Electronic Fundamentals	3
DEM-145	Electrical Schematics and Symbols	3
DEM-146	Engine Fundamentals	3
DEM-147	Fuel and Ignition Systems	3
DEM-181	Special Topics in Electrical	3
DEM-191	Special Projects in Diesel Mechanics	3
DEM-262	Co-Op	1
	Total Credits	44

Diesel Mechanics, Drive Train

Degree Type
STC

Area V: Pre-Professional/College Requirements

(Courses appropriate to the degree requirements and major of the individual student and electives.)

College Requirements:

Course Code	Title	Credits
DEM-122	Heavy Vehicle Brakes	3
DEM-123	Pneumatics and Hydraulics	3
DEM-125	Heavy Vehicle Drive Trains	3
DEM-128	Heavy Vehicle Drive Train Lab	3
	Total Credits	12

Diesel Mechanics, Electrical/Electronics

Degree Type
STC

Area V: Pre-Professional/College Requirements

(Courses appropriate to the degree requirements and major of the individual student and electives.)

College Requirements:

Course Code	Title	Credits
DEM-130	Electrical / Electronic Fundamentals	3
DEM-145	Electrical Schematics and Symbols	3
DEM-181	Special Topics in Electrical	3
DEM-191	Special Projects in Diesel Mechanics	3
	Total Credits	12

Diesel Mechanics, Engine Rebuild

Degree Type
STC

Area V: Pre-Professional/College Requirements

(Courses appropriate to the degree requirements and major of the individual student and electives.)

College Requirements:

Course Code	Title	Credits
DEM-119	Bearings and Lubricants	3
DEM-129	Diesel Engine Lab	3
DEM-146	Engine Fundamentals	3
DEM-147	Fuel and Ignition Systems	3
	Total Credits	12

Electrical

Program Information

Electrical wiring is integral to industry, commercial enterprises, and residential homes. The Electrical curriculum integrates basic electrical skills and high-tech instrumentation for a wide range of industrial employment. The term “instrumentation” refers to instruments used to measure and control manufacturing conversions or treating processes. Knowledge of electricity and process control gives a person a more marketable skill to offer all industries. These fields expand into SMART instruments, PLC/DCS interface, and AC variable frequency motor controls. The Electrical Technology program is designed to teach the basic principles of electricity, the National Electric Code, and the safe installation of electrical wiring and equipment. Electrical/Instrumentation Technology is designed to teach basic instrumentation for measurement and control in manufacturing. A student will gain knowledge and practical hands-on experience in both technologies for servicing, troubleshooting, and monitoring these systems and equipment through the various courses.

Occupational Choices

Employment of electricians is projected to grow by six percent from 2022 to 2032, faster than the average for all occupations. About 73,500 openings for electricians are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire. Nearly every building has electricity. Electricians are needed to install and replace these power systems. Alternative power generation, such as solar and wind, is a growing field that should require more electricians for installation. Electricians will continue to be needed to link these alternative systems to homes and power grids over the projected decade. However, employment growth stemming from these alternative sources may depend on government provisions—such as credits, net metering, and tax incentives—that spur consumer demand by lowering installation costs.

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Electricians, at https://www.bls.gov/ooh/construction-and-extraction/electricians.htm (visited *January 27, 2024*).

Average Full-Time Wage

The median annual wage for electricians was $60,240 in May 2022. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than $37,440, and the highest 10 percent earned more than $102,300.

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Electricians, at https://www.bls.gov/ooh/construction-and-extraction/electricians.htm (visited *January 27, 2024*).

Awards Available

Associate of Applied Science

Automotive/Advanced Manufacturing Electrical

Electrician
Instrumentation

Short Term Certificate

Automotive/Advanced Manufacturing Electrical

Entry Level Technician
Instrumentation

Program Contact

Edward Abrasley
Program Coordinator/Instructor
334-420-4369
Location: Patterson Site - Bldg. M

The College regularly evaluates student learning outcomes for each program as part of ongoing planning and evaluation.

Estimated Program Length & Cost *

Award	Length	Credit Hours	Tuition/ Fees	Books	Tools	Supplies
Associate Degree	6 Terms	74	$12,768	$1,920	$600	$300
Associate Degree	6 Terms	73	$12,596	$1,920	$600	$300
Short Term Certificate	3 Terms	28	$4,844	$1,000	$600	$200
Short Term Certificate	3 Terms	22	$3,806	$1,000	$600	$200

* Tax not included. Prices are subject to change without prior notice; the cost of books may vary considerably among suppliers. The cost of general education books is in addition to the total listed above. The length of the program is based on full-time status of 12-15 credit hours per term. Enrollment in transitional-level general education courses will alter the length of the program.

Automotive/Advanced Manufacturing Electrical, Entry Level Technician

Degree Type
STC

Area V: Pre-Professional/College Requirements

(Courses appropriate to the degree requirements and major of the individual student and electives.)

College Requirements:

Course Code	Title	Credits
ELT-108	DC Fundamentals	3
ELT-110	Wiring Methods	3
ELT-119	Concepts of Solid-State Electronics	5
	ELT-206 or ADM-111	3
ELT-209	Motor Controls I	3
	Total Credits	22

Graphic Design

Program Information

Graphic Design is a vital component of the communications people receive each day. Personal, professional, business, and industry transactions

could not exist without visual images. Today, graphic design has become a "high-tech" field, and the technical skills and knowledge base necessary to produce visually rich products have grown astronomically. Graphic designers create visual concepts by hand and use computer software to communicate ideas that inspire, inform, or captivate consumers. They help make an organization recognizable by selecting colors, images, or logo designs that represent a particular idea or identity for advertising and promotions.

In the Graphic Design program at Trenholm State Community College, students receive instruction in graphic design, illustration, 3D design, print design, web design, photography, video and new media, graphic image generation, and various other areas of study to stay abreast of the rapidly advancing technology in the Graphic Design industry. With dedication and commitment to this program, a student will be able to achieve a degree of skill enabling him or her to graduate and obtain employment in the Graphic Design industry.

Occupational Choices

Employment of graphic designers is projected to grow 3 percent from 2021 to 2031. While overall employment in this occupation is expected to decrease, specific projections vary by industry. For example, the employment of graphic designers in newspaper, periodical, book, and directory publishers is projected to decline significantly. In contrast, the employment of graphic designers in computer systems design and related services is projected to grow. Companies are continuing to increase their digital presence, which sometimes requires graphic designers to help create visually appealing and effective layouts of websites.

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Graphic Designers, at https://www.bls.gov/ooh/arts-and-design/graphic-designers.htm (visited *March 03, 2023*).

Average Full-Time Wage

The median annual wage for graphic designers was $50,710 in May 2021. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than $31,310, and the highest 10 percent earned more than $98,260.

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Graphic Designers, at https://www.bls.gov/ooh/arts-and-design/graphic-designers.htm (visited *March 03, 2023*).

Awards Available

Associate of Applied Science
Graphic Design

Certificate
Graphic Design

Short Term Certificate
Graphic Design - Design
Graphic Design - Layout
Graphic Design - Visual Design

Program Contact

Spencer Arington
Program Coordinator/Instructor
334-420-4223
Location: Patterson Site - Bldg. K

The College regularly evaluates student learning outcomes for each program as part of ongoing planning and evaluation.

Estimated Program Length & Cost *

Award	Length	Credit Hours	Tuition/ Fees	Books	Tools	Supplies
Associate Degree	6 Terms	76	$13,112	$300	$35	$75
Certificate	4 Term	37	$6,401	$300	$35	$75
Short Term Certificate	1 Terms	12	$2,076	$300	$35	$75

* Tax not included. Prices are subject to change without prior notice; the cost of books may vary considerably among suppliers. The cost of general education books is in addition to the total listed above. The length of the program is based on full-time status of 12-15 credit hours per term. Enrollment in transitional-level general education courses will alter the length of the program.

Graphic Design

Degree Type
AAS
General Education Requirements (18 hours)

Area I - Written Composition (6 hours)

Course Code	Title	Credits
ENG-101	English Composition I	3
ENG-102	English Composition II	3

Area II - Humanities & Fine Arts (3 hours)

(Humanities and Arts disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.)

Note: If SPH-106, SPH-107, SPA-101 or SPA-102 has been taken an additional 3 semester hours in Humanities and Fine Arts must be taken to satisfy requirements in Area II.

Arts:

Course Code	Title	Credits
ART-100	Art Appreciation	3
MUS-101	Music Appreciation	3

Humanities:

Course Code	Title	Credits
PHL-106	Introduction to Philosophy	3
PHL-206	Ethics and Society	3
REL-100	History of World Religions	3
REL-151	Survey of the Old Testament	3
REL-152	Survey of the New Testament	3
SPA-101	Introductory Spanish I	3
SPA-102	Introductory Spanish II	3
SPH-106	Fundamentals of Oral Communication	3
SPH-107	Fundamentals of Public Speaking	3

Literature:

Course Code	Title	Credits
ENG-251	American Literature I	3
ENG-252	American Literature II	3
ENG-261	English Literature I	3
ENG-262	English Literature II	3
ENG-271	World Literature I	3
ENG-272	World Literature II	3

Area III - Natural Science & Mathematics (6-7 hours)

(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

Note: 3 semester hours in MTH must be completed. Additional hours can be taken in the Natural Science area.

Mathematics:

Course Code	Title	Credits
MTH-100	Intermediate College Algebra	3
MTH-104	Plane Trigonometry	3
MTH-110	Finite Mathematics	3
MTH-112	Precalculus Algebra	3
MTH-116	Mathematical Applications	3

Natural Sciences:

Course Code	Title	Credits
BIO-101	Introduction to Biology I	4
BIO-102	Introduction to Biology II	4
BIO-103	Principles of Biology I	4
BIO-104	Principles of Biology II	4
PHS-111	Physical Science	4
PHS-112	Physical Science	4
PHY-120	Introduction to Physics	4

Area IV - History, Social & Behavioral Sciences (3 hours)

(Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.)

Note: Must complete 3 semester hours.

History:

Course Code	Title	Credits
HIS-101	Western Civilization I	3
HIS-102	Western Civilization II	3
HIS-121	World History I	3
HIS-122	World History II	3
HIS-201	United States History I	3
HIS-202	United States History II	3

Social and Behavioral Sciences:

Course Code	Title	Credits
PSY-200	General Psychology	3
PSY-210	Human Growth and Development	3
SOC-200	Introduction to Sociology	3
POL-200	Introduction to Political Science	3
POL-211	American National Government	3

Area V: Pre-Professional/College Requirements

(Courses appropriate to the degree requirements and major of the individual student and electives.)

College Requirements:

Course Code	Title	Credits
ORI-101	Orientation to College	1
GRD-101	Introduction to Graphics	3
GRD-112	Layout and Design	3
GRD-114	Illustration Graphics	3
GRD-116	Photoshop	3
GRD-118	Graphic Design Techniques	3
GRD-150	Web Design	3
GRD-190	Portfolio Preparation	3
GRD-212	Publication Design	3
GRD-214	Illustration Design Techniques	3
GRD-216	Photoshop Techniques	3
GRD-290	Portfolio Presentation	3

Electives:

Course Code	Title	Credits
GRD-121	Digital Photography Foundation	3
GRD-137	3-D Fundamentals	3
GRD-143	Digital Video Foundation	3
GRD-160	Production Procedures	3
GRD-164	Illustration Design	3
GRD-170	Production Processes	3
GRD-171	Digital Photography Techniques	3
GRD-175	Web Graphics	3
GRD-183	Digital Video Production	3
GRD-187	3-D Animation	3
GRD-219	Photoshop Imaging	3
GRD-221	Conceptual Digital Photography	3
GRD-225	Publication Studio	3
GRD-230	Basic Multimedia Presentation	3
GRD-235	Advanced Multimedia Production	3
GRD-237	3-D Graphics and Animation	3
GRD-240	Graphic Software Exploration	3
GRD-243	Digital Video Effects	3
GRD-250	Web Media	3
GRD-261	Design Studio I	3
GRD-262	Design Studio II	3
GRD-263	Design Studio III	3
GRD-264	Illustration Design Studio	3
GRD-265	Package Design Studio	3
GRD-271	Digital Photography Studio	3
GRD-275	Web Design Studio	3
GRD-283	Digital Video Studio	3
GRD-287	3-D Studio	3
GRD-292	Practicum / Coop	3
GRD-294	Practicum / Coop	3
GRD-295	Graphic Trends	3
GRD-298	Graphic Trends	3
	Total Credits	76

Graphic Design

Degree Type
CER

General Education Requirements (6 hours)

Area I - Written Composition (3 hours)

Course Code	Title	Credits
ENG-101	English Composition I	3
ENG-102	English Composition II	3

Area III - Natural Science & Mathematics (3 hours)

(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

Note: 3 semester hours in MTH must be completed. Additional hours can be taken in the Natural Science area.

Mathematics:

Course Code	Title	Credits
MTH-100	Intermediate College Algebra	3
MTH-104	Plane Trigonometry	3
MTH-110	Finite Mathematics	3
MTH-112	Precalculus Algebra	3
MTH-116	Mathematical Applications	3

Natural Sciences:

Course Code	Title	Credits
BIO-101	Introduction to Biology I	4
BIO-102	Introduction to Biology II	4
BIO-103	Principles of Biology I	4
BIO-104	Principles of Biology II	4
PHS-111	Physical Science	4
PHS-112	Physical Science	4
PHY-120	Introduction to Physics	4

Area V: Pre-Professional/College Requirements

(Courses appropriate to the degree requirements and major of the individual student and electives.)

College Requirements:

Course Code	Title	Credits
ORI-101	Orientation to College	1
GRD-101	Introduction to Graphics	3
GRD-112	Layout and Design	3
GRD-114	Illustration Graphics	3
GRD-116	Photoshop	3
GRD-118	Graphic Design Techniques	3
GRD-150	Web Design	3
GRD-190	Portfolio Preparation	3
GRD-212	Publication Design	3
GRD-214	Illustration Design Techniques	3
GRD-216	Photoshop Techniques	3
	Total Credits	37

Graphic Design, Design

Degree Type
STC

Area V: Pre-Professional/College Requirements

(Courses appropriate to the degree requirements and major of the individual student and electives.)

College Requirements:

Course Code	Title	Credits
GRD-101	Introduction to Graphics	3
GRD-114	Illustration Graphics	3
GRD-116	Photoshop	3
	GRD Elective	3
	Total Credits	12

Graphic Design, Visual Design

Degree Type
STC

Area V: Pre-Professional/College Requirements

(Courses appropriate to the degree requirements and major of the individual student and electives.)

College Requirements:

Course Code	Title	Credits
GRD-150	Web Design	3
GRD-190	Portfolio Preparation	3
GRD-212	Publication Design	3
	GRD Elective	3
	Total Credits	12

Graphic Design, Layout

Degree Type
STC

Area V: Pre-Professional/College Requirements

(Courses appropriate to the degree requirements and major of the individual student and electives.)

College Requirements:

Course Code	Title	Credits
GRD-112	Layout and Design	3
GRD-118	Graphic Design Techniques	3
GRD-214	Illustration Design Techniques	3
GRD-216	Photoshop Techniques	3
	Total Credits	12

Licensed Practical Nursing (LPN) Immediate Impact

Program Information

The Licensed Practical Nursing (LPN) Immediate Impact Program powered by Baptist Health was developed as an institutional collaboration between Trenholm State Community College and Baptist Health. This is a Stand-Alone Practical Nursing program and will follow the established nursing

curriculum. Cohorts enrolled in the LPN Immediate Impact program will receive didactic instruction and clinical education within the Institute for Patient Safety and Medical Simulation Building and other affiliated Baptist Health facilities.

The Stand-Alone Practical Nursing program is designed to provide students with the knowledge and proficiencies to provide safe and effective bedside nursing care within the scope of practice of licensed practical nurses. Students are instructed in providing nursing care for clients throughout their lifespan. Clinical experiences are provided at area hospitals and healthcare agencies in adult health, maternal health, child health, orthopedics, geriatrics, psychiatry, and other areas of nursing practice.

The Stand-Alone Practical Nursing program is open to men and women; few careers match the versatility, satisfaction, and longevity of a nursing career. Students who have satisfactorily completed the program when meeting eligibility requirements by a licensure board may sit for the National Council Licensure Examination for Practical Nursing (NCLEX-PN). The program is accredited by the Accreditation Commission for Education in Nursing (ACEN) and approved by the Alabama Board of Nursing. The Stand-Alone Practical Nursing program has a competitive admissions process.

Occupational Choices

Employment of licensed practical and licensed vocational nurses is projected to grow 5 percent from 2022 to 2032, about as fast as the average for all occupations. About 54,400 openings for licensed practical and licensed vocational nurses are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire. Source: Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, May 14, 2024

Average Full-Time Wage

In 2023, the median annual wages of licensed practical and licensed vocational nurses were $59,730. Consequently, the highest 10 percent earned approximately $ 77,870, with the lowest 10 percent earning less than $51,820.

Source: of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, Licensed Practical and Licensed Vocational Nurses, May 14, 2024

Admission Criteria

Admission Requirements and procedures may change without prior notice. Please check with the Health Sciences Division and/or website for updates.

Applicants should complete and submit the LPN Immediate Impact Program powered by Baptist Health Application and request copies of college and high school transcripts sent directly to the College's Admission Office.

Minimum admission standards include:

1. Unconditional admission to the college (must complete college application).
2. Receipt of the completed application for the nursing program by the established deadline for admission.
3. Minimum of 2.50 cumulative GPA for required academic core courses
4. Minimum of 2.50 high school GPA for students without prior college work (GED acceptable in lieu of high school transcript).
5. Math and Science courses must be within a 5-year time frame of application to the nursing program for eligibility requirements.
6. Good standing with college, including a minimum overall cumulative GPA of 2.50.
7. Meeting the essential functions.
8. An official score on ACT National or Residual with a minimum composite score of 18 OR a minimum score of 58 on the TEAS test is the minimum requirement for application to the LPN Immediate Impact Program, and there are no exceptions. The ACT composite score has no time limit. The TEAS test score must be 3 years or less from the application deadline date. ACT Superscores are not accepted by the Nursing program.
9. Take the ACCUPLACER placement examination as indicated (exceptions may apply).
10. Pre-requisite courses must be completed prior to entering the nursing program. The completed pre-requisite courses must be on the applicant's transcript(s). ALL transcripts

must be included in the application packet by the final deadline.
Prerequisites for the program are:

- English Composition I (ENG101) Not required prior to applying.
- Speech (SPH106 or 107) Not required prior to applying.
  MTH 100 Intermediate College Algebra (or higher-level math)
  Anatomy & Physiology I (BIO201)
  Anatomy & Physiology II (BIO202)
- Human Growth & Development (PSY210) Not required prior to applying.

Prerequisites not taken prior to entering the nursing program:
ORI 101 (Orientation to College) and *ENG 101 must be taken before the conclusion of the first semester of the Stand-Alone LPN program. SPH 106 or 107 and PSY 210 must be taken before the conclusion of the second semester of the Stand-Alone LPN program. Courses must be completed with a "C" or above to continue in the nursing program.

11. All math (MTH) and science (BIO) pre-requisite courses must be taken within 5 years of application to the Nursing program.
12. All pre-requisite courses, other minimum requirements for application, and additional information can be found on this webpage. All applicants must be unconditionally accepted by TSCC prior to applying to the Nursing program.
13. Transfer students must be in good standing from the transferring institution with a letter from the Program Director and a minimum of 2.50 cumulative GPA with nursing courses no more than one year from the date of application. Acceptance of transfer students into the program is not guaranteed.
14. Applicants choosing the Stand-Alone Practical Nursing Program will conclude after the end of the third semester of study. Students who have satisfactorily completed the program will receive a certificate and, when meeting eligibility requirements by a licensure board, may sit for the NCLEX-PN.

Nursing Program Selection Criteria

Points for grades in the following nursing required core general educational courses are as documented:

- A = 3 points, B = 2 points, C = 1 point
- ENG-101 English Composition
- MTH-100 Intermediate College Algebra
- BIO-201 Anatomy & Physiology I (BIO 103 is a pre-requisite for this course)
- BIO-202 Anatomy & Physiology II
- ORI-101 College Orientation

An additional 10 points may be awarded as determined by the individual college policy and procedure.

A minimum 2.50 GPA is required in the core general educational courses for the nursing program. Not all courses may have been completed at the time of admission to the nursing program; however, students may experience less conflict in scheduling classes if general education classes are completed prior to entering the professional phase of study. Core general educational courses taken in high school as dual enrollment will be used in GPA calculation.

Practical Nursing general education courses:

- ENG-101 English Composition I
- MTH-100 Intermediate College Algebra (or higher-level math - Pre-Cal, Finite Math)
- BIO-201/202 Anatomy & Physiology I & II
- PSY-210 Human Growth & Development
- SPH-106 or 107 Fundamentals of Oral Communication or Public Speaking

Minimum 2.50 cumulative GPA at a current, native institution or cumulative 2.50 GPA at institution from which student is transferring.

ACT- minimum requirement of a composite score of 18 points.

Minimum 2.50 cumulative high school GPA for students without prior college courses (GED as applicable).

Meeting the essential functions of nursing.

Students in the Stand-Alone Practical Nursing Program must meet the following requirements, which will be completed at the student's expense prior to and throughout enrollment in the program inclusive of:

1. Alabama Community College System Essential Functions
2. Verification of physical and mental capabilities to function as a nurse in diverse settings with or without reasonable accommodations,
3. Absence of use of drugs and alcohol by participation in random and scheduled drug/alcohol testing at the student's expense,
4. Adherence to policies of affiliated clinical agencies by submitting criminal background check and CPR certification prior to enrollment.

Admission to the Licensed Practical Nursing Immediate Impact Program powered by Baptist Health is competitive and the number of students is limited by the number of faculty and clinical facilities available. Meeting minimal requirements does not guarantee acceptance. If the number of eligible applicants exceeds the space available to new enrollees, applicants are rank ordered using a point system based on:

1. ACT composite score of 18 or higher; TEAS test score of 58 or higher
2. Points for selected college courses (i.e., ENG-101, MTH-100, BIO-201 & 202, PSY-210, SPH-106 or 107).
3. Students may be awarded up to 10 additional points as determined by college policy and procedures.

The applicant's composite ACT or TEAS test score will encompass points awarded. Applicants must schedule the ACT or TEAS test as stipulated and pay the appropriate fee.

The Practical Nursing Immediate Impact Program Admissions/Selection Committee will review and calculate points for students meeting minimum admissions standards after receiving GPA calculations from the Registrar.

This process may take 4-6 weeks after each deadline before applicants receive notification of acceptance. Calls to the department will slow the process.

Transfer Policy

The transfer policy applies only to students desiring to transfer between Alabama Community College System institutions. It does not apply to students wishing to transfer from other institutions. Questions regarding this policy should be directed to the nursing program director. Acceptance of transfer students into the program at TSCC is not guaranteed.

Awards Available

Certificate
Practical Nursing

Program Contact

Dr. Debra Lett, PhD MSN, MPA, RN
Director of Nursing/Instructor
334-420-4497
Location: Trenholm Campus - Bldg. B

The College regularly evaluates student learning outcomes for each program as part of ongoing planning and evaluation.

Estimated Program Length & Cost *

Award	Length	Credit Hours	Tuition/ Fees	Books	Tools	Supplies
Certificate	3 Terms	46	$7,952	$1,200	$745	$600
Estimated Testing Fees: $1,000						

* Tax not included. Prices are subject to change without prior notice; the cost of books may vary considerably among suppliers. The cost of general education books is in addition to the total listed above. The length of the program is based on full-time status of 12-15 credit hours per term. Enrollment in transitional-level general education courses will alter the length of the program.

Licensed Practical Nursing Immediate Impact

Degree Type
CER

General Education Requirements (9 hours)

Area I - Written Composition (3 hours)

Course Code	Title	Credits
ENG-101	English Composition I	3
ENG-102	English Composition II	3
ENG-130	Technical Report Writing	3

Area II - Humanities & Fine Arts (3 hours)

(Humanities and Arts disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.)

Note: If SPH-106, SPH-107, SPA-101 or SPA-102 has been taken an additional 3 semester hours in Humanities and Fine Arts must be taken to satisfy requirements in Area II.

Arts:

Course Code	Title	Credits
ART-100	Art Appreciation	3
MUS-101	Music Appreciation	3

Humanities:

Course Code	Title	Credits
PHL-106	Introduction to Philosophy	3
PHL-206	Ethics and Society	3
REL-100	History of World Religions	3
REL-151	Survey of the Old Testament	3
REL-152	Survey of the New Testament	3
SPA-101	Introductory Spanish I	3
SPA-102	Introductory Spanish II	3
SPH-106	Fundamentals of Oral Communication	3
SPH-107	Fundamentals of Public Speaking	3

Literature:

Course Code	Title	Credits
ENG-251	American Literature I	3
ENG-252	American Literature II	3
ENG-261	English Literature I	3
ENG-262	English Literature II	3
ENG-271	World Literature I	3
ENG-272	World Literature II	3

Area III - Natural Science & Mathematics (3 hours)

(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

Note: 3 semester hours in MTH must be completed. Additional hours can be taken in the Natural Science area.

Mathematics:

Course Code	Title	Credits
MTH-100	Intermediate College Algebra	3
MTH-103	Intro to Technical Mathematics	3
MTH-104	Plane Trigonometry	3
MTH-110	Finite Mathematics	3
MTH-112	Precalculus Algebra	3
MTH-116	Mathematical Applications	3

Natural Sciences:

Course Code	Title	Credits
BIO-101	Introduction to Biology I	4
BIO-102	Introduction to Biology II	4
BIO-103	Principles of Biology I	4
BIO-104	Principles of Biology II	4
BIO-201	Human Anatomy and Physiology I	4
BIO-202	Human Anatomy and Physiology II	4
PHS-111	Physical Science	4
PHS-112	Physical Science	4
PHY-120	Introduction to Physics	4

Area IV - History, Social & Behavioral Sciences (3 hours)

(Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.)

History:

Course Code	Title	Credits
HIS-101	Western Civilization I	3
HIS-102	Western Civilization II	3
HIS-121	World History I	3
HIS-122	World History II	3
HIS-201	United States History I	3
HIS-202	United States History II	3

Social and Behavioral Sciences:

Course Code	Title	Credits
PSY-200	General Psychology	3
PSY-210	Human Growth and Development	3
SOC-200	Introduction to Sociology	3
POL-200	Introduction to Political Science	3
POL-211	American National Government	3

Area V: Pre-Professional/College Requirements

(Courses appropriate to the degree requirements and major of the individual student and electives.)

College Requirements:

Course Code	Title	Credits
ORI-101	Orientation to College	1
NUR-112	Fundamental Concepts of Nursing	7
NUR-113	Nursing Concepts 1	8
NUR-114	Nursing Concepts II	8
NUR-115	Evidence Based Clinical Reasoning	2

*** These courses are required for this program - ENG-101, SPH-106, MTH-100, BIO-201, BIO-202, PSY-210. ORI 101- Orientation to College is required for program completion and must be taken at TSCC.**

Note: Students applying for Practical Nursing are exempt PSY-200 - General Psychology.

Total Credits	46

Medical Assisting

Program Information

The Medical Assisting Program at H. Councill Trenholm State Community College is accredited by the Committee on Accreditation of Allied Health Education Programs (CAAHEP). The Medical Assisting Education Review Board (MAERB) is a Committee on Accreditation (CoA) of CAAHEP that makes accreditation recommendations for the accreditation status of medical assisting programs.

The curriculum is designed to provide students with theoretical instruction and practical application. Various methodologies are utilized to meet students' diverse learning styles' needs. Some of the clinical skills covered include taking medical histories, taking and recording vital signs, assisting with examinations and treatments, providing patient teaching, and performing specialized tests such as

electrocardiograms (EKGs) and diagnostic laboratory testing. Administrative skills include scheduling appointments, performing manual and computerized billing, and filing insurance claims.

All graduates of the Medical Assisting Program are academically eligible to take the American Association of Medical Assistants National Certification Examination, the American Medical Technologist Examination, and the National Health Career Association Examination. Upon successful completion of this examination, the graduate will earn the title of Certified Medical Assistant, Registered Medical Assistant, or Certified Clinical Medical Assistant. The American Association of Medical Assistants stipulates that individuals found guilty of a felony or who pleaded guilty to a felony are ineligible to sit for the National Certification Exam. The certifying board may grant a waiver based on mitigating circumstances. Applicants who have been convicted of a felony or pleaded guilty to a felony may be accepted to the Medical Assisting Program. However, admission to the Program does not guarantee in any way that the applicant will be eligible to sit for the American Association of Medical Assistants National Certification Examination, the American Medical Technologist Examination, or the National Health Career Association Examination.

Program Mission

The Medical Assistant Program's Mission is to prepare medical assistants who are competent in cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession as effective members of the health care team.

Program Competencies

Upon successful completion of this program, the student should be able to:

1. Acquire the necessary skills to assist a physician by performing functions related to business administration and a medical office's clinical duties.
2. Acquire knowledge and familiarity with insurance, accounts, reports, medical records, and medical transcription.
3. Develop skills and knowledge in the proper procedures of patient preparation for examination.
4. Assess vital signs and assist the physician with patient examinations and treatment.
5. Perform routine office laboratory procedures such as phlebotomy, urinalysis, and diagnostic cultures.
6. Develop a thorough knowledge of medical office emergencies, including CPR and the proper procedures for its application.
7. Develop skills in the use of the electrocardiography machine.
8. Describe the legal and ethical issues governing the practice of medicine related to the medical office setting.
9. Demonstrate a safe level of knowledge using pharmaceutical medication preparation and administration principles.
10. File alphabetically, geographically, and numerically sign color-coded methodologies as dictated within the office setting.

Occupational Choices

According to the U.S. Department of Labor, employment of medical assistants is expected to grow 14 percent from 2022 to 2032, much faster than the average for all occupations. As the healthcare industry expands because of technological advances in medicine and the growth and aging of the population, there will be an increased need for all healthcare workers. The increasing prevalence of certain conditions, such as obesity and diabetes, will also increase the demand for healthcare services and medical assistants. Increasing the use of medical assistants to allow doctors to care for more patients will further stimulate job growth. Job placement opportunities are numerous in the Montgomery area. Most employers prefer to hire individuals who have completed a formal program in Medical Assisting. Physicians' offices, laboratories, hospitals, and ambulatory care centers are just a few of the current job opportunities.

Source: Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, Medical Assistants, at https://www.bls.gov/ooh/healthcare/medical-assistants.htm

Average Full-Time Wage

The median annual wage for medical assistants was $38,270 in May 2022. The median wage is the wage at which half the workers in an occupation earned more than that amount, and half earned less. The lowest 10 percent earned less than $30,390, and the highest 10 percent earned more than $51,710.

Source: Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, Medical Assistants, at https://www.bls.gov/ooh/healthcare/medical-assistants.htm

Additional Requirements

Students are admitted to the Medical Assisting Program each semester. Individuals who are interested in enrolling in the program must:

1. Meet all the general admission requirements of Trenholm State.
2. Schedule an appointment before the beginning of the anticipated enrollment date with the program coordinator or designee to validate a keying speed of 30 words per minute. Individuals not meeting this requirement must enroll in MAT 100 - Introduction to Document Production. Appointments will not be scheduled once the semester begins.
3. Students must submit health information and complete a physical examination by a licensed physician, physician assistant, or nurse practitioner before participating in learning experiences in any clinical facility. (Required before starting MAT-230 - Medical Assisting Preceptorship and MAT 239-Phlebotomy Preceptorship)
4. Students must provide documentation of required drug screening and immunizations (Hepatitis B, Tetanus, MMR, and TB) before preceptorship. Documentation of a negative drug screen and TB skin test should be submitted within three months before the anticipated semester of enrollment and no later than 30 days after enrollment in the preceptor course. For students who have a positive drug screen, retesting should be completed 30 days following the positive examination. Students who have a positive TB skin test result must submit documentation of a negative chest x-ray within 30 days following a positive examination. Students must have the TB skin test repeated yearly until completion of the program. (Required before starting MAT-230 - Medical Assisting Preceptorship and MAT 239-Phlebotomy Preceptorship)
5. Students must have current CPR certification to participate in learning experiences in any clinical facility. The certification must remain valid throughout the learning experience. (Required before starting MAT-230 - Medical Assisting Preceptorship and MAT 239-Phlebotomy Preceptorship)
6. Students must have liability insurance before participating in learning experiences in any clinical facility. Insurance is available through the college. The cost of the liability insurance is the student's responsibility.
7. Students must adhere to the program's dress code when participating in laboratory and clinical activities on and off campus.

Awards Available

Associate of Applied Science
Medical Assisting

Short Term Certificate
Medical Assisting

Program Contact

Dr. Chandrika McQueen
Program Coordinator/Instructor
334-420-4422
Location: Trenholm Campus - Bldg. J

The College regularly evaluates student learning outcomes for each program as part of ongoing planning and evaluation.

Estimated Program Length & Cost *

Award	Length	Credit Hours	Tuition/ Fees	Books	Tools	Supplies
Associate Degree	6 Terms	74	$12,768	$1,330	0	$700
Short Term Certificate	2 Terms	24	$4,152	$1,330	0	$700

* Tax not included. Prices are subject to change without prior notice; the cost of books may vary considerably among suppliers. The cost of general education books is in addition to the total listed above. The length of the program is based on full-time status of 12-15 credit hours per term. Enrollment in transitional-level general education courses will alter the length of the program.

Medical Assisting

Degree Type
AAS

Program Prerequisite: MAT-100
(Must be able to key 30 words per minute or take MAT-100 Introduction to Medical Document Production)

General Education Requirements (18 hours)

Area I - Written Composition (6 hours)

Course Code	Title	Credits
ENG-101	English Composition I	3
ENG-102	English Composition II	3

Area II - Humanities & Fine Arts (3 hours)

(Humanities and Arts disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.)

Note: If SPH-106, SPH-107, SPA-101 or SPA-102 has been taken an additional 3 semester hours in Humanities and Fine Arts must be taken to satisfy requirements in Area II.

Arts:

Course Code	Title	Credits
ART-100	Art Appreciation	3
MUS-101	Music Appreciation	3

Humanities:

Course Code	Title	Credits
PHL-106	Introduction to Philosophy	3
PHL-206	Ethics and Society	3
REL-100	History of World Religions	3
REL-151	Survey of the Old Testament	3
REL-152	Survey of the New Testament	3
SPA-101	Introductory Spanish I	3
SPA-102	Introductory Spanish II	3
SPH-106	Fundamentals of Oral Communication	3
SPH-107	Fundamentals of Public Speaking	3

Literature:

Course Code	Title	Credits
ENG-251	American Literature I	3
ENG-252	American Literature II	3
ENG-261	English Literature I	3
ENG-262	English Literature II	3
ENG-271	World Literature I	3
ENG-272	World Literature II	3

Area III - Natural Science & Mathematics (6-7 hours)

(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

Note: 3 semester hours in MTH must be completed. Additional hours can be taken in the Natural Science area.

Mathematics:

Course Code	Title	Credits
MTH-100	Intermediate College Algebra	3
MTH-104	Plane Trigonometry	3
MTH-110	Finite Mathematics	3
MTH-112	Precalculus Algebra	3
MTH-116	Mathematical Applications	3

Natural Sciences:

Course Code	Title	Credits
BIO-101	Introduction to Biology I	4
BIO-102	Introduction to Biology II	4
BIO-103	Principles of Biology I	4
BIO-104	Principles of Biology II	4
PHS-111	Physical Science	4
PHS-112	Physical Science	4
PHY-120	Introduction to Physics	4

Area IV - History, Social & Behavioral Sciences (3 hours)

(Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.)

Note: Must complete 3 semester hours.

History:

Course Code	Title	Credits
HIS-101	Western Civilization I	3
HIS-102	Western Civilization II	3
HIS-121	World History I	3
HIS-122	World History II	3
HIS-201	United States History I	3
HIS-202	United States History II	3

Social and Behavioral Sciences:

Course Code	Title	Credits
PSY-200	General Psychology	3
PSY-210	Human Growth and Development	3
SOC-200	Introduction to Sociology	3
POL-200	Introduction to Political Science	3
POL-211	American National Government	3

Area V: Pre-Professional/College Requirements

(Courses appropriate to the degree requirements and major of the individual student and electives.)

College Requirements:

Course Code	Title	Credits
ORI-101	Orientation to College	1
	CIS-146 or CIS-149	3
MAT-100	Intro to Medical Document Production	3
MAT-101	Medical Terminology	3
MAT-102	Medical Assisting Theory I	3
MAT-103	Medical Assisting Theory II	3
MAT-111	Clinical Proc I for the Medical Assistant	3
MAT-120	Medical Administrative Procedures I	3
MAT-121	Medical Administrative Procedures II	3
MAT-122	Basic Concepts of Interpersonal Relationships	3
MAT-125	Lab Procedures I for the Medical Assistant	3
MAT-128	Med Law & Ethics for the Medical Assistant	3
MAT-200	Management of Office Emergencies	2
MAT-211	Clinical Proc II for the Medical Assistant	3
MAT-215	Lab Procedures II for the Medical Assistant	3
MAT-216	Pharmacology for the Medical Office	4
MAT-220	Medical Office Insurance	3
MAT-228	Medical Assistant Review Course	1

Electives: (select 3 credit hours)

Course Code	Title	Credits
BIO-103	Principles of Biology I	4
BIO-112	Human Reproduction & Inheritance	3
BIO-211	Human Anatomy and Physiology for Health Occupations I	4
	CIS-146 or CIS-149	3
MAT-222	Medical Transcription I (Elective)	2
MAT-227	Special Topics in Medical Assisting (Elective)	1
MAT-239	Phlebotomy Preceptorship	3
	Total Credits	74

Medical Assisting Technology

Degree Type
STC

Program Prerequisite: MAT-100
(Must be able to key 30 words per minute or take MAT-100 Introduction to Medical Document Production)

Area V: Pre-Professional/College Requirements

(Courses appropriate to the degree requirements and major of the individual student and electives.)

College Requirements:

Course Code	Title	Credits
MAT-100	Intro to Medical Document Production	3
MAT-101	Medical Terminology	3
MAT-102	Medical Assisting Theory I	3
MAT-122	Basic Concepts of Interpersonal Relationships	3
MAT-125	Lab Procedures I for the Medical Assistant	3
MAT-128	Med Law & Ethics for the Medical Assistant	3
MAT-215	Lab Procedures II for the Medical Assistant	3
MAT-239	Phlebotomy Preceptorship	3
	Total Credits	24

Practical Nursing

Program Information

The Practical Nursing option provides students with knowledge and competencies for safe and evidence-based nursing practice. Students are instructed in the provision of nursing care for clients across the lifespan. Clinical experiences are provided at area hospitals and health care agencies.

Students who have satisfactorily completed the program when meeting eligibility requirements by a licensure board may sit for the National Council Licensure Examination for Practical Nursing (NCLEX-PN®). The Practical Nursing program is accredited by the Accreditation Commission for Education in Nursing (ACEN) and approved by the Alabama Board of Nursing. The program has a competitive admissions process.

Occupational Choices

Employment of licensed practical and licensed vocational nurses is projected to grow 5 percent from 2022 to 2032, about as fast as the average for all occupations. About 54,400 openings for licensed practical and licensed vocational nurses are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire. *Source: Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, May 14, 2024*

Average Full-Time Wage

In 2023, the median annual wages of licensed practical and licensed vocational nurses were $59,730. Consequently, the highest 10 percent earned approximately $ 77,870, with the lowest 10 percent earning less than $51,820.

Source: of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, Licensed Practical and Licensed Vocational Nurses, May 14, 2024.

Admission Criteria

Admission Requirements and procedures may change without prior notice. Please check with the Health Sciences Division and/or website for updates.

Applicants should complete and submit a Practical Nursing Program Application and request copies of college and high school transcripts sent directly to the College's Admission Office.

Minimum admission standards include:

1. Unconditional admission to the college (must complete college application).
2. Receipt of the completed application for the nursing program by the established deadline for admission.
3. Minimum of 2.50 cumulative GPA for required academic core courses
4. Minimum of 2.50 high school GPA for students without prior college work (GED acceptable in lieu of high school transcript).
5. Math and Science courses must be within a 5-year time frame of application to the nursing program for eligibility requirements.
6. Good standing with college, including a minimum overall cumulative GPA of 2.50.
7. Meeting the Alabama Community College System Essential Functions for Nursing. The essential functions document must have the signature and date of review by medical personnel (e.g.MD, DO, NP) affixed. The requirements for meeting the essential functions of the nursing program can and may be requested periodically during the nursing program by the nursing faculty as indicated. If a nursing student cannot meet essential function requirements, the student may be withdrawn from the nursing program.
8. Official results of the ACT (a minimum of 18 composite score National or Residual) OR a minimum score of 58 on the TEAS test must be submitted to the Registrar's office with a copy submitted to the application email portal. The writing component of the ACT is not required for consideration for admission to the nursing program. The ACT composite score has no time limit. The TEAS test score must be 3 years or newer from the application deadline. ACT Superscores are not accepted by the Nursing program for admission.
9. Take the ACCUPLACER placement examination as indicated (exceptions may apply).
10. Transfer students must be in good standing from the transferring institution with a letter from the Program Director and a minimum of 2.50 cumulative GPA with nursing courses no more than one year from the date of application. Acceptance of transfer students into the program is not guaranteed.

Nursing Program Selection Criteria

Points for grades in the following nursing required core general educational courses are as documented:

- A = 3 points, B = 2 points, C = 1 point
- ENG-101 English Composition
- MTH-100 Intermediate College Algebra (or higher-level math)
- BIO-201 Anatomy & Physiology I (BIO 103 is a pre-requisite for this course)
- BIO-202 Anatomy & Physiology II
- ORI-101 College Orientation

An additional 10 points may be awarded as determined by the individual college policy and procedure.

A minimum 2.50 GPA is required in the core general educational courses for the nursing program. Not all courses may have been completed at the time of admission to the nursing program; however, students may experience less conflict in scheduling classes if general education classes are completed prior to entering the professional phase of study. Core general educational courses taken in high school as dual enrollment will be used in GPA calculation.

Practical Nursing general education courses:

- ENG-101 English Composition I
- MTH-100 Intermediate College Algebra (or higher-level math)
- BIO-201/202 Anatomy & Physiology I & II
- PSY-210 Human Growth & Development
- SPH-106 or 107 Fundamentals of Oral Communication or Public Speaking

Minimum 2.50 cumulative GPA at current, native institution or cumulative 2.50 GPA at institution from which student is transferring.

ACT- minimum requirement of a composite score of 18 points or a minimum score of 58 on the TEAS test.

Minimum 2.50 cumulative high school GPA for students without prior college courses (GED as applicable).

Meeting the essential functions of nursing.

Students in the Practical Nursing Program must meet the following requirements, which will be completed at the student's expense prior to and throughout enrollment in the program inclusive of:

1. Alabama Community College System Essential Functions
2. Verification of physical and mental capabilities to function as a nurse in diverse settings with or without reasonable accommodations,
3. Absence of use of drugs and alcohol by participation in random and scheduled drug/alcohol testing at the student's expense,
4. Adherence to policies of affiliated clinical agencies by submitting criminal background check and CPR certification prior to enrollment.

Admission to the Practical Nursing Program is competitive and the number of students is limited by the number of faculty and clinical facilities available. Meeting minimal requirements does not guarantee acceptance. If the number of eligible applicants exceeds the space available to new enrollees, applicants are rank ordered using a point system based on:

1. ACT composite score of 18 or higher
2. Points for selected college courses (i.e., ENG-101, MTH-100, BIO-201 & 202, PSY-210, SPH-106 or 107).
3. Students may be awarded up to 10 additional points as determined by college policy and procedures.

The applicant's composite ACT or TEAS test score will encompass points awarded. Applicants must schedule the ACT or TEAS test as stipulated and pay the appropriate fee.

The Practical Nursing Admissions/Selection Committee will review and calculate points for students meeting minimum admissions standards after receiving GPA calculations from the Registrar.

This process may take 4-6 weeks after each deadline before applicants receive notification of acceptance. Calls to the department will slow the process.

Transfer Policy

The transfer policy applies only to students desiring to transfer between Alabama Community College System institutions. It does not apply to students wishing to transfer from other institutions. Questions regarding this policy should be directed to the nursing program director. Acceptance of transfer students into the program at TSCC is not guaranteed.

Awards Available

Certificate

Practical Nursing

Program Contact

Dr. Debra Lett, PhD MSN, MPA, RN
Director of Nursing/Instructor
334-420-4497
Location: Trenholm Campus - Bldg. B

The College regularly evaluates student learning outcomes for each program as part of ongoing planning and evaluation.

Estimated Program Length & Cost *

Award	Length	Credit Hours	Tuition/ Fees	Books	Tools	Supplies
Certificate	3 Terms	46	$7,952	$1,200	$745	$600
Estimated Testing Fees: $1,000						

* Tax not included. Prices are subject to change without prior notice; the cost of books may vary considerably among suppliers. The cost of general education books is in addition to the total listed above. The length of the program is based on full-time status of 12-15 credit hours per term. Enrollment in transitional-level general education courses will alter the length of the program.

Practical Nursing

Degree Type
CER

General Education Requirements (20 hours)

Area I - Written Composition (3 hours)

Course Code	Title	Credits
ENG-101	English Composition I	3

Area II - Humanities & Fine Arts (3 hours)

Humanities:

Course Code	Title	Credits
SPH-106	Fundamentals of Oral Communication	3
SPH-107	Fundamentals of Public Speaking	3

Area III - Natural Science & Mathematics (11 hours)

Mathematics:

Course Code	Title	Credits
MTH-100	Intermediate College Algebra	3
MTH-110	Finite Mathematics	3
MTH-112	Precalculus Algebra	3
MTH-116	Mathematical Applications	3

Natural Sciences:

Course Code	Title	Credits
BIO-201	Human Anatomy and Physiology I	4
BIO-202	Human Anatomy and Physiology II	4

Social and Behavioral Sciences:

Course Code	Title	Credits
PSY-210	Human Growth and Development	3

Area V: Pre-Professional/College Requirements

College Requirements:

Course Code	Title	Credits
ORI-101	Orientation to College	1
NUR-112	Fundamental Concepts of Nursing	7
NUR-113	Nursing Concepts 1	8
NUR-114	Nursing Concepts II	8
NUR-115	Evidence Based Clinical Reasoning	2

Total Credits	46

Registered Nursing

Program Information

The Associate of Applied Science Registered Nursing program provides students with knowledge and competencies for the professional practice of nursing. Students are instructed in the provision of nursing care clients across the lifespan. Clinical experiences are provided at area hospitals and health care agencies.

Students who have satisfactorily completed the program when meeting eligibility requirements by a licensure board may sit for the National Council Licensure Examination for Registered Nursing (NCLEX-RN®). The Associate of Applied Science Registered Nursing program is approved by the Alabama Board of Nursing. The program has a competitive admissions process.

Effective May 31, 2023, this nursing program is a candidate for initial accreditation by the Accreditation Commission for Education in Nursing. This candidacy status expires on May 31, 2025.

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
(404) 975-5000

http://www.acenursing.com/candidates/candidacy.asp

Occupational Choices

The Bureau of Labor Statistics published the following prediction: "Employment of registered nurses is projected to grow 6 percent from 2021 to 2031." There were 3.13 million registered nurses employed in the U.S. in 2021. That number will grow to 3.31 million by 2031. The largest employers of registered nurses were 59 percent who worked in hospitals, 18 percent in ambulatory healthcare services, 6 percent in nursing and residential care facilities, 5 percent in government, and 3 percent in state, local, and private educational services.

Source: Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, May 14, 2024.

Average Full-Time Wage

In May 2023, the median annual wage for registered nurses was $86,070. Consequently, the highest 10 percent earned approximately $132,368, while the lowest 10 percent earned less than $63,720.

Source: Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, May 14, 2024.

Admission Criteria

Admission Requirements and procedures may change without prior notice. Please check with the Health Sciences Divion and/or website for updates.

Applicants should complete and submit an Associate of Applied Science Registered Nursing Program application and request copies of college and high school transcripts sent directly to the College's Admission Office.

Minimum admission standards include:

1. Unconditional admission to the college (must complete college application).
2. Receipt of the completed application for the nursing program by the established deadline for admission.
3. Minimum 2.50 GPA required on academic core courses.
4. Minimum of 2.50 high school GPA for students without prior college work (GED acceptable in lieu of high school transcript).
5. Math and Science courses must be within a 5-year period of application to the nursing program for eligibility requirements.
6. Good standing with the College, including a minimum overall cumulative GPA of 2.50.
7. Meeting the essential functions.
8. Official results of the ACT (a minimum of 18 composite score National or Residual) OR a minimum score of 58 on the TEAS test must be submitted to the Registrar's office with a copy submitted into the application email portal. The writing component of the ACT is not required

for consideration for admission to the nursing program. The ACT composite score has no time limit. The TEAS test score must be 3 years or newer from the application deadline. ACT Superscores are not accepted by the Nursing program for admission.

9. Take the ACCUPLACER placement examination as indicated (exceptions may apply).
10. Official results of the ACT (a minimum of 18 composite score is required) must be submitted to the Registrar's Office with a copy attached to the nursing program application. The writing component of the ACT is not required for consideration for admission to the nursing program.
11. Transfer students must be in good standing from the transferring institution with a letter from the Program Director and a minimum of 2.50 cumulative GPA with nursing courses no more than one year from the date of application. Acceptance of transfer students into the program is not guaranteed.

Nursing Program Selection Criteria

Points for grades in the following nursing required core general educational courses are as documented:

- **A = 3 points, B = 2 points, C = 1 point**
- **ENG-101 English Composition**
- **MTH-100 Intermediate College Algebra (or higher-level math)**
- **BIO-201 Anatomy & Physiology I (BIO 103 is a pre-requisite for this course)**
- **BIO-202 Anatomy & Physiology II**
- **ORI-101 College Orientation**

An additional 10 points may be awarded as determined by the individual college policy and procedure.

A minimum 2.50 GPA is required in the core general educational courses for the nursing program. Not all courses may have been completed at the time of admission to the nursing program; however, students may experience less conflict in scheduling classes if general education classes are completed prior to entering the professional phase of study. Core general educational courses taken in high school as dual enrollment will be used in GPA calculation.

Associate Degree Nursing general education courses:

- **ENG-101 English Composition I**
- **MTH-100 Intermediate College Algebra (or higher-level math)**
- **BIO-201/202 Anatomy & Physiology I & II**
- **BIO-220 Microbiology**
- **PSY-210 Human Growth & Development**
- **SPH-106 or 107 Fundamentals of Oral Communication or Public Speaking**

Humanities elective:

- **ART-101 Art or MUS-101 Music Appreciation**
- **PHL-106 Intro to Philosophy**
- **PHL-206 Ethics & Society**
- **REL-100 History of World Religions**
- **SPA-101 Intro to Spanish I**

Minimum 2.5 cumulative GPA at current, native institution or cumulative 2.5 GPA at institution from which student is transferring.

ACT- minimum requirement of a composite score of 18 points or minimum TEAS score of 58.

Minimum 2.5 cumulative high school GPA for students without prior college courses (GED as applicable).

Meeting the essential functions of nursing; The Alabama Community College System Essential Functions for nursing. The essential functions document must have the signature and date of review by medical personnel (e.g.MD, DO, NP) affixed. The requirements for meeting essential functions for the nursing program can and may be requested periodically during the nursing program by the nursing faculty as indicated. If a nursing student cannot meet essential function requirements, the student may be withdrawn from the nursing program.

Applicants choosing the RN/1+1 Nursing Program will conclude after the end of the fifth semester of study. Students who have satisfactorily completed the first 3 semesters of the program will receive a certificate and, when meeting

eligibility requirements by a licensure board, may sit for the NCLEX-PN. Students who have satisfactorily completed 5 semesters of the program will receive an associate degree and, when meeting eligibility requirements by a licensure board, may sit for the NCLEX-RN.

Transfer Policy

The transfer policy applies only to students desiring to transfer between Alabama Community College System institutions. It does not apply to students wishing to transfer from other institutions. Questions regarding this policy should be directed to the nursing program director. Acceptance of transfer students into the program at TSCC is not guaranteed.

Awards Available

Associate of Applied Science
Registered Nursing

Program Contact

Dr. Debra Lett, PhD, MSN, MPA, RN
Director of Nursing/Instructor
334-420-4497
Location: Trenholm Campus - Bldg. B

The College regularly evaluates student learning outcomes for each program as part of ongoing planning and evaluation.

Estimated Program Length & Cost *

Award	Length	Credit Hours	Tuition/ Fees	Books	Tools	Supplies
Associate Degree	5 Terms	67	$11,564	$1,400	$845	$600

Estimated Testing Fees: $3500 per semester

* Tax not included. Prices are subject to change without prior notice; the cost of books may vary considerably among suppliers. The cost of general education books is in addition to the total listed above. The length of the program is based on full-time status of 12-15 credit hours per term. Enrollment in transitional-level general education courses will alter the length of the program.

Assoicate Degree in Nursing (ADN)

Degree Type
AAS
General Education Requirements (27 hours)

Area I - Written Composition (3 hours)

Course Code	Title	Credits
ENG-101	English Composition I	3

Area II - Humanities & Fine Arts (6 hours)

Arts:

Course Code	Title	Credits
ART-100	Art Appreciation	3
MUS-101	Music Appreciation	3

Humanities:

Course Code	Title	Credits
SPH-106	Fundamentals of Oral Communication	3
SPH-107	Fundamentals of Public Speaking	3

Area III - Natural Science & Mathematics (15 hours)

Mathematics:

Course Code	Title	Credits
MTH-100	Intermediate College Algebra	3
MTH-110	Finite Mathematics	3
MTH-112	Precalculus Algebra	3
MTH-116	Mathematical Applications	3

Natural Sciences:

Course Code	Title	Credits
BIO-201	Human Anatomy and Physiology I	4
BIO-202	Human Anatomy and Physiology II	4
BIO-220	General Microbiology	4

Area IV - History, Social & Behavioral Sciences (3 hours)

Social and Behavioral Sciences:

Course Code	Title	Credits
PSY-210	Human Growth and Development	3

Area V: Pre-Professional/College Requirements

College Requirements:

Course Code	Title	Credits
ORI-101	Orientation to College	1
NUR-112	Fundamental Concepts of Nursing	7
NUR-113	Nursing Concepts 1	8
NUR-114	Nursing Concepts II	8
NUR-115	Evidence Based Clinical Reasoning	2
NUR-211	Advance Nursing Concepts	7
NUR-221	Advanced Evidence-Based Clinical Reasoning	7
	Total Credits	67

Respiratory Care Therapy

Program Information

This program of study is designed to provide academic and clinical training in patients who suffer from heart and lung conditions. Respiratory Therapists work closely with doctors and nurses and have innovative awareness of mechanical ventilators and other technological equipment. The Associate of Applied Science degree awarded at program completion is a five-semester, competency-based curriculum that includes practical knowledge in a healthcare institution.

The Respiratory Care Therapy Program holds Provisional Accreditation from the Commission on Accreditation for Respiratory Care (www.coarc.com). It is recognized as an accredited program by the National Board for Respiratory Care (NBRC), which provides enrolled students who complete the program with eligibility for the Respiratory Care Credentialing Examination(s). The program will remain on Provisional Accreditation until it achieves Continuing Accreditation.

Occupational Choices

Employment of respiratory therapists is projected to grow 13 percent from 2022 to 2032, much faster than the average for all occupations. About 8,600 openings for respiratory therapists are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.

Growth in the older adult population will lead to an increased prevalence of respiratory conditions such as pneumonia, chronic obstructive pulmonary disease (COPD), and other disorders that restrict lung function. This, in turn, will lead to increased demand for respiratory therapy services and treatments, mostly in hospitals. *https://www.bls.gov/ooh/healthcare/respiratory-therapists.htm*

Average Full-Time Wage

The median annual wage for respiratory therapists was $70,540 in May 2022. The median wage is the wage at which half the workers in an occupation earned more than that amount, and half earned less. The lowest 10 percent earned less than $51,970, and the highest 10 percent earned more than $100,520.

The median annual wage for respiratory therapists in the top industries in which they worked were as follows:

- Hospitals; state; local; private: $72,010

- Offices of physicians: $64,690
- Nursing care facilities: $66,040

https://www.bls.gov/ooh/healthcare/respiratory-therapists.htm

Admission Requirements

Program applications and deadline for application submission will be posted to the Respiratory Therapy (Respiratory Care Therapy) webpage in September each year.

Applicants must:

- Meet all general admission requirements of Trenholm State Community College and be in good standing.
- Complete all general required courses (prerequisites) courses with a minimum grade of "C" in each course (see listing below).
- Minimum ACT score of 18.
- Attain a minimum cumulative GPA of 2.5 or greater on a 4.0 scale with a grade of "C" or better on all general required prerequisite courses.
- Submit a completed RPT-program application by the application deadline to include all the following documents:

1. Completed RPT-Program Application. The program application can be found on the website in September. Select Programs, Health Science Division, then Respiratory Therapy.
2. Copies of transcripts from ALL colleges previously attended.
3. A copy of your Trenholm State transcript showing completion and transfer of ALL prerequisite courses.
4. A copy of your ACT score or Residual score showing 18 or higher (all applicants will be ranked according to his/her ACT score. Applicants with the highest ACT scores will be issued acceptance letters.
5. Good standing with the college.
6. Meet all the essential functions or technical standards required for Respiratory Therapy.

Technical Standards

Candidates must be able to meet all Essential Functions required of the program with or without accommodation. Essential functions include, but are not limited to the following:

- Sensory/Observational Skills: The candidate must be able to observe a patient precisely at a distance and up close. Perception requires the efficient use of all the senses.
- Communication: The candidate must be able to communicate, hear, and watch patients to evoke data, portray changes in mindset, movement, and pose, and observe nonverbal communications. A candidate must be able to converse efficiently with patients and all members of the health care team. Communication includes but is not limited to listening, speaking, reading, and writing.
- Motor Skills: The candidate must have sufficient motor skills to increase contact to patients in a variety of care settings and to operate and apply the equipment utilized for assessment, general and emergency treatment of patients receiving Respiratory Care. Such actions require coordination of both gross and fine muscular movements, balance, and practical use of the senses of touch and vision.
- Intellectual-Conceptual, Integrative, and Quantitative Abilities: These capabilities include measurement, calculation, reasoning, examination, and assessment. Problematic deciphering, the critical skill required of health care practitioners, necessitates all these capabilities.
- Behavioral/Social Skills and Professionalism: A candidate must possess the emotional health obligatory for the utilization of his/her intellectual abilities. The implementation of moral decisions, the swift completion of all tasks associated with the care of patients, and the growth of active affiliations with patients are vital services for health practitioners. Applicants must be able to tolerate heavy workloads and to function commendably under pressure. They must be able to acclimatize to shifting environments, to display flexibility, and to learn to perform in the face of the indecisions essential in the clinical complications of numerous patients.

Apprehension for others, reliability, social skills, awareness, and inspiration are all personal assets required for the health practitioners.
- Environmental: All candidates must interact with patient populations of all ages with an array of acute and chronic illnesses. Candidates must be able to endure recurrent contact with transmittable diseases, poisonous substances, ionizing radiation, pharmaceutical preparations, aggressive individuals, and other conditions common to the health care setting.
- Professional behavior: The candidate must convey caring, respect, sensitivity, empathy, and a healthy attitude towards others. A candidate must adapt to changing environments and situations and

- understand and follow the policies and procedures of the College and clinical agencies. The student must meet qualifications for licensure by examination as stipulated by the National Board of Respiratory Therapy (NBRC).

Awards Available

Associate of Applied Science
Respiratory Care Therapy

Program Contact

Shalanda Lee
Program Director/Instructor
Location: Trenholm Campus – B 103C
334-420-4419
slee@trenholmstate.edu

The College regularly evaluates student learning outcomes for each program as part of ongoing planning and evaluation.

Estimated Program Length & Cost *

Award	Length	Credit Hours	Tuition/ Fees	Books	Tools	Supplies
Associate Degree	6 Terms	76	$13,112	$3,400	$600	$600

Estimated Fees for uniforms, testing, etc.: 3,500

* Tax not included. Prices are subject to change without prior notice; the cost of books may vary considerably among suppliers. The cost of general education books is in addition to the total listed above. The length of the program is based on full-time status of 12-15 credit hours per term. Enrollment in transitional-level general education courses will alter the length of the program.

****The Respiratory Therapy Program accepts students once a year in the Spring Semester****

Admission to the Respiratory Care Therapy Program is competitive, and meeting minimal requirements does not guarantee acceptance. In addition to the expenses listed above (prices are subject to change), the student is responsible for transportation, meals, health care expenses, and any liability incurred while traveling to and/or from clinical rotations. The additional estimated costs (approximately $400) for physical examinations, medical diagnostic tests, immunization treatments, drug testing, and health and/or accident insurance are also the student's responsibilities

Respiratory Care Therapy

Degree Type
AAS

General Education Requirements (23 hours)

Area I - Written Composition (3 hours)

Course Code	Title	Credits
ENG-101	English Composition I	3
ENG-102	English Composition II	3

Area II - Humanities & Fine Arts (6 hours)

(Humanities and Arts disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.)

Note: If SPH-106, SPH-107, SPA-101 or SPA-102 has been taken an additional 3 semester hours in Humanities and Fine Arts must be taken to satisfy requirements in Area II.

Arts:

Course Code	Title	Credits
ART-100	Art Appreciation	3
MUS-101	Music Appreciation	3

Humanities:

Course Code	Title	Credits
PHL-106	Introduction to Philosophy	3
PHL-206	Ethics and Society	3
REL-100	History of World Religions	3
REL-151	Survey of the Old Testament	3
REL-152	Survey of the New Testament	3
SPA-101	Introductory Spanish I	3
SPA-102	Introductory Spanish II	3
SPH-106	Fundamentals of Oral Communication	3
SPH-107	Fundamentals of Public Speaking	3

Literature:

Course Code	Title	Credits
ENG-251	American Literature I	3
ENG-252	American Literature II	3
ENG-261	English Literature I	3
ENG-262	English Literature II	3
ENG-271	World Literature I	3
ENG-272	World Literature II	3

Area III - Natural Science & Mathematics (11 hours)

(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

Note: 3 semester hours in MTH must be completed. Additional hours can be taken in the Natural Science area.

Mathematics:

Course Code	Title	Credits
MTH-100	Intermediate College Algebra	3
MTH-110	Finite Mathematics	3
MTH-112	Precalculus Algebra	3
MTH-116	Mathematical Applications	3

Natural Sciences:

Course Code	Title	Credits
BIO-101	Introduction to Biology I	4
BIO-102	Introduction to Biology II	4
BIO-103	Principles of Biology I	4
BIO-104	Principles of Biology II	4
BIO-201	Human Anatomy and Physiology I	4
BIO-220	General Microbiology	4
BIO-202	Human Anatomy and Physiology II	4
PHS-111	Physical Science	4
PHS-112	Physical Science	4
PHY-120	Introduction to Physics	4

Area IV - History, Social & Behavioral Sciences (3 hours)

(Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.)

Note: Must complete 3 semester hours.

History:

Course Code	Title	Credits
HIS-101	Western Civilization I	3
HIS-102	Western Civilization II	3
HIS-121	World History I	3
HIS-122	World History II	3
HIS-201	United States History I	3
HIS-202	United States History II	3

Social and Behavioral Sciences:

Course Code	Title	Credits
PSY-200	General Psychology	3
PSY-210	Human Growth and Development	3
SOC-200	Introduction to Sociology	3
POL-200	Introduction to Political Science	3
POL-211	American National Government	3

Area V: Pre-Professional/College Requirements

(Courses appropriate to the degree requirements and major of the individual student and electives.)

College Requirements:

Course Code	Title	Credits
ORI-101	Orientation to College	1
RPT-210	Clinical Practice I	2
RPT-211	Introduction to Respiratory Care	2
RPT-212	Fundamentals of Respiratory Care I	4
RPT-213	Anatomy and Physiology for the RCP	3
RPT-214	Pharmacology for the RCP	2
RPT-220	Clinical Practice II	2
RPT-221	Pathology for the RCP I	3
RPT-222	Fundamentals of Respiratory Care II	4
RPT-230	Clinical Practice III	2
RPT-231	Pathology for the RCP II	3
RPT-232	Diagnostic Procedures for the RCP	2
RPT-233	Special Procedures for the RCP	2
RPT-234	Mechanical Ventilation for the RCP	4
RPT-240	Clinical Practice IV	4
RPT-241	Rehabilitation and Home Care for the RCP	2
RPT-242	Perinatal/Pediatric Respiratory Care	3
RPT-243	Computer Applications for the RCP	2
RPT-244	Critical Care Considerations for the RCP	2
RPT-266	Seminar in Respiratory Medicine I	1
RPT-268	Writing and Research for the RCP II	1

Note: Although a CIS course is not required, all RPT students will be required to demonstrate computer literacy through online assignments, presentations, and other computer-based activities.

Required General Education courses (23 credit hours) must be completed prior to applying to the Respiratory Care Therapy. All courses are offered at Trenholm State Community College. Transferability of courses from other educational institutions will be assessed upon submission of a complete College application.

BIO 103 – Principles of Biology I is a pre-requisite for BIO 201- Human A&P I unless the course was previously taken and is being transferred from another accredited educational institution.

Total Credits	76

Robotics/Mechatronics

Program Information

The Advanced Manufacturing program with a concentration in Robotics/Mechatronics will prepare graduates for entry-level employment in industrial automation. Concepts covered in the curriculum concentration will include a Mechatronic approach to training, programmable logic controllers, digital fundamentals, interfacing microcomputers to electro-mechanical devices, flexible manufacturing cells, and networking the multiple disciplines into an Advanced Manufacturing process.

Occupational Choices

Individuals who graduate with an associate degree in robotics might be qualified for careers in industries where robotic devices are used, such as manufacturing, defense, electronics, construction and space industries. Individuals can also pursue positions as electronic engineering technicians, manufacturing technicians, robotics technicians, and/or quality technicians

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Mechanical Engineering Technologists and Technicians, at https://www.bls.gov/ooh/architecture-and-engineering/mechanical-engineering-technicians.htm (visited *January 30, 2024*).

Average Full-Time Wage

Robotics technicians had an average annual wage of $61,990 as of 2022. A skill in machine programming, maintenance, and manufacturing is associated with high pay for this job.

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Mechanical Engineering Technologists and Technicians, at https://www.bls.gov/ooh/architecture-and-engineering/mechanical-engineering-technicians.htm (visited *January 30, 2024*).

Awards Available

Associate of Applied Science
Automotive/Advanced Manufacturing
Robotics/Mechatronics

Certificate
Automotive/Advanced Manufacturing
Robotics/Mechatronics

Short Term Certificate
Automotive/Advanced Manufacturing
Robotics/Mechatronics

Short Term Certificate
Automotive/Advanced Manufacturing
Robotics/Mechatronics
Industrial Automation

Program Contact

Edward Abrasley
Program Coordinator/Instructor
334-420-4369
Location: Patterson Site - Bldg. M

The College regularly evaluates student learning outcomes for each program as part of ongoing planning and evaluation.

Estimated Program Length & Cost *

Award	Length	Credit Hours	Tuition/ Fees	Books	Tools	Supplies
Associate Degree	6 Terms	67	$11,564	$1,920	$600	$300
Certificate	5 Terms	56	$9,672	$1,920	$600	$300

Short Term Certificates (2)	3 Terms	30	$5,190	$1,000	$600	$200

* Tax not included. Prices are subject to change without prior notice; the cost of books may vary considerably among suppliers. The cost of general education books is in addition to the total listed above. The length of the program is based on full-time status of 12-15 credit hours per term. Enrollment in transitional-level general education courses will alter the length of the program.

Advanced Manufacturing, Robotics/Mechatronics

Degree Type
STC
General Education Requirements (3 hours)

Area I – Written Composition (3 hours)

Course Code	Title	Credits
ENG-101	English Composition I	3

Area III - Natural Science & Mathematics (3 hours)

(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

Note: 3 semester hours in MTH must be completed. Additional hours can be taken in the Natural Science area.

Mathematics:

Course Code	Title	Credits
MTH-100	Intermediate College Algebra	3
MTH-104	Plane Trigonometry	3
MTH-110	Finite Mathematics	3
MTH-112	Precalculus Algebra	3
MTH-116	Mathematical Applications	3

Natural Sciences:

Course Code	Title	Credits
BIO-101	Introduction to Biology I	4
BIO-102	Introduction to Biology II	4
BIO-103	Principles of Biology I	4
BIO-104	Principles of Biology II	4
PHS-111	Physical Science	4
PHS-112	Physical Science	4
PHY-120	Introduction to Physics	4

***These courses are preferred for this program:**
MTH-100, MTH-104, MTH-116, PHS-112

Area V: Pre-Professional/College Requirements

(Courses appropriate to the degree requirements and major of the individual student and electives.)

College Requirements:

Course Code	Title	Credits
ADM-234	Applied Industrial Robotics (Fanuc)	3
ADM-250	Introduction to Flexible Manufacturing Cells	4
ELT-108	DC Fundamentals	3
ELT-209	Motor Controls I	3
ELT-231	Introduction to Programmable Controllers	3
	Total Credits	30

Advanced Manufacturing, Robotics/Mechatronics - Industrial Automation

Degree Type
STC

Area I - Written Composition (3 hours)

Course Code	Title	Credits
ENG-101	English Composition I	3

Area III - Natural Science & Mathematics

(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

Note: 3 semester hours in MTH must be completed. Additional hours can be taken in the Natural Science area.

Mathematics:

Course Code	Title	Credits
MTH-100	Intermediate College Algebra	3
MTH-104	Plane Trigonometry	3
MTH-110	Finite Mathematics	3
MTH-112	Precalculus Algebra	3
MTH-116	Mathematical Applications	3

Natural Sciences:

Course Code	Title	Credits
BIO-101	Introduction to Biology I	4
BIO-102	Introduction to Biology II	4
BIO-103	Principles of Biology I	4
BIO-104	Principles of Biology II	4
PHS-111	Physical Science	4
PHS-112	Physical Science	4
PHY-120	Introduction to Physics	4

***These courses are preferred for this program:**
MTH-100, MTH-104, MTH-116, PHS-112

Area V: Pre-Professional/College Requirements

(Courses appropriate to the degree requirements and major of the individual student and electives.)

College Requirements:

Course Code	Title	Credits
	ELT-206 or ADM-111	3
ADM-200	Industrial Robotics Safety	3
ADM-234	Applied Industrial Robotics (Fanuc)	3
ADM-250	Introduction to Flexible Manufacturing Cells	4
ELT-108	DC Fundamentals	3
	MTT-147 or ADM-101	3
	Total Credits	30

Welding

Program Information

Welding is the technology of using various methods to join, cut, scrape, or finish metal by applying intense heat and/or pressure to melt the edges of metal so they fuse permanently. The Welding program at Trenholm State Community College is designed to give technical knowledge and experience in six different welding and cutting processes. The student will attain hands-on experience in pipe welding, brazing, manual and machine cutting, blueprint reading, and welding processes used by industry in the fabrication of steel components. Through practical application, a student is taken through a series of welds and processes, using different joints and weld structures duplicated as closely as possible to an actual on-the-job situation.

Occupational Choices

Employment of welders, cutters, solderers, and brazers is projected to show little to no change from 2022 to 2032. The basic skills of welding are similar across industries, so welders can easily shift from one industry to another, depending on where they are needed most. For example, welders who are laid

off in the automotive manufacturing industry may be able to find work in the oil and gas industry. The nation's aging infrastructure will require the expertise of welders, cutters, solderers, and brazers to help rebuild bridges, highways, and buildings. Also, the construction of new power generation facilities and, specifically, pipelines transporting natural gas and oil may result in new jobs.

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Welders, Cutters, Solderers, and Brazers, at https://www.bls.gov/ooh/production/welders-cutters-solderers-and-brazers.htm (visited *January 30, 2024*).

Average Full-Time Wage

The median annual wage for welders, cutters, solderers, and brazers was $47,540 in 2022. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than $35,380, and the highest 10 percent earned more than $68,750.

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Welders, Cutters, Solderers, and Brazers, at https://www.bls.gov/ooh/production/welders-cutters-solderers-and-brazers.htm (visited *January 30, 2024*).

Awards Available

Associate of Applied Science
Automotive/Advanced Manufacturing Welding

Certificate
Automotive/Advanced Manufacturing Welding

Short Term Certificate
Automotive/Advanced Manufacturing Welding
Construction SMAW Plate Welding
Manufacturing Welding
Pipe Welding

Program Contact

Chris Burdick
Program Coordinator/Instructor
334-420-4379
Location: Patterson Site - Bldg. H

The College regularly evaluates student learning outcomes for each program as part of ongoing planning and evaluation.

Estimated Program Length & Cost *

Award	Award	Credit Hours	Tuition/ Fees	Books	Tools	Supplies
Associate Degree	6 Terms	65	$11,220	$400	$250	$0
Certificate	4 Terms	47	$8,124	$400	$250	$0
Short Term Certificate	1 Term	15	$2,595	$150	$230	$0
Short Term Certificate	1 Term	12	$2,076	$150	$230	$0

* Tax not included. Prices are subject to change without prior notice; the cost of books may vary considerably among suppliers. The cost of general education books is in addition to the total listed above. The length of the program is based on full-time status of 12-15 credit hours per term. Enrollment in transitional-level general education courses will alter the length of the program.

Advanced Manufacturing, Welding, Manufacturing Welding

Degree Type
STC

Area V: Pre-Professional/College Requirements

(Courses appropriate to the degree requirements and major of the individual student and electives.)

College Requirements:

Course Code	Title	Credits
WDT-110	Industrial Blueprint Reading	3
WDT-119	Gas Metal Arc/Flux Cored Arc Welding	3
WDT-124	Gas Metal Arc/Flux Cored Arc Welding Lab	3
WDT-167	Flux Core Arc Welding Lab	3
WDT-268	Gas Tungsten Arc Lab	3
	Total Credits	15

Automotive/Advanced Manufacturing Welding, Construction SMAW Plate Welding

Degree Type

STC

Area V: Pre-Professional/College Requirements

(Courses appropriate to the degree requirements and major of the individual student and electives.)

College Requirements:

Course Code	Title	Credits
ADM-100	Industrial Safety	3
WDT-109	SMAW Fillet/Pac/Cac	3
WDT-122	SMAW Fillet/OFC Lab	3
WDT-123	SMAW Fillet/PAC/CAC Lab	3
	Total Credits	12

Course Descriptions

Advanced Manufacturing

ADM-100: Industrial Safety

This course is an introduction to general issues, concepts, procedures, hazards, and safety standards found in industrial environment. This safety course is to make technicians aware of safety issues associated with their changing work environment and attempts to eliminate industrial accidents.
Credits 3
Prerequisites
None

ADM-101: Precision Measurement

This course covers the use of precision measurement instruments utilized in inspection. In addition, basic print reading techniques reverse engineering, and related industry standards required in advanced manufacturing disciplines are covered. Upon completion, students should be able to demonstrate correct use of precision measuring instruments, interpret basic prints and apply basic reverse engineering techniques.
Credits 3
Prerequisites
As determined by college.

ADM-105: Fluid Systems

This course includes the fundamental concepts and theories for the safe operation of hydraulic and pneumatic systems used with industrial production equipment. Topics include the physical concepts, theories, laws, air flow characteristics, actuators, valves, accumulators, symbols, circuitry, filters, servicing safety, and preventive maintenance and the application of these concepts to perform work. Upon completion, students should be able to service and perform preventive maintenance functions on hydraulic and pneumatic systems.
Credits 3
Prerequisites
As determined by college.

ADM-106: Quality Control Concepts

This course provides an overview of the materials and processes and quality assurance topics used in commercial and specialized manufacturing products. Emphasis is placed on process evaluation techniques that can be extrapolated to other system areas such as new products and new technology. Emphasis is also placed on quality assurance including the history of the quality movement, group problem solving, and statistical methods such as statistical process control (SPC), process capability studies, and the concepts associated with lean manufacturing.
Credits 3
Prerequisites
As determined by college

ADM-110: Blueprint Reading

This course is designed to provide students with a comprehensive understanding of blueprint reading. Topics include identifying types of lines and symbols used in mechanical drawings, recognition and interpretation of various types of views, tolerance, and dimensions.
Credits 3
Prerequisites
As determined by college.

ADM-111: Manufacturing Safety Practices

This course is an introduction to general issues, concepts, procedures, hazards, and safety standards found in an industrial environment. This safety course is to make technicians aware of safety issues associated with their changing work environment and attempt to eliminate industrial accidents. This course will offer credentialing for NCCER Core and OSHA 10 hour.
Credits 3
Prerequisites
As determined by college.

ADM-120: DC Fundamentals

This course is designed to provide students with a working knowledge of basic direct current (DC) electrical principles. Topics include safety, basic atomic structure and theory, magnetism, conductors, insulators, use of Ohm's law to solve for voltage, current, resistance, electrical sources, power, inducers and capacitors. Students will perform lockout/tagout procedures, troubleshoot circuits and analyze series, parallel, and combination DC circuits using the electrical laws and basic testing equipment to determine unknown electrical quantities. CORE

Credits 3

Prerequisites

None

ADM-155: Manufacturing Projects

This is an introduction to project base learning. This course will involve research, team skills, the collaboration of trades, outsourcing, manufacturing management that emphasizes synthesis through collaborative learning. Students integrate and apply previous knowledge, skills, and experiences they learned in their major and other academic courses to complete individual & team-based projects. The course emphasizes communication skills, critical thinking, problem-solving, computer literacy, and teaming skills.

Credits 3

Prerequisites

As determined by college

ADM-200: Industrial Robotics Safety

This course covers safety aspects associated with industrial robots and the procedures to follow when working around them. The topics are approached from maintenance/repair and engineering perspectives. Students have the opportunity to learn common types of accidents associated with robot work and the sources of these accidents. North American and European safety standards including new ANSI/RIA safety standards for Industrial Robots (15.06), risk assessment methodologies, risk reduction methods and the application of various safety products are also covered.

Credits 3

ADM-234: Applied Industrial Robotics (Fanuc)

This course covers the basic techniques used to write, execute, test, and modify a basic robotic program for an application-specific operation. Topics covered are related safety, robotic systems, computer terminal programming, teach pendant programming, and input/output interfacing. Upon completion, a student should be able to write, test, and evaluate a robotic program.

Credits 3

Prerequisites

None

ADM-250: Introduction to Flexible Manufacturing Cells

This course covers techniques involved when grouping related machines for the purpose of completing a series of manufacturing processes in a flexible manufacturing cell. The student will be involved with the computerized integration of programmable control systems such as robotics, machine tools, and other peripheral equipment to emulate real-world manufacturing concepts employed in flexible manufacturing cells.

Credits 4

Prerequisites

None

ADM-291: MSSC Safety Course

This course is designed to provide students with knowledge and skills related to safety in a manufacturing environment. Topics covered include: work in a safe and productive manufacturing workplace, perform safety and environmental inspections, perform emergency drills and participate in emergency teams, identify unsafe conditions and take corrective action, provide safety orientation for all employees, train personnel to use equipment safely, suggest process and procedures that support safety of work environment, fulfill safety and health requirements for maintenance, installation and repair, monitor safe equipment and operator performance, utilize effective, safety-enhancing workplace practices

Credits 3

Prerequisites

None

ADM-292: MSSC Quality Practices/Measurements

This course is designed to provide students with knowledge and skills related to quality practices and measurement in a manufacturing environment. Topics covered include participate in periodic internal quality audit activities; check calibration of gages and other data collection equipment; suggest continuous improvements; inspect materials and product/process at all stages to ensure they meet specifications; document the results of quality problems; communicate quality problems; take corrective actions to restore or maintain quality; record process outcomes and trends; identify fundamentals of blueprint reading; use common measurement systems and precision measurement tools. This course is equivalent to ADM 106 and WKO 132. Students completing this course will receive an MSSC certificate in quality practices and measurement. Students completing courses ADM 291, 292, 293 and 294 will receive the Certified Production Technician credential.

Credits 3

Prerequisites

ADM-291: MSSC Safety Course

ADM-293: MSSC Manufacturing Processes/Practices

This course is designed to provide students with knowledge and skills related to manufacturing processes and production in a manufacturing environment. Topics covered include identify customer needs; determine resources available for the production process; set up equipment for the production process; set team production goals; make job assignments; coordinate work flow with team members and other work groups; communicate production and material requirements and product specifications; perform and monitor the process to make the product; document product and process compliance with customer requirements; prepare final product for shipping or distribution. This course is equivalent to AUT 144 and WKO 133. Students completing this course will receive an MSSC certificate in manufacturing processes and production. Students completing courses ADM 291, 292, 293 and 294 will receive the Certified Production Technician credential.

Credits 3

Prerequisites

ADM-291: MSSC Safety Course

ADM-294: MSSC Maintenance Awareness Course

This course is designed to provide students with knowledge and skills related to maintenance awareness in a manufacturing environment. Topics covered include prepare preventative maintenance and routine repair, monitor indicators to ensure correct operations, perform all housekeeping to maintain production schedule, recognize potential maintenance issues with basic production systems, including knowledge of when to inform maintenance personnel about problems with: electrical systems, pneumatic systems, hydraulic systems, machine automation systems, lubrication systems, bearings and couplings.

Credits 3

Prerequisites

ADM-291: MSSC Safety Course

AUT-114: Programmable Logic Controllers

This course provides an introduction to programmable logic controllers. Emphasis is placed on, but not limited to, the following: PLC hardware and software, numbering systems, installation, and programming. Upon completion, students must demonstrate their ability by developing, loading, debugging, and optimizing PLC programs. This is a CORE course.

Credits 3
Prerequisites
As determined by college
Corequisites
As determined by college

AUT-116: Introduction to Robotics

This course provides instruction in concepts and theories for the operation of robotic servo motors and power systems used with industrial robotic equipment. Emphasis is on the application of the computer to control power systems to perform work. Student competencies include understanding of the functions of hydraulic, pneumatic, and electrical power system components, ability to read and interpret circuitry for proper troubleshooting and ability to perform preventative maintenance.

Credits 3
Prerequisites
As determined by college
Corequisites
As determined by college

AUT-138: Principles of Industrial Mechanics

This course provides instruction in basic physics concepts applicable to mechanics of industrial production equipment. Topics include the basic application of mechanical principles with emphasis on power transmission, specific mechanical components, alignment, and tension. Upon completion, students will be able to perform basic troubleshooting, repair and maintenance functions on industrial production equipment.

Credits 3

AUT-208: Auto Systems Diagnosis & Troubleshooting

This course focuses on systematically solving problems in automated systems. Emphasis is placed on safety, test equipment, basic troubleshooting techniques and hands on problem solving. Upon completion, students will be able to use a systematic process to solve complex malfunctions.

Credits 3
Prerequisites
As determined by college
Corequisites
As determined by college

AUT-234: Industrial Motor Controls I

This course is a study of the construction, operating characteristics, and installation of different motor control circuits and devices. Emphasis is placed on the control of three phase AC motors. This course covers the use of motor control symbols, magnetic motor starters, running overload protection, pushbutton stations, multiple control stations, two wire control, three wire control, jogging control, sequence control, and ladder diagrams of motor control circuits. Upon completion, students should be able to understand the operation of motor starters, overload protection, interpret ladder diagrams using pushbutton stations and understand complex motor control diagrams.

Credits 3
Prerequisites
As determined by college

AUT-235: Industrial Motor Controls II

This course covers complex ladder diagrams of motor control circuits and the uses of different motor starting techniques. Topics include wye-delta starting, part start winding, resistor starting and electronic starting devices. Upon completion, the students should be able to understand and interpret the more complex motor control diagrams and understand the different starting techniques of electrical motors.

Credits 3
Prerequisites
As determined by college.

AUT-251: Intro to Variable Frequency Drives & Servo Controls

This course provides an introduction to variable frequency drives (VFD) and servo drive technology. Topics include the purpose of VFDs, general operating principles, analog and digital servo drives, and characteristics of practical servo systems. The Lab enables students to program, test, and run drives and motors. The removal and replacement of servo drives will also be discussed. Upon completion students will be able to apply principles of VFD and servo drives.
Credits 3
Prerequisites
As determined by college

AUT-278: Robotic Programming and Welding

This program introduces students to the safety and programming associated with robotic welding technology. Topics include robotic weld station familiarity, safety, robotic motions, programming, and welding inspection. Upon completion, the student should be able to setup and program a robot to weld parts in an efficient and safe manner.
Credits 3
Prerequisites
As determined by college
Corequisites
As determined by college

Air Conditioning and Refrigeration

ACR-111: Principles of Refrigeration

This course emphasizes the fundamental principles for air conditioning and refrigeration. Instruction is provided in the theory and principles of refrigeration and heat transfer, HVAC/R system components, common, and specialty tools for HVAC/R, and application of the concepts of basic compression refrigeration. Upon completion, students should identify system components and understand their functions, identify and use common and specialty HVAC/R tools, and maintain components of a basic compression refrigeration system. This is a CORE course.
Credits 3
Prerequisites
None

ACR-112: HVACR Service Procedures

This course covers system performance checks and refrigerant cycle diagnosis. Emphasis is placed on the use of refrigerant recovery/recycle units, industry codes, refrigerant coils and correct methods of charging and recovering refrigerants. Upon completion, students should be able to properly recover/recycle refrigerants and demonstrate safe, correct service procedures which comply with the no-venting laws.
Credits 3
Prerequisites
None

ACR-113: Refrigeration Piping Practices

The course introduces students to the proper installation procedures of refrigerant piping and tubing for the heating, ventilation, air conditioning and refrigeration industry. This course includes various methods of working with and joining tubing. Upon completion, students should comprehend related terminology, and be able to fabricate pipe, tubing, and pipe fittings. This is a CORE course.
Credits 3
Prerequisites
None

ACR-121: Principles of Electricity for HVACR

This course is designed to provide the student with the basic knowledge of electrical theory and circuitry as it pertains to air conditioning and refrigeration. This course emphasizes safety, definitions, symbols, laws, circuits, and electrical test instruments. Upon completion students should understand and be able to apply the basic principles of HVACR circuits and circuit components. This is a CORE course.
Credits 3
Prerequisites
None

ACR-122: HVACR Electrical Circuits

This course introduces the student to electrical circuits and diagrams. Electrical symbols and basic wiring diagrams are constructed in this course. Upon completion, the student should understand standard wiring diagrams and symbols and be able to construct various types of electrical circuits. This is a CORE course.
Credits 3
Prerequisites
None

ACR-123: HVACR Electrical Components

This course introduces students to electrical components and controls. Emphasis is placed on the operations of motors, relays, contactors, starters, and other HVAC electrical components. Upon completion, students should be able to install electrical components and determine their proper operation. This is a CORE course.
Credits 3
Prerequisites
None

ACR-125: Fund of Gas & Elecrical Heating Systems

This course provides instruction on general service and installation for common gas and electrical heating systems. Emphasis is placed on components, general service procedures, and basic installation. Upon completion, students will be able to install and service gas and electrical heating systems in a wide range of applications. This is a CORE course.
Credits 6
Prerequisites
None

ACR-127: HVACR Electric Motors

This course covers the basic maintenance of electric motors used in HVAC/R systems. Topics include types of motors, motor operations, motor installation, and troubleshooting motors. Upon completion student should be able to install and service HVAC/R electric motors.
Credits 3
Prerequisites
None

ACR-128: Heat Load Calculations

This course focuses on heat flow into and out of building structures. Emphasis is placed on determining heat gain/heat loss of a given structure. Upon completion, students should be able to calculate heat load and determine HVAC equipment size requirements.
Credits 3
Prerequisites
None

ACR-132: Residential Air Conditioning

This course introduces students to residential air conditioning systems. Emphasis is placed on the operation, service, and repair of residential air conditioning systems. Upon completion, students will be able to service and repair residential air conditioning systems.
Credits 3
Prerequisites
None

ACR-133: Domestic Refrigeration

This course covers domestic refrigerators and freezers. Emphasis is placed on installation, removal, and maintenance of components. Upon completion, students should be able to service and adjust domestic refrigeration units.
Credits 3
Prerequisites
None

ACR-134: Ice Machines

This course introduces students to commercial ice machines. Emphasis is placed on components, electrical and mechanical operation sequences, control adjustment procedures, preventive maintenance, repairs, and installation procedures. Upon completion, student should be able to install, service and repair commercial ice machines.
Credits 3
Prerequisites
None

ACR-135: Mechanical/Gas Safety Codes

This course is to enhance the student's knowledge of the International Fuel Gas Code and International Mechanical Code as well as fire and job safety requirements. Emphasis is placed on code book content and compliance with installation requirements. Upon completion, students should be able to apply code requirements to all work.
Credits 3
Prerequisites
None

ACR-141: Environmental Systems

This course provides students with knowledge and skills of environmental chambers. Topics include theory of the refrigerant components and refrigerant circuits, programmable controllers, electrical pressure and calibration instruments and places emphasis on safety. Upon course completion, students should be able to apply environmentally safe practices.
Credits 4
Prerequisites
None

ACR-147: Refrigeration Transition and Recovery

This course is EPA-approved and covers material relating to the requirements necessary for type I, II, and III universal certifications. Upon completion, students should be prepared to take the EPA-608 certification examination.
Credits 3
Prerequisites
None

ACR-152: Heat Pump Systems

This course provides instruction on the operation and servicing of heat pump systems. Emphasis is placed on theory and application of refrigerants for heat pump systems and on basic service of components. Students should possess a strong foundation of electrical principles and theory. Upon completion students will be able to install and service heat pumps.
Credits 6
Prerequisites
None

ACR-203: Commercial Refrigeration

This course focuses on commercial refrigeration systems. Emphasis is placed on evaporators, condensers, compressors, expansion devices, special refrigeration components and application of refrigeration systems. Upon completion students should be able to service and repair commercial refrigeration systems.
Credits 3
Prerequisites
None

ACR-205: System Sizing and Air Distribution

This course provides instruction in the load calculation of a structure and system sizing. Topics of instruction include heat loss, heat gain, equipment and air distribution sizing, and factors making acceptable indoor air quality. Upon course completion, students should be able to calculate system requirements.
Credits 3
Prerequisites
None

ACR-209: Commercial Air Conditioning Systems

This course focuses on servicing and maintaining commercial and residential HVAC/R systems. Topics include system component installation and removal and service techniques. Upon completion, the student should be able to troubleshoot and perform general maintenance on commercial and residential HVAC/R systems.
Credits 3
Prerequisites
None

ACR-210: Troubleshooting HVACR Systems

This course provides instruction in the use of various meters and gauges used in the HVAC/R industry. Emphasis is placed on general service procedures, system diagnosis, and corrective measure, methods of leak detection, and system evacuation, charging and performance checks. Upon completion students should be able to perform basic troubleshooting of HVAC/R.
Credits 3
Prerequisites
None.

Art

ART-100: Art Appreciation

This course is an introduction to the appreciation of art through an examination of the themes and purposes of art, the exploration of visual arts media and methods, and culturally significant works of art from the past and present. The course informs students about the language of art and its relevance in everyday life.
Credits 3
Prerequisites
None

Automotive Advanced Manfacturing, Industrial Systems & Automation

ELT-111: Concepts of Direct Current

This course provides an advanced study of direct current (DC) concepts and application principles. Specific topics include safety, terms and symbols, electrical theory, Ohm's law, power law, electrical measurement, DC electrical components, series, parallel, and series-parallel circuit construction. Students gain hands-on experience through various laboratory problems. Emphasis is placed on the use of scientific calculators, reading schematics, and the operation of common test equipment used to analyze and troubleshoot DC circuits and to prove the theories taught during classroom instruction. This course may serve as a substitute core for DC Fundamentals.
Credits 5

INT-105: Introduction to Process Technology

This course is designed to provide students with an introduction to process control technology and various instruments used to control processes. Upon completion, students should be able to comprehend principles of process control technology and the application of various instruments used to control processes in an industrial setting.
Credits 3
Prerequisites
As required by college.

INT-113: Industrial Motor Control I

This course is a study of the construction, operating characteristics, and installation of different motor control circuits and devices. Emphasis is placed on the control of three phase AC motors. This course covers the use of motor control symbols, magnetic motor starters, running overload protection, pushbutton stations, multiple control stations, two wire control, three wire control, jogging control, sequence control, and ladder diagrams of motor control circuits. Upon completion, students should be able to understand the operation of motor starters, overload protection, interpret ladder diagrams using pushbutton stations and understand complex motor control diagrams.
Credits 3
Prerequisites
None

INT-117: Principles of Industrial Mechanics

This course provides instruction in basic physics concepts applicable to mechanics of industrial production equipment. Topics include the basic application of mechanical principles with emphasis on power transmission, specific mechanical components, alignment, and tension. Upon completion, students will be able to perform basic troubleshooting, repair and maintenance functions on industrial production equipment. This is a CORE course.
Credits 3
Prerequisites
None

INT-118: Fundamentals of Industrial Hydraulics & Pneumatics

This course includes the fundamental concepts and theories for the safe operation of hydraulic and pneumatic systems used with industrial production equipment. Topics include the physical concepts, theories, laws, air flow characteristics, actuators, valves, accumulators, symbols, circuitry, filters, servicing safety, and preventive maintenance and the application of these concepts to perform work. Upon completion, students should be able to service and perform preventive maintenance functions on hydraulic and pneumatic systems. This is a CORE course.

Credits 3

Prerequisites

As required by college

INT-126: Preventive Maintenance

This course focuses on the concepts and applications of preventive maintenance. Topics include the introduction of alignment equipment, job safety, tool safety, preventive maintenance concepts, procedures, tasks, and predictive maintenance concepts. Upon course completion, students will demonstrate the ability to apply proper preventive maintenance and explain predictive maintenance concepts.

Credits 3

Prerequisites

None

INT-127: Principles of Industrial Pumps and Piping Systems

This course provides instruction in the fundamental concepts of industrial pumps and piping systems. Topics include pump identification, operation, and installation, maintenance and troubleshooting, and piping systems, and their installation. Upon course completion, students will be able to install, maintain, and troubleshoot industrial pumps and piping systems.

Credits 3

Prerequisites

None

INT-134: Principles of Industrial Maintenance Weld Cutting Techniques

This course provides instruction in the fundamentals of acetylene cutting and the basics of welding needed for the maintenance and repair of industrial production equipment. Topics include oxy-fuel safety, choice of cutting equipment, proper cutting angles, equipment setup, cutting plate and pipe, hand tools, types of metal welding machines, rod and welding joints, and common welding passes and beads. Upon course completion, students will demonstrate the ability to perform metal welding and cutting techniques necessary for repairing and maintaining industrial equipment. This is a CORE course

Credits 3

Prerequisites

As required by college

INT-140: FAME Manufacturing Core Exercise 1, Safety Culture

This course introduces the Federation of Advanced Manufacturing Education (FAME) MCE-1 (Manufacturing Core Exercise) for Safety Culture. The course includes an introduction to safety and safety practice and the development of a safety culture. Specific topics covered regarding safety culture are: Internal, self-driven value for safe behavior; Active concern for both personal safety and the safety of others; Full understanding of the impact and consequence of unsafe behavior and acts; Proactive thinking about safety, safe practices, and consequences. Self-driven initiative to be safe and to promote the safety of others.

Credits 1

Prerequisites

As determined by college

INT-142: FAME Manufacturing Core Exercise 2, Workplace Visual Organizations

This course introduces the Federation of Advanced Manufacturing Education (FAME) MCE-2 (Manufacturing Core Exercise) for Workplace Visual Organization (AKA: 5S). Students will learn how to achieve higher productivity, produce fewer defects, meet deadlines, attain higher workplace safety and how to expose abnormal work conditions quickly and easily for correction and countermeasure. The 5S process will be clearly defined with experiential exercises, reinforcing the following process steps and their objectives: Sift – Organization, Sort – Orderliness, Sweep and Wash – Cleanliness, Spic and Span- Total Standardization, Sustain - System Sustainment

Credits 1

Prerequisites

As determined by college

INT-144: FAME Manufacturing Core Exercise 3, LEAN Manufacturing

This course introduces the Federation of Advanced Manufacturing Education (FAME) MCE-3 (Manufacturing Core Exercise) for Lean Manufacturing. Students will be introduced to a systematic method for waste minimization (AKA: Muda) within a manufacturing system, without sacrificing productivity. Lean also takes into account waste created through overburden (AKA: Muri) and waste created through unevenness in workloads (AKA: Mura). The Lean management philosophy will be clearly defined and explained with experiential exercises, reinforcing the following concepts: The value-added product; The maintenance value-added product; Value-added work and necessary work; How this leads to increased profit; Workload unevenness (Mura); Waste created through overburden (Muri). The seven areas of non-value-added waste (Muda): conveyance, correction, motion, over-production, over-processing, waiting and inventory

Credits 1

Prerequisites

As determined by college

INT-146: FAME Manufacturing Core Exercise 4, Problem Solving

This course introduces the Federation of Advanced Manufacturing Education (FAME) MCE-4 (Manufacturing Core Exercise) for Problem Solving. Students will learn how to use the eight-step problem solving model in an experiential learning environment, in conjunction with the PDCA cycle (plan, do, check and act). The eight steps students will learn to use are: Clarify the problem (plan); Breakdown the problem (plan); Set the target (plan); Analyze the root cause (plan); Develop countermeasures (plan); Implement countermeasures (do); Monitor results and process (check); Standardize and share success (act)

Credits 1

Prerequisites

As determined by college

INT-148: FAME Manufacturing Core Exercise 5, Machine Reliability

This course introduces the Federation of Advanced Manufacturing Education (FAME) MCE-5 (Manufacturing Core Exercise) for machine reliability. Students will learn how to use the process of Reliability-Centered Maintenance (RCM) to drive for zero downtime and reach for maximum Heijunka. Students will be given an in depth understanding of Heijunka (Japanese for “leveling”), as a process that maintains a balanced relationship between predictability by leveling demand, flexibility by decreasing changeover time and stability by averaging production volume and type, over the long-term. The RCM process will be clearly defined with experiential exercises reinforcing comprehension and application of the following core questions: What are the functions of the equipment? How does it fail? What causes it to fail? Does it matter if it fails? What can be done to predict or prevent each failure? What if the failure cannot be prevented?

Credits 1

Prerequisites

As determined by college

INT-184: Intro to Programmable Logic Controllers

This course introduces programmable logic controllers. Emphasis is placed on, but not limited to, the following: PLC hardware and software, numbering systems, installation, and programming. Upon completion, students must demonstrate their ability by developing, loading, debugging, and optimizing PLC programs. This course is also taught as AUT-114, ATM-211, ENT-204, ELT-231, ILT-194, IAT-160, and IET-231.
Credits 3
Prerequisites
None

INT-206: Industrial Motors I

This course focuses on basic information regarding industrial electrical motors. Upon completion students will be able to troubleshoot, remove, replace, and perform routine maintenance on various types of motors.
Credits 3
Prerequisites
None

INT-215: Troubleshooting Techniques

This course is designed to allow students an opportunity to study directly related topics of particular interest which require the application of technical knowledge and technical skills. Emphasis is place on the application of skills and knowledge with practical experiences. Upon, completion, students should be able to solve job related problems using technical skills and knowledge.
Credits 3
Prerequisites
None

INT-218: Special Lab in Hydraulics and Pneumatics

This course provides specialized instruction in maintaining and troubleshooting Hydraulic and Pneumatic systems. Topics include safe component removal and installation, schematic reading and diagramming, and theoretical calculations.
Credits 2
Prerequisites
Permission of instructor.

INT-254: Robot Maintenance and Troubleshooting

This course introduces principle concepts troubleshooting and maintenance of robots. Topics include Recognize and describe major robot component. Students will learn to diagnose robot mechanical problems to the component level, replacement of mechanical components and perform adjustments, troubleshooting class 1, 2, and 3 faults, to manipulate I/O for the robot, and periodic and preventive maintenance. Students will learn how to safely power up robots for complete shutdown and how to manipulate robots using the teach pendant. Upon completion students will be able to describe the various robot classifications, characteristics, explain system operations of simple robots, and maintain robotic systems.
Credits 3
Prerequisites
As required by the College.

Automotive Manufacturing

AUT-150: Introduction to Machine Shop I

This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, saws, milling machines, bench grinders, and layout instruments. Upon completion, students will be able to perform the basic operations of measuring, layout, drilling, sawing, turning, and milling.
Credits 3
Prerequisites
AUT-104 or AUT-166
Corequisites
AUT-151

AUT-151: Introduction to Machine Shop I Lab

This course provides practical application of the concepts and principles of machining operations learned in AUT 150. Topics include machine shop safety, measuring tools, lathes, saws, milling machines, bench grinders, and layout instruments. Upon completion, students will be able to perform the basic operations of measuring, layout, drilling, sawing, turning, and milling.
Credits 3
Prerequisites
None
Corequisites
AUT-150: Introduction to Machine Shop I

AUT-178: Gas Tungsten Arc Welding

This course provides student with knowledge needed to perform gas tungsten arc welds using ferrous and/or non-ferrous metals, according to applicable welding codes. Topics include safe operating practices, equipment identification and set-up, correct selection of tungsten type, polarity, shielding gas and filler metals. Upon completion, a student should be able to identify safe operating practices, equipment identification and setup, correct selection of tungsten type, polarity, shielding gas, filler metals, and various welds on ferrous and/or non-ferrous metals, using the gas tungsten arc welding process according to applicable welding codes.
Credits 3
Prerequisites
None
Corequisites
AUT-180

AUT-180 : Gas Tungsten Arc Welding Lab

This course provides student with skills needed to perform gas tungsten arc welds using ferrous and/or non-ferrous metals, according to applicable welding codes. Topics include safe operating practices, equipment identification and set-up, correct selection of tungsten type, polarity, shielding gas and filler metals. Upon completion, a student should be able to identify safe operating practices, equipment identification and setup, correct selection of tungsten type, polarity, shielding gas, filler metals, and various welds on ferrous and/or non-ferrous metals, using the gas tungsten arc welding process according to applicable welding codes.
Credits 3
Prerequisites
None
Corequisites
AUT-178: Gas Tungsten Arc Welding

AUT-186: Principles of Ind Maintenance Wdt & Metal Cutting Techniques

This course provides instruction in the fundamentals of acetylene cutting and the basics of welding needed for the maintenance and repair of industrial production equipment. Topics include oxy-fuel safety, choice of cutting equipment, proper cutting angles, equipment setup, cutting plate and pipe, hand tools, types of metal welding machines, rod and welding joints, and common welding passes and beads. Upon course completion, students will demonstrate the ability to perform metal welding and cutting techniques necessary for repairing and maintaining industrial equipment.
Credits 3
Prerequisites
None
Corequisites
AUT-178

AUT-210: Industrial Robotics

This course covers principles of electro-mechanical devices. Topics include the principles, concepts, and techniques involved in interfacing microcomputers to various electro-mechanical devices to produce geographical movement. Upon completion, students should be able to apply the principles of electro-mechanical devices. This course is also taught as ILT-216.
Credits 3
Prerequisites
None

AUT-211: Industrial Robotics Lab

This lab covers the principles, concepts, and techniques involved in interfacing microcomputers to various electro-mechanical devices to produce geographical movement. Upon completion students should be able to apply the principles of electro-mechanical devices. This course is also taught as ILT-217.
Credits 2
Prerequisites
None

AUT-221: Advanced Programmable Logic Controllers

This course includes the advanced principals of PLC's including hardware, programming, and troubleshooting. Emphasis is placed on developing advanced working programs, and troubleshooting hardware and software communication problems. Upon completion, students should be able to demonstrate their ability in developing programs and troubleshooting the system.
Credits 3
Prerequisites
None

AUT-230: Preventive Maintenance

This course focuses on the concepts and applications of preventive maintenance. Topics include the introduction of alignment equipment, job safety, tool safety, preventive maintenance concepts, procedures, tasks, and predictive maintenance concepts. Upon course completion, students will demonstrate the ability to apply proper preventive maintenance and explain predictive maintenance concepts.
Credits 3
Prerequisites
None

AUT-286: Co-Op

These courses constitute a series wherein the student works on a part-time basis in a job directly related to advanced manufacturing. In these courses the employer evaluates the student's productivity and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.
Credits 1
Prerequisites
As determined by program

AUT 186: Principles of Industrial Maintenance Welding & Metal Cutting Techniques

This course provides instruction in the fundamentals of acetylene cutting and the basics of welding needed for the maintenance and repair of industrial production equipment. Topics include oxy-fuel safety, choice of cutting equipment, proper cutting angles, equipment setup, cutting plate and pipe, hand tools, types of metal welding machines, rod and welding joints, and common welding passes and beads. Upon course completion, students will demonstrate the ability to perform metal welding and cutting techniques necessary for repairing and maintaining industrial equipment.

Credits 3

Prerequisites

None

Corequisites

AUT-178

ELT-219: Fluid Power Systems

This course includes the fundamental concepts and theories for the safe operation of hydraulic and pneumatic systems used with industrial production equipment. Topics include the physical concepts, theories, laws, air flow characteristics, actuators, valves, accumulators, symbols, circuitry, filters, servicing safety, and preventive maintenance and the application of these concepts to perform work. Upon completion, students should be able to service and perform preventive maintenance functions on hydraulic and pneumatic systems.

Credits 3

Prerequisites

As required by program.

INT-101: DC Fundamentals

This course provides an in depth study of direct current (DC) electronic theory. Topics include atomic theory, magnetism, properties of conductors and insulators, and characteristics of series, parallel, and series-parallel circuits. Inductors and capacitors are introduced and their effects on DC circuits are examined. Students are prepared to analyze complex DC circuits, solve for unknown circuit variables and to use basic electronic test equipment. This course also provides hands on laboratory exercises to analyze, construct, test, and troubleshoot DC circuits. Emphasis is placed on the use of scientific calculator and the operation of common test equipment used to analyze and troubleshoot DC and to prove the theories taught during classroom instruction.

Credits 3

Prerequisites

As required by college

INT-123: Concepts of Solid State Electronics

This course is an introduction to semiconductor fundamentals and applications to electronic devices. It covers the basic operations and applications of rectifier circuits, transistors, and thyristors. Coverage is given to safety, use, and care with hazardous materials and personnel as well as material and environmental considerations. Upon completion students will be able to construct and test for proper operation of various types of solid state devices.

Credits 5

INT-284: Adv. Programmable Logic Controllers

This course includes the advanced principals of PLC's including hardware, programming, and troubleshooting. Emphasis is placed on developing advanced working programs, and troubleshooting hardware and software communication problems. Upon completion, students should be able to demonstrate their ability in developing programs and troubleshooting the system.

Credits 3
Prerequisites
As required by college

Automotive Service

ASE-101: Fundamentals Of Automotive Technology

This course provides basic instruction in Fundamentals of Automotive Technology. This is a CORE course and supports CIP Codes 15.0803 and 47.0604.
Credits 3
Prerequisites
None

ASE-112: Electrical Fundamentals

This course introduces the principles and laws of electricity. Emphasis is placed on wiring diagrams, test equipment, and identifying series, parallel and series-parallel circuits. Upon completion, students should be able to calculate, build, and measure circuits. This is a CORE course.
Credits 3
Prerequisites
None

ASE-121: Braking Systems

This course provides instruction in automotive technology or auto mechanics. Emphasis is placed on the practical application of brakes. This is a CORE course. ABR-223 – Automotive Mechanical Components is a suitable substitute for this course.
Credits 3
Prerequisites
None

ASE-122: Steering and Suspension

This course provides instruction in automotive technology or auto mechanics. Emphasis is placed on the practical application of steering and suspension. This is a CORE course. ABR-255 – Steering and Suspension is a suitable substitute for this course.
Credits 3
Prerequisites
None

ASE-124: Automotive Engines

This course provides instruction on the operation, design, and superficial repair of automotive engines. Emphasis is placed on understanding the four stroke cycle, intake and exhaust manifolds and related parts, engine mechanical timing components, engine cooling and lubrication system principles and repairs, and basic fuel and ignition operation. This is a CORE course and supports CIP Codes 47.0604 and 15.0803.
Credits 3
Prerequisites
None

ASE-130: Drive Train And Axles

This course provides basic instruction in automotive drive trains and axles. Emphasis is placed on the understanding and application of basic internal and external operation relating to proper operation and driveability. This is a CORE course. ABR-223 – Automotive Mechanical Components is a suitable substitute for this course.
Credits 3
Prerequisites
None

ASE-133: Motor Vehicle Air Conditioning

This course provides basic instruction in theory, operation, and repair of automotive heating and air conditioning systems. Emphasis is placed on the understanding and repair of vehicle air conditioning and heating systems, including but not limited to air management, electrical and vacuum controls, refrigerant recovery, and component replacement. ABR-258 – Heating and AC in Collision Repair is a suitable substitute for this course.
Credits 3
Prerequisites
None

ASE-162: Eletrical and Eletronic Systems

This is an intermediate course in automotive electrical and electronic systems. Emphasis is placed on troubleshooting and repair of battery, starting, charging, and lighting systems, subsystems, and components. This is a CORE course.
Credits 3
Prerequisites
ASE-112 or instructor permission.

ASE-212: Advanced Electrical And Electronic Systems

This course provides instruction in advanced automotive electrical and electronic systems. Emphasis is placed on troubleshooting and repair of advanced electrical and electronic systems, subsystems, and components.

Credits 3
Prerequisites
None

ASE-220: Advanced Automotive Engines

This course provides in-depth instruction concerning internal engine diagnosis, overhaul and repair, including but not necessarily limited to the replacement of timing chains, belts, and gears, as well as the replacement or reconditioning of valve train components as well as replacement of pistons, connecting rods, piston rings, bearings, lubrication system components, gaskets, and oil seals. This course supports CIP Codes 47.0604 and 15.0803.
Credits 3
Prerequisites
None

ASE-221: Light Diesel For Automotive

This course will introduce students to basic light diesel fundamentals, operation, diagnosis, and repair. Emphasis is placed on design, maintenance, fuel systems, computer control and interrelated systems.
Credits 3
Prerequisites
None

ASE-224: Manual Transmission/ Transaxle

This course covers basic instruction in manual transmission and transaxles. Emphasis is placed on the understanding and application of basic internal and external operation relating to proper operation and driveability. This course supports CIP Codes 15.0803 and 47.0604.
Credits 3
Prerequisites
None

ASE-230: Automatic Transmission/Transaxle

This course provides basic instruction in automatic transmissions and transaxles. Emphasis is placed on the comprehension of principles and powerflow of automatic transmissions and repairing or replacing internal and external components. This is a CORE course and supports CIP Codes 15.0803 and 47.0604.
Credits 3
Prerequisites
None

ASE-239: Engine Performance

This course provides basic instruction in engine performance with emphasis on fuel and ignition systems relating to engine operation. This is a CORE course and supports CIP Code 15.0803 and 47.0604.
Credits 3
Prerequisites
None

ASE-244: Engine Performance and Diagnostics

This course provides advanced instruction in engine performance. Emphasis is placed on engine management and computer controls of ignition, fuel, and emissions systems relating to engine performance and driveability. This is a CORE course and supports CIP Codes 15.0803 and 47.0604.
Credits 3

ASE-246: Automotive Emissions

This is an introductory course in automotive emission systems. Emphasis is placed on troubleshooting and repair of systems, subsystems, and components. This course supports CIP code 15.0803 and 47.0604.
Credits 3
Prerequisites
None

ASE-263: Hybrid & Electric Vehicles

This course is design to measure a technician's knowledge of the skills needed to diagnose both high and low voltage electrical/electronic problems, as well as other supporting system problems on hybrid/electric vehicles. This course prepares students for the ASE Light Duty Hybrid/Electric Vehicle Specialist (LE) certification.
Credits 3
Prerequisites
As determined by the College.

Biology

BIO-101: Introduction to Biology I

This is an introductory course designed for non-science majors. It includes physical, chemical, and biological principles common to all organisms. These principles are explained through a study of the scientific method, biological organization, cellular structure, bioenergetics of a cell, cell reproduction, gene theory, inheritance, and evolution. A 120-minute laboratory per week is required.
Credits 4
Prerequisites
As required by program.

BIO-102: Introduction to Biology II

Introduction to Biology II is the second of a two-course sequence for non-science majors. It covers evolutionary This is an introductory course designed for non-science majors. It includes evolutionary principles and relationships, environmental and ecological topics, phylogenetics and classification, and a survey of biodiversity. A 120-minute laboratory is required.
Credits 4
Prerequisites
BIO-101: Introduction to Biology I

BIO-103: Principles of Biology I

This is an introductory course for science and non-science majors. It covers physical, chemical, and biological principles common to all organisms. These principles are explained through a study of cell structure and function, cellular reproduction, basic biochemistry, cell energetics, the process of photosynthesis, and Mendelian and molecular genetics. Also included are the scientific method, basic principles of evolution, and an overview of the diversity of life with emphasis on viruses, prokaryotes, and protist. A 120-minute laboratory is required.
Credits 4
Prerequisites
Satisfactory completion of ENR-098 or satisfactory placement score.

BIO-104: Principles of Biology II

This course is an introduction to the basic ecological and evolutionary relationships of plants and animals and a survey of plant and animal diversity including classification, morphology, physiology, and reproduction. A 180 minute laboratory is required.
Credits 4
Prerequisites
BIO-103: Principles of Biology I

BIO-111: Survey of Human Biology

This course for the non-science major covers an overview of the human body functions with an emphasis on major organ systems. Laboratory is required.
Credits 4
Prerequisites
As required by the program

BIO-112: Human Reproduction & Inheritance

Human Reproduction and Inheritance is an introductory genetics course with primary emphasis on human inheritance, reproduction, venereal diseases, birth control, and teratology. No laboratory is required.
Credits 3
Prerequisites
None

BIO-120: Medical Terminology

This course is a survey of words, terms, and descriptions commonly used in medical arts. Emphasis is placed on spelling, pronunciation, and meanings of prefixes, suffixes, and roots. No laboratory is required.
Credits 3
Prerequisites
None

BIO-140: Human Anatomy for Dental Assisting

Human Anatomy for Dental Assisting covers the basic structure and function of human organ systems with primary emphasis on selected structures of the head and neck. Embryological, gross anatomical, and histological correlations illustrating dental health and oral pathology are emphasized. Laboratory is required.
Credits 3
Prerequisites
As required by program.

BIO-141: Microbiology for Dental Assisting

Microbiology, Pathology, and Pharmacology for Dental Assisting covers morphology, cultivation, transmission, and control of microbial pathogens. Pathology of the head, neck, and oral cavity and related therapeutic treatments are emphasized. Laboratory is required.
Credits 4
Prerequisites
BIO-140: Human Anatomy for Dental Assisting

BIO-201: Human Anatomy and Physiology I

Human Anatomy and Physiology I covers the structure and function of the human body. Included is an orientation of the human body, basic principles of chemistry, a study of cells and tissues, metabolism, joints, the integumentary, skeletal, muscular, and nervous systems, and the senses. Dissection, histological studies, and physiology are featured in the laboratory experience. A 120-minute laboratory is required.

Credits 4

Prerequisites

BIO-103: Principles of Biology I

BIO-202: Human Anatomy and Physiology II

Human Anatomy and Physiology II covers the structure and function of the human body. Included is a study of basic nutrition and metabolism; basic principles of fluids, electrolyte, and acid-base balance, and the endocrine, respiratory, digestive, excretory, cardiovascular, lymphatic, and reproductive systems. Dissection, histological studies, and physiology are featured in the laboratory experience. A 120-minute laboratory is required.

Credits 4

Prerequisites

BIO-103 and BIO-201

BIO-206: Human Anatomy

This course covers the basic structure and function of the human body. Emphasis is placed on the structure of the organ systems, cells, and tissues. Mammalian dissection and histological studies are featured in the required laboratory.

Credits 4

Prerequisites

BIO-103: Principles of Biology I

BIO-207: Human Physiology

This course covers the functions of the organ systems, cells, and tissues. Also included is a survey of cellular energetics, the major metabolic pathways, digestion, and fluid and electrolyte balance. Laboratory is required.

Credits 4

Prerequisites

BIO-103 and BIO-206

BIO-211: Human Anatomy and Physiology for Health Occupations I

This course is the first in a two-course sequence that covers the basic structure and function of the human body. Tissues and the following organ systems are covered: integumentary, skeletal, muscular, nervous, sensory, endocrine, circulatory, digestive, respiratory, excretory, and reproductive. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of human anatomy and physiology and their interrelationships. Laboratory is required

Credits 4

Prerequisites

Satisfactory completion of ENR-098 or satisfactory placement score.

BIO-212: Human Anatomy and Physiology for Health Occupations II

This course is the second in a two-course sequence which provides a comprehensive study of the structure and function of the human body. Tissues and the following organ systems are covered: integumentary, skeletal, muscular, nervous, sensory, endocrine, circulatory, digestive, respiratory, excretory, and reproductive. Upon completion, students should be able to demonstrate an in-depth understanding of human anatomy and physiology principles and their interrelationships. Laboratory is required. BIO-103 or BIO-212 will satisfy the pre-requisite requirement for BIO-220, General Microbiology.

Credits 4

Prerequisites

BIO-211: Human Anatomy and Physiology for Health Occupations I

BIO-220: General Microbiology

This course covers the fundamental principles of microbiology, which includes the characteristics of bacteria, archaea, eukaryotes, and viruses; cell functions; chemical and physical control methods of microbial growth; and interactions between microbes and humans in relation to pathology, immunology, and the role of normal biota. The laboratory experience focuses on microbiological techniques including culturing, microscopy, staining, identification, and control of microorganisms. Two 120-minute laboratories are required.

Credits 4

Prerequisites

BIO-103 (RECOMMENDED: 4 Semester Hours of Chemistry)

Business Administration, Accounting

ACT-201: Entrepreneurism

This course covers the important issues and critical steps involved in starting a new business from scratch. Topics covered include developing a business plan, creating a successful marketing strategy, setting up legal basis for business, raising start-up funds, attracting and managing human resources, managing costs, and developing a custom base.

Credits 3

Prerequisites

None

ACT-254: Business Income Tax

This course focuses on federal income tax laws concerning business entities. Emphasis is on income tax investment of partnerships, corporation, LLPs and LLCs. Upon completion of this course, the student will be able to apply federal income tax laws concerning business entities.

Credits 3

ACT-257: Govt & Not for Profit Accounting

This course is an introduction to the principles, concepts and practices of accounting for governmental and not-for-profit organizations. Emphasis is on fund accounting and its utilization in governmental agencies, colleges and universities, hospitals, and other not-for-profit organizations. Upon completion of this course, the student will be able to apply the principles, concepts, and practices of governmental and not-for-profit accounting.

Credits 3

Prerequisites

BUS-248: Managerial Accounting

Business Administration, Entrepreneurship

ETP-265: Entrepreneurial Marketing

This course is designed to help students learn about best practices in Entrepreneurial Marketing. Topics include the analysis of marketing opportunities, identification of the target audience, and the development of a marketing strategy, brand positioning and an integrated marketing plan. Upon completion, students should be able to demonstrate an understanding of marketing issues that are unique to new ventures and small businesses.
Credits 3
Prerequisites
BUS-100: Introduction to Business

ETP-266: Entrepreneurial Finance

This course is designed to teach students the accounting issues that are important to the business owner, not the accounting practitioner. Topics include start-up funding, sources of financing, identifying and preventing fraud, buying and valuing ventures, and harvesting the value created in business ventures. This course also covers the creation of personal financial statements and pro forma financial statements which are crucial components of a business plan.
Credits 3
Prerequisites
BUS-100: Introduction to Business

ETP-267: Innovation and Creativity

This course is designed to develop in students a mindset for thinking creatively and prepare them to create their own businesses or revitalize a business that has lost its direction by learning to observe things from different perspectives and to reason from different viewpoints in order to develop effective solutions to problems.
Credits 3
Prerequisites
BUS-100: Introduction to Business

ETP-268: Business Planning

This capstone course is designed to build upon information from previous courses. Students will complete a business plan, pieces of which were constructed in previous courses. Additionally, teams of students will compete in a business simulation. As a part of this activity, teams will submit regular "management" reports discussing the results of the decisions they have made. Upon completion, students will be prepared to lead their own venture.
Credits 3
Prerequisites
Permission of instructor.

Business Administration, General Business

BUS-100: Introduction to Business

This is a survey course designed to familiarize the student with the fundamentals of American business in a global setting.
Credits 3
Prerequisites
As required by program.

BUS-146: Personal Finance

This is a survey course related to managing personal finance. Topics include personal financial planning, money management, taxes, consumer credit, insurance, investments, retirement planning, and estate planning.
Credits 3

BUS-147: Introduction to Finance

This course is a survey of monetary and credit systems. Topics include the role of the Federal Reserve System, sources of capital, including forms of long-term corporate financing, and consumer credit in the financial structure of our economy.
Credits 3

BUS-186: Elements of Supervision

This course is an introduction to the fundamentals of supervision. Topics include the functions of management, responsibilities of the supervisor, management-employee relations, organizational structure, project management, and employee training and rating.
Credits 3
Prerequisites
None.

BUS-215: Business Communication

This course covers written, oral and nonverbal communications. Topics include the application of communication principles to the production of clear, correct, and logically organized faxes, e-mail, memos, letters, resumes, reports, and other business communications.
Credits 3
Prerequisites
ENG-101: English Composition I

BUS-241: Principles of Accounting I

This course is designed to provide a basic theory of accounting principles and practices used by service and merchandising enterprises. Emphasis is placed on financial accounting, including the accounting cycle and financial statements.
Credits 3
Prerequisites
As required by program.

BUS-242: Principles of Accounting II

This course is a continuation of BUS 241. In addition to a study of financial accounting, this course covers topics in managerial accounting, corporations, and financial statement analysis.
Credits 3
Prerequisites
BUS-241: Principles of Accounting I

BUS-246: Computerized Accounting

This course utilizes the microcomputer in a study of accounting principles and practices. Emphasis is on the preparation and analysis of financial statements, measuring business activity, and making rational business decisions.
Credits 3
Prerequisites
BUS-241: Principles of Accounting I

BUS-248: Managerial Accounting

This course is designed to familiarize the student with management concepts and techniques of industrial accounting procedures. Emphasis is placed on cost behavior, contribution approach to decision-making, budgeting, overhead analysis, cost-volume-profit analysis, and cost accounting systems.
Credits 3
Prerequisites
As required by program.

BUS-249: Payroll Accounting

This course provides the foundation needed to calculate payroll, complete payroll taxes, and prepare payroll records and reports. Upon completion of this course, the student will have an in-depth understanding of payroll accounting and be able to accurately prepare payroll.
Credits 3
Prerequisites
BUS-241: Principles of Accounting I

BUS-252: Accounting Case Studies

This course includes a practical application of accounting knowledge through a series of case studies. The case study method of learning places emphasis on the preparation for, and classroom discussion described in the case. Upon completion of this course, the student will be able to apply accounting knowledge in a variety of situations.
Credits 3
Prerequisites
BUS-241 and BUS-242

BUS-253: Individual Income Tax

This course focuses on the fundamentals of the federal income tax laws with primary emphasis on those affecting the individual. Emphasis is on gross income determination, adjustments to income, business expenses, itemized deductions, exemptions, capital gains/losses, depreciation, and tax credits. Upon completion of this course, the student will be able to apply the fundamentals of the federal income tax laws affecting the individual.
Credits 3
Prerequisites
None

BUS-263: The Legal and Social Environment of Business

This course provides an overview of the legal and social environment for business operations. Topics include the Constitution, the Bill of Rights, court systems, alternative dispute resolution, civil and criminal law, administrative agencies, contracts, employment law, property interests and rights, and intellectual property, business organizations, and ethics.
Credits 3
Prerequisites
None

BUS-271: Business Statistics I

This is an introductory study of basic statistical concepts applied to economic and business problems. Topics include the collection, classification, and presentation of data; statistical description and analysis of data; measures of central tendency and dispersion; probability; discrete and continuous probability distributions; sampling; interval estimation; and introduction to hypothesis testing.
Credits 3
Prerequisites
MTH-100: Intermediate College Algebra

BUS-275: Principles of Management

This course provides a basic study of the principles of management. Topics include planning, organizing, leading, and controlling with emphasis on practical business applications.
Credits 3
Prerequisites
None.

BUS-276: Human Resource Management

This course provides an overview of the responsibilities of the supervisor of human resources. Topics include the selection, placement, testing, orientation, training, rating, promotion, and transfer of employees.
Credits 3
Prerequisites
BUS-275: Principles of Management

BUS-279: Small Business Management

This course provides an overview of the creation and operation of a small business. Topics include buying a franchise, starting a business, identifying capital resources, understanding markets, managing customer credit, managing accounting systems, budgeting systems, inventory systems, purchasing insurance, and the importance of appropriate legal counsel.
Credits 3
Prerequisites
BUS-275: Principles of Management

BUS-289: Business Strategy Capstone

This course provides students an opportunity to apply knowledge and skills gained throughout their course of study. Project, process, and standards for successful completion must be approved by the instructor prior to student beginning the project.
Credits 3
Prerequisites
BUS-242 and permission of instructor

BUS-296: Business Internship

This course allows the student to apply knowledge and skills in a real-world work place. Evaluation is based upon a well-developed portfolio, job-site visits by the instructor, the employer's evaluation of the student, and the development and assessment by the student of a learning contract.
Credits 3
Prerequisites
As required by college.

Business Administration, Logistics and Supply Chain Management

LGT 106: Workplace Essentials

This course emphasizes the foundational information to develop knowledge and skills to prepare individuals for employment following the completion of technical and academic programs. At the conclusion of this course, students will have knowledge and skills relevant to work ethic, communication, resume writing, job interviewing, dress and appearance, behavior, problem-solving, decision making, and project management.
Credits 3
Prerequisites
None

LGT 108: Introduction to Logistics

This course introduces students to the basic concepts of logistics for a variety of applications. Students gain insights into how logistics play a vital role in all aspects of business and industry. Specific topics include basic concepts of logistics and health and safety concerns in warehouse and transportation environments.
Credits 3
Prerequisites
None

LGT 114: Supply Chain Fundamentals and Management

This course introduces students to the basic concepts of supply chain and supply chain management. Students gain insights into the various components of the supply chain, how the supply chain functions interrelate and how they are managed in the business and industry environment. Specific topics include basic concepts of “links and drivers” in the Supply Chain, such as inventory management, sourcing, requisitioning, ERP systems, Purchase Orders, EDI, contracting, and distribution.
Credits 3
Prerequisites
None

LGT 115: Purchasing in Logistics

This course provides students with an introduction to purchasing processes to include the impact of purchasing, compliance issues, and Incoterms. Emphasis is placed on the purchase of efficient and effective purchasing practice to ensure the best uses of resources.
Credits 3
Prerequisites
None

LGT 137: Warehouse and Inventory Management

This course provides students with information on the efficient and effective operation of warehouse operations. Emphasis is placed on the management of warehouse operation and its relationship with supply chain management.
Credits 3
Prerequisites
None

LGT 271: Supply Chain Analytics

This course provides an introduction to data analysis tools and techniques used by Logistics/Supply Chain Management personnel to effectively analyze large volumes of data. Topics include collection, classification, sortation, and presentation of multiple levels/types of product data.
Credits 3
Prerequisites
None

Chemistry

CHM-104: Introduction to Chemistry I

This is a survey course of general chemistry for students who do not intend to major in science or engineering, and the course may not be substituted for CHM-111. Lecture will emphasize the facts, principles, and theories of general chemistry including math operations, matter and energy, atomic structure, symbols and formulas, nomenclature, the periodic table, bonding concepts, equations, reactions, stoichiometry, gas laws, phases of matter, solutions, and acids and bases. Laboratory is required.
Credits 4
Prerequisites
A minimum of MTH-098 or equivalent placement score

Computer Information Systems

CIS-101 (A-B): Computer Applications Lab

This lab is designed to allow instructors to provide additional implementation of computer concepts as needed. This course may be duplicated with an alpha suffix added to the course number. This course may be scheduled as an Experimental Lab (2:1) or Manipulative Lab (3:1). (See Board Policy 705.01).
Credits 1
Corequisites
CIS-238 and CIS-269

CIS-103: Introductory Computer Skills II

This course is designed to focus on the development of computer skills suited to the needs of students in non-degree occupational programs. The course will generally use software packages appropriate to occupational programs and may include such topics as word processing, database, basic graphics, spreadsheets or other features typically needed in the field. Upon completion, the student will be able to demonstrate proficiency by the completion of appropriate assignments and occupation-specific applications.
Credits 3
Prerequisites
As required by college.

CIS-117: Database Mgmt Software Applications

This course provides students with hands-on experience using database management software. Students will develop skills common to most database management software by developing a wide variety of databases. Emphasis is on planning, developing, and editing functions associated with database management.
Credits 3
Prerequisites
CIS-146 OR Permission of Instructor

CIS-146: Computer Applications

This course is an introduction to the most common microcomputer software applications. These software packages should include typical features of applications, such as word processing, spreadsheets, database management, and presentation software. Upon completion, students will be able to utilize selected features of these packages.
Credits 3
Prerequisites
None

CIS-149: Introduction to Computers

This course is an introduction to computers and their impact on society. The course covers the development of computers, their impact on society, as well as future implications of development of computer and related communication technologies. This course introduces programming and computer operating systems. Upon completion, students will have basic knowledge of computer technology and will be able to perform basic functions with a computer system. The course will help prepare students for the IC3 certification.
Credits 3
Prerequisites
As required by college.

CIS-152: Intorduction to Data Manipulation

This course is designed to provide the students with a firm foundation in the use of computerized equipment and appropriate software in performing spreadsheet tasks through classroom instruction and lab exercises. Emphasis is on spreadsheet terminology and design, common formulas, and proper file and desk management procedures. Upon completion of the course, students should be able to use spreadsheet features to design, format, and graph effective spreadsheets.
Credits 3
Prerequisites
CIS-146: Computer Applications

CIS-155: Introduction to Mobile App Development

The purpose of this course is to introduce students to various app development tools for various mobile platforms. Specific topics include: app distribution sources, mobile device operating systems, survey of app development software, processes for design, build, deploying, and optimizing apps. At the conclusion of this course students will be able to design, build, deploy, and optimize a basic app.
Credits 3
Prerequisites
CIS-201 OR Permission of Instructor

CIS-157: Introduction to App Development with Swift

This introductory one-semester course is designed to help students build a solid foundation in programming fundamentals using Swift as the language. Students get practical experience with the tools, techniques, and concepts needed to build a basic iOS system.
Credits 3
Prerequisites
High School Graduate or GED

CIS-159: Introduction to Graphic Design for Apps

This introductory one-semester course is designed to enable students to integrate graphics for mobile app development. Students receive practical experience with the tools, techniques, and concepts needed to build or incorporate basic graphics.
Credits 3
Prerequisites
High School Graduate or GED

CIS-165: Network Lab

This lab is designed to allow instructors to provide additional implementation of networking concepts as needed.
Credits 1
Corequisites
CIS-280

CIS-171: Linux I

This course presents fundamental applications in UNIX/Linux. Included in this course are skills development for OS installation and setup, recompile techniques, system configuration settings, file/folder structures and types, run levels, basic network applications, and scripting. Additionally, the course presents security features from an administrative and user consideration.
Credits 3
Prerequisites
CIS-149 OR Permission of Instructor

CIS-172: Linux II

This course is a continuation of CIS-171 and includes advanced features of UNIX/Linux. Included in the course are web applications, integrated network configurations, file transfer, server administration, system controls, IP tables/ firewall to secure UNIX/ Linux systems, and strategic user-group applications specific to administrative network control.
Credits 3
Prerequisites
CIS-171 OR Permission of Instructor

CIS-182: Help Desk Applications

The main purpose of this course is to provide students with a comprehensive understanding of the helpdesk environment and the knowledge, skills, and abilities necessary to work in the user support industry. Students will learn problem-solving and communication skills that are very valuable when providing user support. Through hands-on exercises and case projects students will learn how to apply their knowledge and develop their ideas and skills.
Credits 3
Prerequisites
CIS-149 OR Permission of Instructor

CIS-200: Software Design

This course includes instruction in critical thinking, problem solving skills, and essential programming logic in structured and object-oriented design, using contemporary tools.
Credits 3
Prerequisites
CIS-238 & CIS-201

CIS-201: Intro to Computer Programming Concepts

This course presents fundamental programming concepts. Included in this course are problem solving and algorithms, various design tools, programming structures, variable data types and definitions, modularization, and selected programming languages. Techniques are introduced to enable students to develop programs. This course is a suitable substitution for the programming core of the AAT and AAS CIS programs.
Credits 3
Prerequisites
CIS-149 OR Permission of Instructor

CIS-207: Web Development

This course provides students with opportunities to learn Hypertext Markup Language, cascading style sheets, and Java Script. At the conclusion of this course, students will be able to use specified markup languages to develop basic Web pages.
Credits 3
Prerequisites
CIS-149 OR Permission of Instructor

CIS-208: Web Authoring Software

Students utilize various Web authoring tools to construct and edit Web sites for a variety of applications. Upon completion students will be able to use these tools to enhance Web sites.
Credits 3
Prerequisites
CIS-149 OR Permission of Instructor

CIS-209: Advanced Web Development

This is an advanced Web design course emphasizing the use of scripting languages to develop interactive Web sites. Upon completion students will be able to create data driven Web sites. This course helps prepare students for the Certified Internet Webmaster (CIW) Foundations certification.
Credits 3
Prerequisites
CIS-207: Web Development

CIS-210: Introduction to R Programming

This course provides an introduction to the R programming language and associated software environment. The course provides hands-on experience for learning R language basics and programming in this open-source language for statistical computing. Students will learn to install R, load data, and manipulate and visualize data, while implementing standard statistical functions.
Credits 3
Prerequisites
MTH-265: Elementary Statistics

CIS-211: Principles of Information Assurance

This course is designed to introduce students to information security principles. Topics covered in this course will include the need for security, risk management, security technology, cryptography, and physical security. Security policies and legal/ethical issues will also be covered.
Credits 3
Prerequisites
CIS-149 OR Permission of Instructor

CIS-212: Visual Basic Programming

This course emphasizes BASIC programming using a graphical user interface. The course will emphasize graphical user interfaces with additional topics on such topics as advanced file handling techniques, simulation, and other selected areas. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.
Credits 3
Prerequisites
CIS-201 OR Permission of Instructor

CIS-213: Advanced Visual Basic Programming

This course is a continuation of CIS-212, Visual Basic Programming.
Credits 3
Prerequisites
CIS-212: Visual Basic Programming

CIS-214: Security Analysis (Pen Testing)

This course introduces students to the concept of security analysis, or penetration testing, of information systems. Students will evaluate the security of a computer system or network, assessing security risks from the position of a potential attacker. Emphasis is on identifying security flaws and providing technical solutions.
Credits 3
Prerequisites
CIS-149 OR Permission of Instructor

CIS-220: App Development with Swift I

This is the first of two courses designed to teach specific skills related to app development using Swift language.
Credits 3
Prerequisites
CIS-157 OR Permission of Instructor

CIS-222: Database Management Systems

This course will discuss database system architectures, concentrating on Structured Query Language (SQL). It will teach students how to design, normalize and use databases with SQL, and to link those to the Web.
Credits 3
Prerequisites
CIS-117 OR Permission of Instructor

CIS-222: Database Management Systems

This course will discuss database system architectures, concentrating on Structured Query Language (SQL). It will teach students how to design, normalize and use databases with SQL, and to link those to the Web.
Credits 3

CIS-225: Introduction to SQL Programming

This course is designed to give students a firm foundation in concepts of relational databases, to create database structures and to store, retrieve, and manage data. Students will learn to query using Basic SQL statements, restrict, sort, perform single row functions and group the queried data. Students will write advanced SELECT statements and use advanced techniques such as ROLLUP, CUBE, set operators, and hierarchical retrieval. You will query multiple tables, perform nested queries, implement constraints, use data and time functions, and creates sequences and views. Students learn to write SQL and SQL* Plus script files using the iSQL* Plus tool to generate report-like output. Demonstrations and hands-on practice reinforces the fundamental concepts. This course is the first of two courses required to acquire certification as Oracle Certified Associate (OCA).

Credits 3

Prerequisites

CIS-117: Database Mgmt Software Applications

CIS-227: App Development with Swift II

This course focuses on building specific features for iOS apps. Students apply their knowledge and skills to developing new apps.

Credits 3

Prerequisites

CIS-220 OR Permission of Instructor

CIS-235: Data Analytics I

This course is designed to introduce Data Analytics to students. Students will understand concepts related to basic data concepts and environments, data mining, data analysis, visualization, governance, quality, and data controls. This course prepares students for CompTIA Data+ certification.

Credits 3

Prerequisites

CIS-149: Introduction to Computers

CIS-237: Virtual Infrastructure: Installation and Configuration

Students explore concepts and capabilities of virtual architecture with a focus on the installation, configuration, and management of a virtual infrastructure, an ESX Server, and a Virtual Center. Covers fundamentals of virtual network design and implementation, fundamentals of storage area networks, virtual switching, virtual system management and engineering for high availability.

Credits 3

Prerequisites

CIS-171 & CIS-238

CIS-238: Cloud Computing: Infrastructure and Services

This course focuses on cloud infrastructure, deployment, security models, and the key considerations in migrating to cloud computing. Coverage includes the technologies and processes required to build traditional, virtualized and cloud data center environments, including computation, storage, networking, desktop and application virtualization, business continuity, security and management.

Credits 3

Prerequisites

CIS-149: Introduction to Computers

CIS-239: Information Storage & Management

This course focuses on advanced storage systems, protocol, and architectures, including Storage Area Networks (SAN), Network Attached Storage (NAS), Fibre Channel Networks, Internet Protocol SANS (IPSAN), iSCSI, and Content Addressable Storage (CAS).

Credits 3

Prerequisites

CIS-238 & CIS-171

CIS-240: Data Engineering

This course is designed to help students learn about and get hands-on practice with tasks, tools, and strategies that are used to collect, store, prepare, analyze, and visualize data for use in analytics and machine learning (ML) applications.
Credits 3
Prerequisites
CIS-238: Cloud Computing: Infrastructure and Services
CIS-225: Introduction to SQL Programming
MTH-265: Elementary Statistics

CIS-245: Cyber Defense

The course provides students with information on the concept of cyber defense. Topics include information relative to legal aspects of cyber-attacks, threats to various levels of national and local social infrastructure, financial systems, personal data, and other direct and indirect threats. As part of this course students explore current and historical cyber threats and U.S. policy regarding infrastructure protection.
Credits 3
Prerequisites
CIS-149 OR Permission of Instructor

CIS-246: Ethical Hacking

This course emphasizes scanning, testing, and securing computer systems. The lab-intensive environment provides opportunities to understand how perimeter defenses work and how hackers are able to compromise information systems. With awareness of hacking strategies, students learn to counteract those attempts in an ethical manner.
Credits 3
Prerequisites
CIS-149 OR Permission of Instructor

CIS-250: E-Commerce

This course is an introduction into e-commerce. Topics include marketing, building an e-commerce store, security, and electronic payment systems. Upon completion students will be able to build an e-commerce presence.
Credits 3
Prerequisites
CIS-149 OR Permission of Instructor

CIS-251: C++ Programming

This course is an introduction to the C++ programming language including object-oriented programming. Topics include: problem solving and design; control structures; objects and events; user interface construction; and document and program testing.
Credits 3
Prerequisites
CIS-201 OR Permission of Instructor

CIS-253: Introduction to Data Visualization

This course will introduce students to the field of data visualization. Students will explore the anatomy of data visualization using Tableau. They will learn how to access different data sources, create charts, sort and group data, and create calculating fields. They will be able to combine views to create dashboards and create stories using worksheets and dashboards using Tableau.
Credits 3
Prerequisites
CIS-152: Intorduction to Data Manipulation

CIS-255: Java Programming

This course is an introduction to the Java programming language. Topics in this course include object-oriented programming constructs, Web page applet development, class definitions, threads, events and exceptions. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.
Credits 3
Prerequisites
CIS-201 OR Permission of Instructor

CIS-256: Advanced Java

This course is a second course of a sequence using the Java programming language. Topics include: Sun's Swing GUI components, JDBC, JavaBeans, RMI, servlets, and Java media framework. Upon completion, the student will be able to demonstrate knowledge of the topics through programming projects and appropriate exams.
Credits 3
Prerequisites
CIS-255: Java Programming

CIS-265: End User and Desktop Applications Support I

This course covers the knowledge and skills necessary to support desktop operating systems in a corporate or small business environment.
Credits 3
Prerequisites
CIS-149 OR Permission of Instructor

CIS-268: Software Support

This course provides students with hands-on practical experience in installing computer software, operating systems, and trouble-shooting. The class will help to prepare participants for the A+ Certification sponsored by CompTIA. This is a CORE course.
Credits 3
Prerequisites
CIS-149 OR Permission of Instructor

CIS-269: Hardware Support

This course provides students with hands-on practical experience in installation and troubleshooting computer hardware. The class will help to prepare participants for the A+ Certification sponsored by CompTIA. This is a CORE course.
Credits 3
Prerequisites
CIS-149 OR Permission of Instructor

CIS-270: CISCO/CCNA I

This course is the first part of a three-part curriculum leading to Cisco Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the CISCO Networking Academy certification standards.
Credits 3
Prerequisites
CIS-149 OR Permission of Instructor

CIS-271: CISCO/CCNA II

This course is the second part of a four-part curriculum leading to Cisco Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the Cisco Networking Academy certification standards.
Credits 3
Prerequisites
CIS-270 OR Permission of Instructor

CIS-272: CISCO CCNA III

This course is the third part of a four-part curriculum leading to Cisco Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the Cisco Networking Academy certification standards.
Credits 3
Prerequisites
CIS-271 OR Permission of Instructor

CIS-275: Workstation Administration

This course provides a study of client system administration in a network environment. Topics include installing, monitoring, maintaining, and troubleshooting client operating system software and managing hardware devices and shared resources. Students gain hands-on experience in client operating system installation and basic administration of network workstations.
Credits 3
Prerequisites
CIS-149 or Permission of Instructor

CIS-276: Server Administration

This course introduces network operating system administration. Topics included in this course are network operating system software installation, administration, monitoring, and maintenance; user, group, and computer account management; shared resource management; and server hardware management. Students gain hands-on experience in managing and maintaining a network operating system environment.
Credits 3
Prerequisites
CIS-275 OR Permission of Instructor

CIS-280: Network Security

This course provides a study of threats to network security and methods of securing a computer network from such threats. Topics included in this course are security risks, intrusion detection, and methods of securing authentication, network access, remote access, Web access, and wired and wireless network communications. Upon completion students will be able to identify security risks and describe appropriate counter measures.
Credits 3
Prerequisites
CIS-268, CIS-269 or CIS-270 OR Permission of Instructor

CIS-281: System Analysis & Design

This course is a study of contemporary theory and systems analysis and design. Emphasis is placed on investigating, analyzing, designing, implementing, and documenting computer systems. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.
Credits 3
Prerequisites
CIS-201 OR Permission of Instructor

CIS-282: Computer Forensics

This course introduces students to methods of computer forensics and investigations. This course helps prepare students for industry specific certification.
Credits 3
Prerequisites
CIS-149 OR Permission of Instructor

CIS-285: Object Oriented Programming

This course is an advanced object-oriented programming course and covers advanced program development techniques and concepts in the context of an object-oriented language. Subject matter includes object-oriented analysis and design, encapsulation, inheritance, polymorphism (operator and function overloading), information hiding, abstract data types, reuse, dynamic memory allocation, and file manipulation. Upon completion, students should be able to develop a hierarchical class structure necessary to the implementation of an object-oriented software system.
Credits 3
Prerequisites
CIS-201 OR CIS-212 OR Permission of Instructor

CIS-287: SQL Server

This course will provide students with the technical skill required to install, configure, administer and troubleshoot SQL Server client/server database management system. At the completion of this series students will be able to: identify the features of SQL Server and the responsibilities and challenges in system administration; identify the benefits of integrating SQL Server and setup clients for SQL Server; install and configure SQL Server; manage data storage using database devices and partition data using segments; manage the user accounts; manage user permissions; identify the various task scheduling and alerting abilities of SQL Executive; identify the concepts used in replication and implement replication of data between two SQL Services; identify the types of backup and create backup devices; identify the factors effecting SQL Server performance and the need for monitoring and tuning; locate and troubleshoot problems that occur on the SQL Server.
Credits 3
Prerequisites
CIS-117 OR Permission of Instructor

CIS-294: Special Topics

This course allows study of currently relevant computer science topics, with the course being able to be repeated for credit for each different topic covered. Course content will be determined by the instructor and will vary according to the topic being covered. Upon completion, the student will be able to demonstrate knowledge of the course topic through completion of assignments and appropriate tests.
Credits 3
Prerequisites
Permission of Instructor

CIS-299: Directed Studies in Computer Science

This course allows independent study under the direction of an instructor. Topics to be included in the course material will be approved by the instructor prior to or at the beginning of the class. Upon completion, the student will be able to demonstrate knowledge of the topics as specified by the instructor.
Credits 3
Prerequisites
Permission of Instructor

Culinary Arts Hospitality Management

CUA-101: Orientation to the Hospitality Profession

This course introduces various facets and opportunities within the hospitality profession. The intent is for students to gain a broad base of information relative to the hospitality industry. Emphasis is placed on having students comprehend their role as a hospitality industry professional. Topics include an overview of the hospitality profession, knowledge, and skills necessary for successful employment, the impact of the hospitality profession on society, issues that impact on various segments of the hospitality profession, and emerging trends. This is a CORE course.
Credits 3
Prerequisites
None

CUA-102: Catering

This course includes the theory and practice of operating a catering business. Topics include food production and management related to catering and other special services. Upon completion, the student will have a working knowledge of the principles involved in operating a catering business.
Credits 3
Prerequisites
None

CUA-110: Basic Food Preparation

In this course students acquire fundamental knowledge and skills in preparing a variety of basic foods. Specific topics include safety, the history of food service, professional standards of conduct and ethics, credentialing, the kitchen brigade, tools, and techniques for preparing various types of food items. This course is CORE for AAS/AAT or Diploma in Culinary Arts or Commercial Food Services.
Credits 3
Prerequisites
None
Corequisites
CUA-120

CUA-111: Foundations in Nutrition

This course focuses on nutrition and meal planning in relation to the food preparation industry. Topics include the science of food and nutrition, essential nutrients and their relation to the growth, maintenance and functioning of the body, nutritional requirements of different age levels and economic and cultural influences on food selection. Upon completion of this course, students will be able to apply the basic principles of meal planning. This is a CORE course.
Credits 3
Prerequisites
None

CUA-112: Sanitation, Safety and Food Service

This course introduces the basic principles of sanitation and safety to food service handling including purchasing, storing, preparation and serving. Specific topics include the dangers of microbial contaminants, food allergens and foodborne illness, safe handling of food, the flow of food, and food safety management systems. At the conclusion of this course students will be prepared to test for ServSafe© certification. The content of this course is foundational for all culinary art classes. This is a CORE course.
Credits 2
Prerequisites
None

CUA-115: Advanced Food Preparation

In this course, students apply food preparation and meal management skills in all areas of food service. Emphasis is placed on management and technical skills needed to operate a restaurant. Upon completion, students will develop advanced skills in food preparation and meal management.
Credits 3
Prerequisites
CUA-110, CUA-112, CUA-120,

CUA-120: Basic Food Preparation Lab

In this course students apply fundamental knowledge and skills in preparing a variety of basic foods. Specific topics include safety, the history of food service, professional standards of conduct and ethics, credentialing, the kitchen brigade, tools, and techniques for preparing various types of food items. At the conclusion of this course students will demonstrate basic food preparation skills. This is a CORE for AAS/AAT or Diploma in Culinary Arts or Commercial Food Services.
Credits 2
Prerequisites
None
Corequisites
CUA-110: Basic Food Preparation

CUA-173: Culinary Arts Aprenticeship

This course provides the student with hands-on experience in a selected (approved) commercial food operation establishment under direct supervision. This course may be repeated for credit.
Credits 3
Prerequisites
CUA-110: Basic Food Preparation
CUA-112: Sanitation, Safety and Food Service
CUA-120: Basic Food Preparation Lab

CUA-204: Foundations of Baking

This course covers basic ingredients, weights and measures, baking terminology, and formula calculations. Topics include yeast-raised products, quick breads, pastry dough, various cakes and cookies, and appropriate filling and finishing techniques. Upon completion, students should be able to prepare and evaluate baked products.
Credits 3
Prerequisites
None

CUA-208: Advanced Baking

This course is a continuation of CUA-204. Topics include specialty breads, pastillage, marzipan, chocolate, pulled-sugar, confections, classic desserts, pastries, and cake decorating. Upon completion, students should be able to demonstrate pastry preparation and plating, cake decorating, and show-piece production skills.
Credits 3
Prerequisites
CUA-110: Basic Food Preparation
CUA-112: Sanitation, Safety and Food Service
CUA-120: Basic Food Preparation Lab
CUA-204: Foundations of Baking

CUA-210: Beverage Management

This is a survey course of basic alcoholic and non-alcoholic beverages as they relate to food service. Topics include wine and food appreciation and laws related to alcohol services. Upon completion, students should be able to determine what beverages complement various cuisines and particular tastes.
Credits 2
Prerequisites
None

CUA-213: Food Purchasing and Cost Control

Emphasis is placed on procurement, yield tests, inventory control, specification, planning, forecasting, market trends, terminology, cost controls, pricing, and food service ethics. Upon completion, students should be able to apply effective purchasing techniques based on the end-use of the product. This is a CORE course.
Credits 3
Prerequisites
None

CUA-251: Menu Design

This course introduces menu design. Topics include development of standardized recipes, layout, nutritional concerns, product utilization, demographics and customer needs. Upon completion, students should be able to write, lay out, and produce effective menus for a variety of hospitality settings.
Credits 3
Prerequisites
None

CUA-262: Restaurant Management and Supervision

This course introduces restaurant and food service information systems. Topics include planning, cost controls, forecasting, inventory control, recipe control, production control, and nutritional analysis. Upon completion, students should be able to demonstrate competence in utilizing contemporary information application systems in a restaurant setting.
Credits 3
Prerequisites
None

CUA-262: Restaurant Management and Supervision

This course introduces restaurant and food service information systems. Topics include planning, cost controls, forecasting, inventory control, recipe control, production control, and nutritional analysis. Upon completion, students should be able to demonstrate competence in utilizing contemporary information application systems in a restaurant setting.
Credits 3

CUA-281: Apprenticeship/ Qualifying Dinner

In this course, students will demonstrate chef's skills developed during culinary training by practical examination through preparing a gourmet meal for a panel of chef judges.
Credits 3
Prerequisites
CUA-110: Basic Food Preparation
CUA-112: Sanitation, Safety and Food Service
CUA-120: Basic Food Preparation Lab
CUA-204: Foundations of Baking

HMM-241: Restaurant Service Management

This course is designed to introduce students to planning, organization, control, and evaluation of restaurant operations. Topics covered will be menu planning, restaurant layout and design, marketing and sales promotion, food and beverage control procedures, and managing reservations and group bookings. Upon completion, students will be able to apply the learned techniques.
Credits 3

HSM-150: Culture and Geography in Tourism

Introduction and analysis of specific world travel destinations, including the exploration of geographic features, customs and traditions, population centers, visitor attractions, political, religious, language and other cultural differences as these relate to the hospitality and travel industry. The course is designed to teach students specific geographic knowledge and develop a deeper understanding and empathy for cultural values and traditions that exist outside their own culture.
Credits 3

HSM-265: Planning and Development of Tourism

This course will explore the roles and management of nonprofit organizations in the Hospitality and Tourism industry. Topics will range from issues of leadership to those of operational implementation. Basic concepts, research and theories on nonprofit organizational behavior will be introduced to assist students in learning principles and techniques for developing and managing financial and human resources. The contrasting roles of staff, volunteers, managers and trustees will be examined to develop an understanding of how each contributes to framing and achieving a nonprofit organization's mission.
Credits 3

HSM-270: Planning and Managagment of Sports Tourism and Event

This course explores major concepts in planning and managing sports events and sports tourism and how sports tourism and sports events can become an important factor in the development of the economy. Topics covered include introductory principles, study approaches, the importance sports tourism and event history and careers, elements of sport management and demand, planning and development principles, marketing, research, regulation and deregulation, and government agencies affecting sports tourism and sporting events. Upon completion, students will be able to analyze the impact of various facets of the sports tourism industry.
Credits 3

Dental Assisting

DAT-100: Introduction to Dental Assisting

This course is designed to provide an introduction to the field of dentistry. Topics include but are not limited to the history of dentistry, dental equipment, dental auxiliaries, psychology as it applies to dentistry, professional organizations, certification requirements, legal and ethical considerations, work ethics, communication skills, and management of medical emergencies occurring in the dentistry setting. Emphasis is placed on the Alabama Dental Practice Act and OSHA Standards. Upon completion, students should be able to discuss basic aspects of dentistry. CORE COURSE
Credits 2
Prerequisites
Permission of Instructor
Corequisites
DAT-101, DAT-102, DAT-103, DAT-112

DAT-101: Pre-Clinical Procedures I

This course is designed to introduce chairside assisting including concepts of four handed dentistry, sterilization techniques, dental instruments, anesthesia, operative dentistry and dental specialties. Emphasis will be placed on preparation of the student for clinical dental assisting. Upon completion, the student should be able to perform dental assisting skills in a clinical setting. This course is offered in the fall each year.
Credits 3
Prerequisites
Permission of Instructor
Corequisites
DAT-100, DAT-102, DAT-103, DAT-112

DAT-102: Dental Materials

This course is designed to provide study of the characteristics, manipulation, and application of dental materials ordinarily used in the dental office. Students will be given intra and extra oral technical tasks to perform. Upon completion, students should be able to take and pour preliminary impressions, trim study models, construct custom trays and temporary crowns, prepare, and place restorative material, and manipulate cements and impression materials. This course is offered in the fall each year.
Credits 3
Prerequisites
Permission of Instructor
Corequisites
DAT-100, DAT-101, DAT-103, DAT-112

DAT-103: Anatomy & Physiology for Dental Asstg

This course is designed to provide study of anatomy and physiology of the head and neck with a basic understanding of body structure and function. Emphasis will be placed on tooth and root morphology, and embryological and histological correlations. It provides a foundation essential to an understanding of dental health. Upon completion, students should be able to discuss and identify the basic structure and function of the human body specifically the head, neck, and dentition. This course is offered in the fall each year. This is a CORE course.

Credits 3

Prerequisites

Permission of Instructor

Corequisites

DAT-100, DAT-101, DAT-102, DAT-112

DAT-104: Basic Sciences for Dental Assisting

This course is designed to study basic microbiology, pathology, pharmacology. Additional topics include but are not limited to medical emergencies, special populations, and individuals suffering from drug and/or substance addiction. Emphasis is placed on the correlation of these sciences to the practice of dentistry. Upon completion, students should be able to apply basic science to the dental field.

Credits 2

Prerequisites

Successful completion of DAT-100, DAT-101, DAT-102, DAT-103, DAT-112 and/or Permission of Instructor

Corequisites

DAT-111, DAT-113, DAT-116, DAT-124

DAT-105: Pre-Clinical Procedure and Practicum

This course is a continuation of Pre-Clinical Procedures I. Emphasis is place on dental specialties. Upon completion, the student should be able to perform specific dental assisting skills pertaining to dental specialty procedures and instrumentation. This course is offered in the spring each year.

Credits 3

Prerequisites

Successful completion of DAT/DNT-101 or equivalent

DAT-112: Dental Radiology

This course is designed to cover the essential knowledge of radiographic technique for the practice of dentistry. Students will be taught to produce diagnostically acceptable intra and extra-oral radiographs with emphasis being placed on x-ray properties, generation of x-rays, film processing, operator and patient safety, infection control, quality assurance, intraoral radiographic technique and image characteristics. Upon completion, students should be able to expose, process, and mount radiographs for diagnostic purposes under the direct supervision of a licensed dentist. This course is offered in the fall each year. This is a CORE course.

Credits 3

Prerequisites

Permission of Instructor

Corequisites

DAT-100: Introduction to Dental Assisting
DAT-101: Pre-Clinical Procedures I
DAT-102: Dental Materials
DAT-103: Anatomy & Physiology for Dental Asstg

DAT-113: Dental Health Education

This course is designed to introduce the student to the basic principles of nutrition, preventive dentistry, and dental health education. Emphasis will be placed on the philosophy of preventive dentistry including: oral hygiene, patient motivation and management, and methods of oral health education. Upon completion, students should be able to apply the basic principles of nutrition and preventive dentistry. This course is offered in the spring each year. This is a CORE course.

Credits 2

Prerequisites

Successful completion of DAT-100, DAT-101, DAT-102, DAT-103, DAT-112 and/or Permission of Instructor

Corequisites

DAT-104, DAT-111, DAT-116, DAT-124

DAT-115: Clinical Practicum I

This course is designed to allow the student the opportunity for practical work experience in clinical settings. Emphasis is placed on the basic skills of dental assisting. Upon completion, the student should be able to demonstrate basic skills in the area of chairside assisting. This course is offered in the spring each year.

Credits 5

Prerequisites

Permission of Instructor

Corequisites

DAT-104, DAT-113, DAT-116, DAT-124

DAT-120: Office Administration for Dental Assisting

This course is designed to address basic dental office procedures including appointment and recall systems, financial records, accounting procedures, insurance claims, filing systems, purchasing and inventory of supplies and equipment, and the utilization of computers to perform business office procedures. Emphasis is placed on the duties of a dental receptionist. Upon completion, students should be able to demonstrate proficiency in the area of dental office administrative procedures. This course is offered in the summer each year.

Credits 3

Prerequisites

Successful completion of DAT-104, DAT-111, DAT-113, DAT-116, DAT-124 and/or Permission of Instructor

Corequisites

DAT-122, DAT-123

DAT-122: Clinical Practice II

This course is designed to provide the student the opportunity to develop advanced dental assisting skills in chairside dental assisting procedures, radiology, team work, communication skills and administrative duties. Emphasis will be placed on clinical procedures. Upon completion, students should be able to demonstrate proficiency in the area of chairside assisting. This course is offered in the summer each year. This is a CORE course.

Credits 4

Prerequisites

Successful completion of DAT-104, DAT-111, DAT-113, DAT-116, DAT-124 and/or Permission of Instructor

Corequisites

DAT-121, DAT-123

DAT-123: Dental Assisting Seminar

This course is designed to discuss the students' clinical experiences, the résumé, and interview process. Emphasis will be placed on new technology in dental practices as related to dental assisting and the certification exam review. Upon completion, students should be able to successfully complete the Dental Assisting National Board Examination to become a Certified Dental Assistant. This course is offered in the summer each year. This is a CORE course.

Credits 4

Prerequisites

Successful completion of DAT-104, DAT-111, DAT-113, DAT-116, DAT-124 and/or Permission of Instructor

Corequisites

DAT-121, DAT-122

DAT-124: Clinically Applied Infection Control and Osha Standards

This course is designed for the integration of previously acquired knowledge of OSHA Standards and Infection Control in a clinical setting. Emphasis will be placed on clinical application of Infection Control and Compliance of OSHA Standards as it relates to dental chairside assisting. Upon completion, students should be able to demonstrate skills in the area of Infection Control and OSHA Guidelines. This course is offered in the spring each year. This is a CORE course.

Credits 1

Prerequisites

Successful completion of DAT-100, DAT-101, DAT-102, DAT-103, DAT-112 and/or Permission of Instructor

Corequisites

DAT-104, DAT-111, DAT-113, DAT-116

DAT-141: Directed Studies in Dental Assisting

This course is designed to provide study of specific areas of dentistry as chosen by the student and faculty member. Emphasis will be placed on the research and critique of a specific dental topic. Upon completion, students should be able to deliver a written and oral presentation on the chosen topic. This course is offered at least one term every year.

Credits 3

Prerequisites

Permission of Instructor

Diagnostic Medical Sonography

DMS-202: Foundations of Sonography

This course provides the student with concepts of the history and development of sonography in medical imaging, patient care, medical ethics and law, cultural diversity, and medical terminology used in the practice of sonography. Emphasis in theory and lab is placed on patient assessment and considerations of physical and psychological conditions in both routine and emergency situations. Upon completion, students will demonstrate an understanding of concepts, as well as demonstrate/explain patient care procedures appropriate to setting and situation while utilizing medical terminology. This is a CORE course.

Credits 3

Prerequisites

Admission to program

Corequisites

DMS-206, DMS-215, DMS-229, DMS-233

DMS-205: Abdominal Sonography I with Lab

This course will provide instruction in a classroom and laboratory setting in order to perform sonographic studies of the abdomen. Classroom components will focus on concepts of normal and relational anatomy, physiology, Doppler principles, sonographic technique and appearance. At course completion the student will be expected to perform a complete abdominal sonogram. This is a CORE course.

Credits 4

Prerequisites

DMS-229

Corequisites

DMS-207, DMS-216, DMS-220, DMS-230

DMS-206: Gynecologic Sonography with Lab

This course will familiarize the student with the transabdominal and transvaginal protocols of gynecologic scanning and common pathologies of the female reproductive system as seen on ultrasound. Lab values and patient history will be stressed as well as correlation with images from other modalities. The student will be able to perform a transabdominal pelvic sonogram at course completion. This is a CORE course.

Credits 4

Prerequisites

Admission to program

Corequisites

DMS-202, DMS-215, DMS-229, DMS-233

DMS-207: Abdominal Pathology

This course will provide the student with a working knowledge of the sonographic appearance and pathophysiology of common diseases abnormalities of the abdomen. Associated history, symptoms, lab values, treatments and appearance on other imaging modalities will be demonstrated. The student will be required to conduct research for presentation. At course completion, students will be able to identify many major pathologies of the abdomen on sonograms. This is a CORE course.

Credits 3

Prerequisites

DMS-229

Corequisites

DMS-205, DMS-216, DMS-220, DMS-230

DMS-215: Intro to Sonographic Prin/Instr.

This course will provide an introduction to mathematical and sonographic principles related to the application of sonography. This will also provide the student with knowledge of the principles of sound and imaging instrumentation as applied to sonography. The physical nature of sound waves and how those waves interact with mediums and how they can be successfully utilized in diagnostic imaging will be studied.

Credits 2

Prerequisites

Admission to program

Corequisites

DMS-202, DMS-206, DMS-229, DMS-233

DMS-216: Sonographic Prncpls/ Instr. I

This course will provide the student with knowledge of the principles of sound and imaging instrumentation as applied to sonography. The physical nature of sound waves and how those waves interact with mediums and how they can be successfully utilized in diagnostic imaging will be studied. Upon completion the student will be able to produce sonographic images. This is a CORE course.
Credits 3
Prerequisites
DMS-215: Intro to Sonographic Prin/Instr.
Corequisites
DMS-205, DMS-207, DMS-220, DMS-230

DMS-217: Sonographic Principles and Instr. II

This lab allows students to perform quality assurance tests and surveys. Students will also investigate statistical applications utilized in medical research. Upon completion the student will be able to develop a quality assurance program.
Credits 2
Prerequisites
DMS-216: Sonographic Prncpls/Instr. I
Corequisites
DMS-221, DMS-225, DMS-231, DMS-234, DMS-240, DMS-245

DMS-220: Obstetrical Sonography I

This course will provide instruction regarding the development and sonographic appearance of the fetal and extra-fetal anatomy throughout the gestation period. Assessment, lab values, and performance for determining gestational age and fetal viability will be studied. At completion, the student will be required to differentiate between normal and abnormal obstetrical studies. This is a CORE course.
Credits 3
Prerequisites
DMS-206: Gynecologic Sonography with Lab
Corequisites
DMS-205, DMS-207, DMS-216, DMS-230

DMS-221: Obstetrical Sonography II

This course will provide instruction regarding the sonographic appearance of fetal and extra-fetal anatomy and correlate findings of fetal anomalies and genetic links. Assessment, lab values, and performance for determining gestational age and fetal viability will be studied. At completion, the student will be required to differentiate between normal and abnormal obstetrical studies. This is a CORE course.
Credits 3
Prerequisites
DMS-220: Obstetrical Sonography I
Corequisites
DMS-217, DMS-225, DMS-231, DMS-234, DMS-240, DMS-245

DMS-225: Superficial Sonography

This course will review the anatomy and familiarize students with scanning protocols for the thyroid, parathyroid, breast, scrotum, male pelvis and other superficial structures. Common pathologies will be discussed and correlated with other imaging modalities. Upon completion, students will identify protocols appropriate to specific techniques and will perform superficial sonograms. This is a CORE course.
Credits 1
Prerequisites
DMS-207: Abdominal Pathology
Corequisites
DMS-217, DMS-221, DMS-231, DMS-234, DMS-240, DMS-245

DMS-229: Sonography Preceptorship I

This course provides the sonography student with the opportunity to practice patient care skills and use beginning sonographic skills in a clinical environment. At course completion, the student should be able to provide basic patient care needs for the individual scheduled for a sonogram and create sonographic images pertinent to the current level of didactic training in general sonography specialties. Competencies will be required. This is a CORE course.

Credits 2

Prerequisites

Admission to program

Corequisites

DMS-202, DMS-206, DMS-215, DMS-233

DMS-230: Sonography Preceptorship II

This course provides the student with the opportunity to develop additional sonographic skills in the clinical setting. The student will assist with and perform sonographic exams pertinent to the level of didactic training in general sonography specialties. Competencies will be required. This is a CORE course.

Credits 3

Prerequisites

DMS-229: Sonography Preceptorship I

Corequisites

DMS-205, DMS-206, DMS-216, DMS-220, DMS-230

DMS-231: Sonography Preceptorship III

This course provides a continuum in the development of sonographic skills while in the clinical setting. Students should be able to perform more exams with less assistance from the supervising sonographer. Competencies will be required. This is a CORE course.

Credits 4

Prerequisites

DMS-230: Sonography Preceptorship II

Corequisites

DMS-217, DMS-221, DMS-225, DMS-234, DMS-240, DMS-245

DMS-232: Sonography Preceptorship IV

This course will provide an in-depth practice of all sonographic skills in the clinical setting. Upon completion the student will perform general and/or specialty sonograms with little to no assistance from the supervising sonographer. Competencies will be required. This is a CORE course.

Credits 5

Prerequisites

DMS-231: Sonography Preceptorship III

Corequisites

DMS-235, DMS-241, DMS-250

DMS-233: Sonographic Lab I

This course is designed to allow students the opportunity to improve their application of knowledge gained in other courses. Content will vary depending on student needs as determined by the instructor. Content may include General or Cardiovascular sonographic concepts.

Credits 1

Prerequisites

Admission to program

Corequisites

DMS-202: Foundations of Sonography
DMS-206: Gynecologic Sonography with Lab
DMS-215: Intro to Sonographic Prin/Instr.
DMS-229: Sonography Preceptorship I

DMS-234: Sonography Lab II

This course is designed to allow students the opportunity to improve their application of knowledge gained in other courses. Content will vary depending on student needs as determined by the instructor. Content may include General or Cardiovascular sonographic concepts.

Credits 1

Prerequisites

DMS-230: Sonography Preceptorship II

Corequisites

DMS-217, DMS-221, DMS-225, DMS-231, DMS-240, DMS-245

DMS-235: Sonographic Lab III

This course is designed to allow students the opportunity to improve their application of knowledge gained in other courses. Content will vary depending on student needs as determined by the instructor. Content may include General or Cardiovascular sonographic concepts.
Credits 1
Prerequisites
DMS-234: Sonography Lab II
Corequisites
DMS-232, DMS-241, DMS-250

DMS-240: Sonographic Priciples & Instrumentation Seminar

This course provides a review for SONOGRAPHY PRINCIPLES AND INSTRUMENTATION Exam. Topics include sonographic principles and instrumentation. Mock registries must be passed with a grade of 75% or better to complete this course.
Credits 2
Prerequisites
DMS-216: Sonographic Prncpls/Instr. I
Corequisites
DMS-217, DMS-221, DMS-225, DMS-231, DMS-234, DMS-245

DMS-241: Abdominal & OBGYN Seminar

This course provides a review for the National Registry Exam. Topics include abdominal, superficial, gynecological, and obstetrical sonography. Mock registries must be passed with a grade of 75% or better to complete this course. This is a CORE course.
Credits 3
Prerequisites
DMS-240: Sonographic Priciples & Instrumentation Seminar
Corequisites
DMS-232, DMS-235, DMS-250

DMS-245: Sonography Case Presentations

Students are required to present cases with sonographic images, reports, patient history and symptoms and correlating reports from other exams/tests performed. The cases become the property of the program for use as future reference material. By the end of the term, students will have developed proficiency and expertise in case presentation.
Credits 1
Prerequisites
DMS-230: Sonography Preceptorship II
Corequisites
DMS-217: Sonographic Principles and Instr. II
DMS-221: Obstetrical Sonography II
DMS-225: Superficial Sonography
DMS-231: Sonography Preceptorship III
DMS-234: Sonography Lab II
DMS-240: Sonographic Priciples & Instrumentation Seminar

DMS-250: Intro to Advanced Sonography

This course will introduce students to any of the following: pediatric, vascular, cardiac, neurology, interventional, and orthopedic sonography. Advanced technologies in these fields will be researched. At completion, students will identify and describe skills and modalities in sonography.
Credits 3
Prerequisites
DMS-231: Sonography Preceptorship III
Corequisites
DMS-232: Sonography Preceptorship IV
DMS-235: Sonographic Lab III
DMS-241: Abdominal & OBGYN Seminar

DMS-260: Introduction to Vascular Sonography

This course will introduce the student to sonographic anatomy of the vascular system of the human body, techniques and protocols for performing diagnostic studies of the vascular system. Common pathologies and anomalies, along with patient history, lab values, and symptomology will also be introduced in this course.CV CORE

Credits 3

Prerequisites

As required by program.

DMS-261: Vascular Sonography Techniques

This course will familiarize the student with sonographic anatomy of the peripheral vascular structures of the human body. The student will learn techniques to perform spectral, color and angiographic Doppler of these vessels. Images will be correlated with other imaging modalities (i.e. computed technology, magnetic resonance, and angiography). The student will scan volunteers in order to develop skills in vascular analysis. At course completion student will be able to perform vascular sonograms. CV CORE

Credits 3

Prerequisites

As required by program.

DMS-263: Pathology of Vascular Systems

This course will educate the student in common pathologies of the vascular system. Patient symptoms and history will be correlated with abnormalities seen. At completion students will be able to identify common abnormalities of the vascular system on sonograms. CV CORE

Credits 3

Prerequisites

As required by program.

DMS-264: Vascular Sonographic Clinical

This course will allow the student to practice vascular scanning skills in the clinical setting. Competency will be sought in all types of peripheral vascular studies as well as correlation of studies with patient history, laboratory values and symptomology. At completion the student will be able to demonstrate practical application of vascular sonographic procedures.

Credits 5

Prerequisites

As required by program.

DMS-270: Introduction to Cardiac Sonography

This course will introduce the student to sonographic anatomy of the cardiovascular system of the human body, techniques and protocols for performing a diagnostic study of the cardiovascular system. Common pathologies and anomalies, along with patient history, lab values, and symptomology will also be introduced in this course. CV CORE

Credits 3

Prerequisites

As required by program.

DMS-271: Echocardiographic Technology

This course will familiarize the student with sonographic anatomy of the cardiovascular system of the human body. Techniques and protocols for performing a diagnostic study of the cardiovascular system will be presented. The lab will enable the student to practice echocardiographic scanning skills on volunteers in the campus lab. At completion, student will be able to perform basic echocardiograms. CV CORE

Credits 3

Prerequisites

As required by program.

DMS-273: Pathology of Cardiovascular System

This course will educate the student in common pathologies and anomalies of the cardiovascular system. Patient history, lab values and symptomology will be correlated with abnormalities seen. At course completion the student will be able to identify common cardiac abnormalities on echocardiograms. CV CORE
Credits 3
Prerequisites
As required by program.

DMS-274: Echo Clinical

This course will allow the student to practice cardiac scanning skills in the clinical setting. Students will demonstrate competency in cardiovascular studies, including transthoracic, transesophageal, and intraluminal echocardiography.
Credits 5
Prerequisites
As required by program.

Diesel Mechanics

DEM-119: Bearings and Lubricants

This course focuses on roller, ball and shell bearing design and application. Topics include vehicle and industrial bearings and lubrication requirements. Upon course completion, students should diagnose related problems and service and replace bearings.
Credits 3
Prerequisites
None

DEM-122: Heavy Vehicle Brakes

This course covers the theory and repair of braking systems used in medium and heavy duty vehicles. Topics include hydraulic and ABS system diagnosis and repair. Upon completion, students should be able to troubleshoot, adjust, and repair braking systems on medium and heavy duty vehicles. This is a CORE course.
Credits 3
Corequisites
DEM-125

DEM-123: Pneumatics and Hydraulics

This course provides instruction in the identification and repair of components found in hydraulic and pneumatic systems. Topics include schematics and symbols used in fluid power transmission and the troubleshooting of components in these systems. Upon completion, students should be able to diagnose, adjust, and repair hydraulic and pneumatic system components.
Credits 3
Prerequisites
None

DEM-125: Heavy Vehicle Drive Trains

This course introduces the operating principles of mechanical medium and heavy duty vehicle transmissions. Topics include multiple counter shafts, power take-offs, slider idler clutches, friction clutches, mechanical transmission power components, and hydraulics. Upon completion, students should be able to diagnose, inspect, and repair mechanical transmissions. This is a CORE course.
Credits 3
Prerequisites
None

DEM-128: Heavy Vehicle Drive Train Lab

This lab provides reinforcement of material covered in DEM-125. The students will apply the knowledge they learned on driveshafts, power take-offs, standard transmissions, fluid drives, torque converters, clutch assemblies, drive axles, and special drives through experiential learning techniques. Upon completion, students should be able to diagnose, inspect, remove, repair or replace, and install heavy vehicle drive train components.
Credits 3
Prerequisites
None
Corequisites
DEM-125: Heavy Vehicle Drive Trains

DEM-129: Diesel Engine Lab

This lab allows the student to refine the skills required to repair diesel engines.
Credits 3
Prerequisites
None

DEM-130: Electrical / Electronic Fundamentals

This course introduces the student to basic Electrical / Electronic concepts and fundamentals. It provides the principles of electricity, magnetism, and Ohm's Law. Emphasis is placed on batteries, starting, charging, and lighting circuits, which include series, parallel, and series-parallel circuits. Troubleshooting and repair of wiring harnesses, starting motors, charging systems, and accessories are included along with the computerized monitoring of vehicle systems. Upon completion, students should be able to identify components, test systems, and repair minor electrical problems according to manufacturer's literature. This is a CORE course.
Credits 3
Prerequisites
None

DEM-145: Electrical Schematics and Symbols

This course introduces the student to electrical symbols and schematics. It prepares the student to utilize wiring diagrams and schematics to troubleshoot electrical problems. Upon completion students should be able to understand electrical circuits by reading wiring diagrams.
Credits 3
Prerequisites
None

DEM-146: Engine Fundamentals

This course introduces students to procedures and components of spark ignition engines.
Credits 3
Prerequisites
None

DEM-147: Fuel and Ignition Systems

This course introduces the student to the operating principles and concepts related to fuel and ignition systems.
Credits 3
Prerequisites
None

DEM-181: Special Topics in Electrical

This course provides specialized instruction in various areas related to the electrical systems of the diesel mechanics industry. Emphasis is placed on meeting students' needs.
Credits 3
Prerequisites
None

DEM-191: Special Projects in Diesel Mechanics

This course provides information on current trends in diesel mechanics as they relate to employment responsibilities. Topics may vary by term to reflect relevant training needs by the industry.
Credits 3
Prerequisites
None

DEM-262: Co-Op

These courses constitute a series wherein the student works on a part-time basis in a job directly related to diesel mechanics. In these courses the employer evaluates the student's productivity, and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.
Credits 1
Prerequisites
None

Economics

ECO-231: Principles of Macroeconomics

This course is an introduction to macroeconomic theory, analysis, and policy applications. Topics include the following: scarcity, demand and supply, national income analysis, major economic theories concerning monetary and fiscal policies as stabilization measures, the banking system, and other economic issues or problems including international trade.
Credits 3
Prerequisites
As required by program.

ECO-232: Principles of Microeconomics

This course is an introduction of the microeconomic theory, analysis, and applications. Topics include scarcity; the theories of consumer behavior, production and cost, markets, output and resource pricing, and international aspects of microeconomics.
Credits 3
Prerequisites
As required by program.

ECO-232: Principles of Microeconomics

This course is an introduction of the microeconomic theory, analysis, and applications. Topics include scarcity; the theories of consumer behavior, production and cost, markets, output and resource pricing, and international aspects of microeconomics.
Credits 3
Prerequisites
None

Electrical

ELT-104: Distribution Systems

This course involves the theory, applications, calculations, and connections associated with transformers and power distribution systems commonly used in the electrical field.
Credits 3
Prerequisites
ELT-108

ELT-108: DC Fundamentals

This course is designed to provide students with a working knowledge of basic direct current (DC) electrical principles. Topics include safety, basic atomic structure and theory, magnetism, conductors, insulators, use of Ohm's law to solve for voltage, current, and resistance, electrical sources, power, inductors, and capacitors. Students will perform lockout/tagout procedures, troubleshoot circuits and analyze series, parallel, and combination DC circuits using the electrical laws and basic testing equipment to determine unknown electrical quantities. This is a CORE course.
Credits 3
Prerequisites
None

ELT-110: Wiring Methods

This course is a study of various tasks, wiring methods, materials, and associated NEC requirements that students will be required to work with in residential and commercial wiring courses. This is a CORE course.
Credits 3
Prerequisites
None

ELT-114: Residential Wiring Methods

This course is a study of residential wiring practices and methods, the NEC requirements and residential blueprint interpretations. This is a CORE course.
Credits 3
Prerequisites
None

ELT-117: Ac/DC Machines

This course covers the theory and operation of DC motors single and three phase AC motors and the labs will reinforce this knowledge. Emphasis is placed on the various types of single and three phase motors, wiring diagrams, starting devices, and practical application in the lab. This is a CORE course.
Credits 3
Prerequisites
As required by program.

ELT-118: Commercial/Industrial Wiring I

This course focuses on principles and applications of commercial and industrial wiring. Topics include electrical safety practices, an overview of National Electric Code requirements as applied to commercial and industrial wiring, conduit bending, circuit design, pulling cables, transformers, switch gear, and generation principles. This is a CORE course.
Credits 3
Prerequisites
ELT-108: DC Fundamentals

ELT-119: Concepts of Solid-State Electronics

This course is an introduction to semiconductor fundamentals and applications to the electronic devices. Course covers the basic operations and applications to include rectifier circuits, transistors, and thyristors. Coverage is given to safety, use, and care with hazardous materials and personal as well as material and environmental considerations. Upon completion students will be able to construct and test for proper operation of various types of solid state devices.
Credits 5
Prerequisites
None.

ELT-121: Concepts of Digital Electronics

This course provides instruction in digital electronics. Topics include: number systems and codes, a review of Boolean algebra, logic elements, digital circuits, programmable logic circuits, and memory and computing circuits. This course provides laboratory exercises to analyze, construct, test and troubleshoot digital circuits.
Credits 5
Prerequisites

ELT-206: OSHA Safety Standards

This course provides the student with the knowledge of OSHA safety standards as required by this organization, and as it related to the job site. Emphasis is placed on overall safety practices, construction site safety practices and safety procedures required by Federal/State laws. Upon completion, students should be able to understand the requirements of OSHA as it relates to general and specific construction sites.
Credits 3
Prerequisites
None

ELT-209: Motor Controls I

This course is a study of the construction, operating characteristics, and installation of different motor control circuits and devices. Emphasis is placed on the control of three phase AC motors. This course covers the use of motor control symbols, magnetic motor starters, running overload protection, pushbutton stations, multiple control stations, two wire control, three wire control, jogging control, sequence control, and ladder diagrams of motor control circuits. Upon completion, students should be able to understand the operation of motor starters, overload protection, interpret ladder diagrams using pushbutton stations and understand complex motor control diagrams. This is a CORE course.
Credits 3
Prerequisites
As required by program.

ELT-231: Introduction to Programmable Controllers

This course provides an introduction to programmable logic controllers. Emphasis is placed on, but not limited to, the following: PLC hardware and software, numbering systems, installation, and programming. Upon completion, students must demonstrate their ability by developing, loading, debugging, and optimizing PLC programs.
Credits 3
Prerequisites
As required by program.

ELT-234: PLC Applications

This course introduces advanced PLC programming techniques. Topics include tags, parallel processing, program optimization, and advanced math instructions. Emphasis is placed on optimizing PLC functions. Upon completion students will be able utilize advanced instructions to control PLC functions.
Credits 3
Prerequisites
ELT-108, ELT-209, ELT-117, ELT-231, ELT-232, and MTH-104
Corequisites
MTH-104: Plane Trigonometry

ELT-241: National Electric Code

This course introduces the students to the National Electric Code and text and teaches the student how to find needed information within this manual. Emphasis is placed on locating and interpreting needed information within the NEC code manual. Upon completion, students should be able to locate, with the NEC code requirements for a specific electrical installation.
Credits 3
Prerequisites
ELT-108: DC Fundamentals

English

ENG-099: Introduction to College Writing

This course places emphasis on providing students with additional academic and noncognitive support with the goal of success in the students' paired ENG-101 class. The material covered or practiced in the ENG-099 course is complementary to and supportive of material taught in ENG-101 and the needs of the ENG-099 student. This course is offered each term.
Credits 1
Prerequisites
None
Corequisites
ENG-101

ENG-100: Vocational Technical English

This course is designed to enhance reading and writing skills for the workplace. Emphasis is placed on technical reading, job-related vocabulary, sentence writing, punctuation, and spelling with substantial focus on occupational performance requirements. Upon completion, students should be able to identify main ideas with supporting details and produce mechanically correct short writings appropriate to the workplace. This course is NOT creditable toward associate degree requirements.
Credits 3
Prerequisites
Satisfactory placement score.

ENG-101: English Composition I

This course provides instruction and practice in the writing of at least four extended compositions and the development of rhetorical strategies, analytical and critical reading skills, and basic reference and documentation skills in the composition process. English Composition I may include instruction and practice in library usage and information literacy. This course is offered each term.
Credits 3
Prerequisites
Satisfactory placement scores or successful completion of ENR-098

ENG-102: English Composition II

English Composition II provides continued instruction and practice in the writing of at least four extended compositions or equivalent assignments of which at least one is a research project using outside sources and/or references effectively and legally. Additionally, English Composition II provides instruction in the development of analytical and critical reading skills in the composition process. English Composition II may include instruction and practice in library usage and information literacy. This course is offered each term.
Credits 3
Prerequisites
A grade of "C" or better in ENG-101 or equivalent.

ENG-130: Technical Report Writing

This course provides instruction in the production of technical and/or scientific reports. Emphasis is placed on research, objectivity, organization, composition, documentation, and presentation of the report. Students will demonstrate the ability to produce a written technical or scientific report by following the prescribed process and format.
Credits 3
Prerequisites
ENG-101: English Composition I
or an equivalent

ENG-251: American Literature I

This course is a survey of American literature from its beginnings to the mid-nineteenth century. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them.
Credits 3
Prerequisites
ENG-102 or equivalent.

ENG-252: American Literature II

This course is a survey of American literature from its beginnings to the mid-nineteenth century. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them.
Credits 3
Prerequisites
ENG-102 or equivalent.

ENG-261: English Literature I

This course is a survey of English/British literature from its inception to the end of the eighteenth century. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them.
Credits 3
Prerequisites
ENG-102 or equivalent.

ENG-262: English Literature II

This course is a survey of English/British literature from the late eighteenth century to the present. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them.
Credits 3
Prerequisites
ENG-102 or equivalent.

ENG-271: World Literature I

This course is a survey of world literature from its inception to the mid-seventeenth century. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them.
Credits 3
Prerequisites
ENG-102 or equivalent.

ENG-272: World Literature II

This course is a survey of world literature from the mid-seventeenth century to the present. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them.
Credits 3
Prerequisites
ENG-102 or equivalent.

General Education

CRJ-100: Introduction to Criminal Justice

This course surveys the entire criminal justice process from law enforcement to the administration of justice through corrections. It includes the history and philosophy of the system and introduces various career opportunities.
Credits 3

CRJ-110: Introduction to Law Enforcement

This course examines the historical development of contemporary policing practices and the organization and jurisdiction of local, state, and federal agencies. It includes the duties and functions of law enforcement officers.
Credits 3

CRJ-150: Introduction to Corrections

This course provides an introduction to the foundations of corrections in America.
Credits 3

CRJ-160: Introduction to Security

This course surveys the role of security for private industry. The operation, organization, and challenges of various types of private security are examined.
Credits 3

Graphic Design

GRD-101: Introduction to Graphics

This course introduces the student to the Graphic Design industry. Emphasis is placed on visual language vocabularies, the elements and principles of design, typography, creative problem solving, design processes, current design technologies, and professional expectations of graphic designers. This is a CORE course.
Credits 3
Prerequisites
None

GRD-112: Layout and Design

This course introduces students to layout and design principles using current software. Topics include importing, combining, and manipulating text, graphic elements, and images for composite layout. Upon completion, students should be able to design and layout various projects at a professional level for production. This a CORE course.
Credits 3
Prerequisites
None

GRD-114: Illustration Graphics

This course covers the use of vector-based software for preparing illustrations for output using form, balance, repetition, proportion, and color theory. Emphasis is placed on creating clip art, logos, and illustrations to be reproduced in print and electronic media. Upon completion, students should be able to successfully prepare scalable artwork for production. This is a CORE course.
Credits 3
Prerequisites
None

GRD-116: Photoshop

This course introduces students to digital imaging software. Emphasis is placed on painting and editing, creating special effects, basic image corrections, photo retouching, preparing images for web publications and creating color separations. Upon completion, students should be able to identify the different tools, work with multiple layer images, retouch a photograph, create special effects and prepare an image for a web publication. This is a CORE course.
Credits 3
Prerequisites
None

GRD-118: Graphic Design Techniques

This course introduces the different creative processes involved to produce professional graphic designs. Emphasis is placed on the student developing a standard of design quality to be used throughout the graphic design program and professional life.
Credits 3
Prerequisites
None

GRD-121: Digital Photography Foundation

This course introduces the creative process of digital photography. Emphasis is placed on the components, accessories, and maintenance of a digital camera. Upon completion a student will comprehend how to compose and shoot a picture using a digital camera.
Credits 3
Prerequisites
None

GRD-137: 3-D Fundamentals

This course introduces students to fundamental concepts, principles, and practices of 3D digital modeling and 3D modeling and rendering software. Students are given instruction in 3D modeling techniques including: production of geometric and organic surfaces and forms using NURBS (Non-uniform rational B-spline), polygon construction and sub-divisional surfaces.
Credits 3
Prerequisites
None

GRD-143: Digital Video Foundation

This course introduces students to the basic knowledge and development of digital video and audio. Students are introduced to creating digital video productions and editing techniques. Emphasis is placed on aesthetics and techniques of digital video and audio recording and non-linear editing.
Credits 3
Prerequisites
None

GRD-150: Web Design

This course focuses on the necessary technical tools and design principles used for creating and posting web sites. Emphasis is placed on software and the creation and maintenance of a web site. Upon completion, students should be able to design, implement and maintain a web site.
Credits 3
Prerequisites
None

GRD-160: Production Procedures

This course introduces students to the stages and procedures necessary to prepare conceptual artwork for print. Traditional as well as contemporary production methods are explored. Students will develop and enhance interpersonal and communication skills necessary to work with clients, peers and suppliers involved in the print production process.
Credits 3
Prerequisites
None

GRD-164: Illustration Design

This course covers the use of vector-based software for preparing illustrations for output using form, balance, repetition, proportion, and color theory. Emphasis is placed on expanding the student's ability to create illustrations to communicate concepts and ideas.
Credits 3
Prerequisites
None

GRD-170: Production Processes

This course introduces students to the stages and procedures necessary to prepare conceptual artwork for print. Traditional as well as contemporary production methods are explored. Students will develop and enhance interpersonal and communication skills necessary to work with clients, peers and suppliers involved in the print production process.
Credits 3
Prerequisites
None

GRD-171: Digital Photography Techniques

This course focuses on picture composition, lighting, camera angles, depth of field and camera settings to create a visual impression. Emphasis is placed on the student's ability to shoot and present photographic work in various delivery platforms. Design concepts are reinforced in this course for use with all media types.
Credits 3
Prerequisites
None

GRD-175: Web Graphics

This course focuses on creating original graphics for the web. Students will design images for backgrounds, text, graphic formats, navigation, and animation. Students will learn to use appropriate colors, file formats, and compression methods in designing web graphics and layouts.
Credits 3
Prerequisites
None

GRD-183 : Digital Video Production

This course focuses on production planning, camera techniques, lighting, audio, and advanced non-linear editing. Students will work independently or in small groups to develop, capture, edit, and deliver digital video projects while also learning compression and delivery standards.
Credits 3
Prerequisites
None

GRD-187: 3-D Animation

This course focuses on a series of project-based lessons designed to guide students through the process of creating and generating an animation. Emphasis is placed on animation, texture map, adding visual effects and rendering techniques using lighting, camera, and color manipulation within a current 3D Modeling and Animation software.
Credits 3
Prerequisites
None

GRD-190: Portfolio Preparation

This course includes the preparation of artwork for a portfolio presentation. Topics include production of a portfolio for presentation at the completion of the first year of course work. Upon completion, students should be able to prepare and produce a portfolio for presentation.
Credits 3
Prerequisites
None

GRD-212: Publication Design

This course further prepares students for publication layout and design principles incorporating creative software. Topics include importing, combining and manipulating text, graphic elements, and images for composite layout. Emphasis is placed on using elements of multiple design software applications to produce professional publications.
Credits 3
Prerequisites
None

GRD-214: Illustration Design Techniques

This course further develops the student's ability to communicate visually by incorporating raster and vector imagery for illustration purposes. Emphasis is placed on creating complex illustrations that communicates an idea or concept.
Credits 3
Prerequisites
None

GRD-216: Photoshop Techniques

This course further enhances the student's experience with digital imaging software. Emphasis is placed on the development of intermediate level skills in the use of Photoshop for the purpose of creating and manipulating imagery that communicates an idea or concept.
Credits 3
Prerequisites
None

GRD-219: Photoshop Imaging

This course draws from the student's previous experiences to enhance their use of digital imaging software. Emphasis is placed on the development of advanced level skills in the use of Photoshop for the purpose of creating and manipulating imagery that communicates an idea or concept.
Credits 3
Prerequisites
None

GRD-221: Conceptual Digital Photography

This course allows the student to create powerful images through different utilizations of light, perspective, and composition. Advanced camera functions, software and final image output are explored. Emphasis is placed on improving the students' photographic skills by encouraging discovery of personal style.
Credits 3
Prerequisites
None

GRD-225: Publication Studio

This course allows the student to draw from his/her creative talent and previous course work to design and prepare complex publications for printing. Emphasis is placed on the student's ability to use creative problem solving techniques to manage a project from concept to completion.
Credits 3
Prerequisites
None

GRD-230: Basic Multimedia Presentation

This course covers basic desktop electronic imaging technology and multimedia presentation development and production. Emphasis is placed on preparation and production of multimedia presentations with a variety of computer hardware and software. Upon completion, students should be able to prepare and produce multimedia presentations.
Credits 3
Prerequisites
None

GRD-235: Advanced Multimedia Production

This course covers advanced desktop electronic imaging technology and multimedia presentation development and production. Emphasis is placed on preparation and production of multimedia presentations with a variety of computer hardware and software. Upon completion, students should be able to prepare and produce multimedia presentations.
Credits 3
Prerequisites
None

GRD-237: 3-D Graphics and Animation

Building on previously learned skills this course is a series of project-based lessons designed to guide students through the process of creating and generating an animation. Emphasis is placed on animation, texture map, adding visual effects and rendering techniques using lighting, camera, and color manipulation within a current 3D Modeling and Animation software.
Credits 3
Prerequisites
None

GRD-240: Graphic Software Exploration

This course allows students to explore various graphic software applications that are not offered in a traditional classroom setting. Emphasis is placed on typography, 3-D graphics, and photo imaging. Upon completion, students should be able to apply the knowledge learned to enhance existing skills.
Credits 3
Prerequisites
None

GRD-243: Digital Video Effects

This course focuses on the creation of 2D visual effects in digital video productions. Emphasis is placed on keyframe, chroma key screen, composition, and proper rendering techniques. Students will conceptualize and create an original scene for a movie, TV, or video game.
Credits 3
Prerequisites
None

GRD-250: Web Media

This course focuses on creating original graphics for the web. Students will design web based media, animation, and navigation for the purpose of human interface design. Emphasis is placed on techniques and technologies for designing web media in which interactivity is the focus.
Credits 3
Prerequisites
None

GRD-261: Design Studio I

This course allows students to create, design and produce a corporate image project. Emphasis is placed on the integration of graphic design skills, typography, creative visual problem-solving, and professional presentation. Upon completion, students should be able to apply skills to design projects from concept to implementation.
Credits 3
Prerequisites
None

GRD-262: Design Studio II

This course allows students to create, design and produce a corporate image project. Emphasis is placed on the integration of graphic design skills, typography, creative visual problem-solving, and professional presentation. Upon completion, students should be able to apply skills to design projects from concept to implementation.
Credits 3
Prerequisites
None

GRD-263: Design Studio III

This course allows students to create, design and produce a corporate image project. Emphasis is placed on the integration of graphic design skills, typography, creative visual problem-solving, and professional presentation. Upon completion, students should be able to apply skills to design projects from concept to implementation.
Credits 3
Prerequisites
None

GRD-264: Illustration Design Studio

This course is designed to allow the student to draw on their previous illustrative work to communicate. Classes are designed around a series of problems and illustration experiences for which there are no pre-established solutions. Emphasis is placed on the student's illustrative ability to create a visual image that communicates an idea or concept.
Credits 3
Prerequisites
None

GRD-265: Package Design Studio

This course is designed to allow the student to draw on their previous course work to produce a prototype package design. Classes are designed to allow students to explore the form and function of 3-D packaging. Emphasis is placed on designing and constructing containers and/or displays for various products.
Credits 3
Prerequisites
None

GRD-271: Digital Photography Studio

This course allows the student to develop photographic skills in professional, editorial and studio photography. The use of advanced digital photography techniques and processes will be expected, including studio photography with portrait figure, still life, and architectural form, as well as black-and-white, and color formats.
Credits 3
Prerequisites
None

GRD-275: Web Design Studio

This course allows the student to design and produce a project suitable for use on the web. Emphasis is placed on creating an original concept in which the successful design and implementation of a web site is achieved. It must serve as an effective communication tool using current technologies and user interaction. Students will design and implement effective web sites that can be included in their portfolios.
Credits 3
Prerequisites
None

GRD-283: Digital Video Studio

This course allows the student to design and produce a project suitable for use in a movie, TV, or video game. Emphasis is placed on creating an original concept, storyboarding, production, and post-production processing. The student will document each stage of the project's development. The project will be presented for critique and evaluation at each of the developmental stages.
Credits 3
Prerequisites
None

GRD-287: 3-D Studio

This course allows the student to design and produce a project suitable for digital animation, 3D design, or game development. Emphasis is placed on creating an original concept, storyboarding, and post-production processing. The student will document each stage of the project's development. The project will be presented for critique and evaluation at each of the developmental stages.
Credits 3
Prerequisites
None

GRD-290: Portfolio Presentation

This course includes the preparation of artwork and a resume for portfolio presentation. Topics include production of a resume and portfolio for presentation during the second year of course work. Upon completion, students should be able to prepare and produce a resume and portfolio for presentation.
Credits 3
Prerequisites
None

GRD-292: Practicum / Coop

This course is designed for the student to obtain real work experience in the graphic arts industry. Emphasis is placed on instruction by a qualified graphic artist in a work situation and producing printable assignments using current technology. Upon completion, students should be able to work in a graphic arts environment with little or no supervision.
Credits 3
Prerequisites
None

GRD-293: Practicum / Coop

This course is designed for the student to obtain real work experience in the graphic arts industry. Emphasis is placed on instruction by a qualified graphic artist in a work situation and producing printable assignments using current technology. Upon completion, students should be able to work in a graphic arts environment with little or no supervision.
Credits 3
Prerequisites
None

GRD-294: Practicum / Coop

This course is designed for the student to obtain real work experience in the graphic arts industry. Emphasis is placed on instruction by a qualified graphic artist in a work situation and producing printable assignments using current technology. Upon completion, students should be able to work in a graphic arts environment with little or no supervision.
Credits 3
Prerequisites
None

GRD-295: Graphic Trends

This course covers current trends and practices in the graphic arts industry. Emphasis is placed on software programs that are currently being used by professionals. Upon completion, students should be able to use applicable current software.
Credits 3
Prerequisites
None

GRD-296: Graphic Trends

This course covers current trends and practices in the graphic arts industry. Emphasis is placed on software programs that are currently being used by professionals. Upon completion, students should be able to use applicable current software.
Credits 3
Prerequisites
None

GRD-297: Graphic Trends

This course covers current trends and practices in the graphic arts industry. Emphasis is placed on software programs that are currently being used by professionals. Upon completion, students should be able to use applicable current software.
Credits 3
Prerequisites
None

GRD-298: Graphic Trends

This course covers current trends and practices in the graphic arts industry. Emphasis is placed on software programs that are currently being used by professionals. Upon completion, students should be able to use applicable current software.
Credits 3
Prerequisites
None

History

HIS-101: Western Civilization I

This survey course examines the social, intellectual, economic, cultural, and political developments which have shaped the modern Western world. It covers the history of the West from its earliest beginnings to the early modern era.
Credits 3
Prerequisites
As required by program.

HIS-102: Western Civilization II

This survey course examines the social, intellectual, economic, cultural, and political developments which have shaped the modern Western world. It covers the history of the West from the early modern era to the present.
Credits 3
Prerequisites
As required by program.

HIS-121: World History I

This course surveys social, intellectual, cultural, economic, and political developments which have molded the modern world. Focus is on both non-western and western civilizations from the prehistoric to the early modern era.
Credits 3
Prerequisites
As required by program.

HIS-122: World History II

The course surveys social, intellectual, cultural, economic, and political developments which have molded the modern world. It covers world history, both western and nonwestern, from the Early Modern Era through the Post-Modern Era.
Credits 3
Prerequisites
As required by program.

HIS-201: United States History I

This course surveys United States history from the pre-Columbian period to the Civil War era.
Credits 3
Prerequisites
As required by program.

HIS-202: United States History II

This course surveys United States history from the Civil War era to the Modern era.
Credits 3
Prerequisites
As required by program.

Hospitality Management

HSM-112: Law and Hospitality Industry

This course focuses on laws that apply to hotels, food-service establishments, and the travel industry. Topics include innkeepers' duties to guests, tenants, licensees and trespassers; concepts of liability and negligence; credit and collection practices; and miscellaneous statutes applicable to the hospitality industry.
Credits 3
Prerequisites
None

HSM-123: Hospitality Field Experience I

The supervised field experience program puts student's classroom knowledge into practical use. It provides a balance between theory and practice, allowing the student to experience various facets of the industry that are not always available in the classroom. This experience provides the opportunity to clarify career goals, assess strengths and weaknesses, and obtain, develop, and practice skills necessary for future success. This experience is also crucial to job placement. Any weaknesses in the program of the student can be identified and corrected to insure better job placement and salaries.
Credits 3
Prerequisites
None

HSM-181: Special Topics

These courses provide specialized instruction in various areas related to hospitality services management. Emphasis is placed on meeting students' needs.
Credits 2
Prerequisites
None

HSM-250: Hospitality Marketing

This course is designed to study the principles of marketing and promotion as they related to the hospitality industry. Topics include promotional techniques, advertising, the organization of a lodging operation's sales department and promotion of special events.
Credits 3
Prerequisites
None

HSM-281: Special Topics

These courses provide specialized instruction in various areas related to hospitality services management. Emphasis is placed on meeting students' needs.
Credits 3
Prerequisites
None

Industrial Technology

ILT-108: Introduction to Instruments and Process Control

This course is an introductory study of the control devices and methods used in industry for the control and transmission of information pertaining to process variables. This study includes an introduction to instrumentation and control mathematics. This course also provides instruction in the fundamental concepts of pressure, force, weight, motion, liquid level, fluid flow and temperature.
Credits 3
Prerequisites
As required by program.

ILT-110: Advanced Industrial Process Control Technology

This course is an advanced study of the principles governing methods of using process variables in the control of industrial processes. The study includes methods and procedures for measuring, displaying and transmitting process variables according to industry standards. The course also includes an in-depth study of mathematics pertaining to industrial control instruments.
Credits 3
Prerequisites
As required by program.

ILT-114: Instrumentation Operation and Calibration

The hardware used to measure and control process variables is presented. The student learns the principles of operation, servicing, maintenance, calibration, and troubleshooting procedures used on mechanical, pneumatic, electronic and digital based industrial transmitters, recorders, controllers, valves, and other control devices. The course is broken down into theory and laboratory work on actual process measuring and control equipment.
Credits 3
Prerequisites
As determined by college.

Machine Tool Technology

MTT-147: Introduction to Machine Shop I

This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, saws, milling machines, bench grinders, and layout instruments. Upon completion, students will be able to perform the basic operations of measuring, layout, drilling, sawing, turning, and milling. This is a CORE course.
Credits 3
Prerequisites
As determined by college.

MTT-148: Introduction to Machine Shop I Lab

This course provides practical application of the concepts and principles of machining operations learned in MTT-147. Topics include machine shop safety, measuring tools, lathes, saws, milling machines, bench grinders, and layout instruments. Upon completion, students will be able to perform the basic operations of measuring, layout, drilling, sawing, turning, and milling. This is a CORE course. MTT-100 is a suitable substitute for MTT-147/148. This course is aligned with NIMS certification standards. This course is also taught as AUT-151.
Credits 3
Prerequisites
None
Corequisites
None

Math

MTH-098: Elementary Algebra

This course provides a study of the fundamentals of algebra. Topics include the real number system, linear equations and inequalities, graphing linear equations and inequalities in two variables and systems of equations. This course does not apply toward the general core requirement for mathematics.
Credits 4
Prerequisites
None

MTH-099: Support for Intermediate College Algebra

This Learning Support course provides co-requisite support in mathematics for students enrolled in MTH-100. The material covered in this course is parallel to and supportive of the material taught in MTH-100. Emphasis is placed on providing students with additional academic and noncognitive support with the goal of success in the students' paired MTH-100 class. This course does not apply toward the general core requirement for mathematics.
Credits 1
Prerequisites
Appropriate mathematics placement score or MTH-098 Elementary Algebra. (Note that MTH-099 is required for students completing MTH-098 Elementary Algebra.)
Corequisites
MTH-100 Intermediate College Algebra

MTH-100: Intermediate College Algebra

This course provides a study of algebraic concepts such as laws of exponents, polynomial operations, factoring polynomials, radical and rational expressions and equations and quadratic equations. Functions and relations are introducing and graphed. This course does not apply toward the general core requirement for mathematics.
Credits 3
Prerequisites
MTH-098 Elementary Algebra or appropriate mathematics placement score.
Corequisites
MTH-099 Support for Intermediate College Algebra, if required. (Note that MTH-099 is required for students completing MTH-098 Elementary Algebra.)

MTH-103: Intro to Technical Mathematics

This course is designed for the student in technology needing simple arithmetic, algebraic, and right triangle trigonometric skills.
Credits 3
Prerequisites
MTH-098: Elementary Algebra
OR appropriate mathematics placement score

MTH-104: Plane Trigonometry

This course emphasizes such topics as the solution of triangles, vectors, geometric concepts and complex numbers.
Credits 3
Prerequisites
MTH-100: Intermediate College Algebra

MTH-108: Quantitative Resoning

This course is intended for students who are not majoring in science, engineering, commerce, or mathematics (i.e., students who are not required to take calculus). It provides a foundation in thinking quantitatively. An emphasis is placed on real-world applications. Topics include mathematical reasoning, data interpretation, problem-solving strategies, equation solving, number sense, probability, counting principles, geometric applications, and measurement.
Credits 3

MTH-110: Finite Mathematics

This course provides an overview of topics in finite mathematics together with their applications and is intended for students who are not majoring in science, engineering, commerce, or mathematics (i.e., students who are not required to take calculus). The course introduces logic, set theory, counting techniques, basic probability, statistics, and personal finance.
Credits 3
Prerequisites
MTH-100: Intermediate College Algebra

MTH-112: Precalculus Algebra

This course emphasizes the algebra of functions – including polynomial, rational, exponential, and logarithmic functions. In addition, the course covers non-linear inequalities as well as systems of linear and non-linear equations and inequalities.
Credits 3
Prerequisites
Successful completion of MTH-100 Intermediate College Algebra with a grade of C or higher or appropriate placement.

MTH-113: Precalculus Trigonometry

This course includes the study of trigonometric (circular) functions and inverse trigonometric functions as well as extensive work with trigonometric identities, equations, and formulas. The course also covers vectors, complex numbers, DeMoivre's Theorem, and polar graphs. Additional topics may include conic sections and product-sum formulas.

Credits 3

Prerequisites

Grade of C or higher in MTH-112 or appropriate placement scores

MTH-115: Precalculus Algebra and Trigonometry

This course is a one-semester accelerated combination of Precalculus Algebra (MTH-112) and Precalculus Trigonometry (MTH-113). This course is intended for students with a strong background in college preparatory mathematics. The course includes the algebra of functions (including polynomial, rational, exponential, and logarithmic functions) as well as the study of trigonometric functions and inverse trigonometric functions. This course also includes extensive work with trigonometric identities, equations, and formulas; vectors; complex numbers; and polar graphs.

Credits 4

Prerequisites

As determined by college but may be no less than a C or higher in MTH-100 and permission from the department chairperson.

MTH-116: Mathematical Applications

This course provides practical applications of mathematics and includes selected topics from consumer math, algebra, and geometry. The course covers integers, percent, interest, ratio and proportion, measurement systems, linear equations, and problem solving.

Credits 3

Prerequisites

None

MTH-120: Calculus and Its Applications

This course is intended to give a broad overview of calculus. It includes limits, differentiation, and integration of algebraic, exponential, logarithmic, and multi-variable functions with applications to business, economics, and other disciplines. This course may also include LaGrange multipliers, extrema of functions of two variables, method of least squares, linear approximation, and linear programming.

Credits 3

Prerequisites

Grade of C or higher in MTH-112, MTH-113, or MTH-115 or appropriate placement score.

MTH-125: Calculus I

This is the first of three courses in the basic calculus sequence taken primarily by students in science, engineering, and mathematics. Topics include the limit of a function; the derivative of algebraic, trigonometric, exponential, and logarithmic functions; and the definite integral and its basic applications to area problems. Applications of the derivative are covered in detail, including approximations of error using differentials, maximum and minimum problems, and curve sketching using calculus.

Credits 4

Prerequisites

Grade of C or higher in MTH-113 or MTH-115 or appropriate placement score.

MTH-231: Math for the Elementary Teacher I

This course is designed to develop a deeper understanding of elementary school mathematics content needed for teaching. The course is designed to develop conceptual understanding of number systems and operations by focusing on basic concepts and principles, exploring multiple representations and strategies, and illuminating connections among concepts and procedures. Topics include whole numbers and integers, fractions, ratio, percent, decimals, and arithmetic operations within these systems.
Credits 3
Prerequisites
Grade of C or higher in MTH-100 or appropriate placement score

MTH-232: Math for the Elementary Teacher II

This course is designed to provide mathematical insights into measurement and geometry for students majoring in elementary education. Topics include geometric shapes (two- and three-dimensional), measurement, congruence and similarity, symmetry, and transformations.
Credits 3
Prerequisites
Grade of C or higher in MTH-100 or appropriate placement score

MTH-265: Elementary Statistics

This course provides an introduction to methods of statistics and includes the following topics: sampling, frequency distributions, measures of central tendency and variation, probability, discrete and continuous distributions, graphic representation, hypothesis testing, confidence intervals, regression, and applications.
Credits 3
Prerequisites
Grade of C or Higher in MTH 100 or appropriate placement score

Medical Assisting

MAT-100: Intro to Medical Document Production

This course covers basic keyboarding skills using medical terminology and format. Emphasis is placed on correct techniques and development of speed and accuracy. Upon completion, the student should be able to key medical material at an acceptable speed and accuracy level. This course is offered at least one term every year. This is a CORE course.
Credits 3
Prerequisites
None

MAT-101: Medical Terminology

This course is designed for medical assistants, student nurses, and others in medically related fields. The course will focus on the more common prefixes, roots, and suffixes used to construct medical terms with these word parts to determine the meanings of new or unfamiliar terms. The student will learn a system of word building which will enable them to interpret medical terms. This course is offered at least one term every year. This is a CORE course.
Credits 3
Prerequisites
None

MAT-102: Medical Assisting Theory I

A description of anatomical descriptors and the cell introduces the student to and serves as an overview of the body's systems. The structure and function of the nervous, sensory, integumentary, muscular, skeletal, respiratory, and cardiovascular systems are taught with the diseases related to these systems presented. Upon completion, students should be able to demonstrate a basic working knowledge of these body systems. This course is offered at least one term every year. This is a CORE course.
Credits 3
Prerequisites
None

MAT-103: Medical Assisting Theory II

The structure and function of the digestive, urinary, reproduction, endocrine, and immune systems are presented. Disease processes that are related to these systems will be included. Basic concepts of reproduction, growth and development, and nutrition are taught. Upon completion, students should be able to demonstrate a basic working knowledge of these body systems. This course is offered at least one term every year. This is a CORE course.

Credits 3

Prerequisites

A grade of "C" or better in MAT-102 or equivalent.

MAT-111: Clinical Proc I for the Medical Assistant

This course includes instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with examination, and patient education. Upon completion, students will be able to demonstrate competence in exam room procedures. This course is offered at least one term every year. This is a CORE course.

Credits 3

Prerequisites

MAT-101 or BIO-120, MAT-102

MAT-120: Medical Administrative Procedures I

This course introduces medical office administrative procedures. Topics include appointment scheduling, telephone techniques, managing the physician's schedule, handling mail, preparing and maintaining medical records, and patient orientation. Upon completion, students should be able to perform basic medical administrative skills. This is a CORE course.

Credits 3

Prerequisites

College level computer course key 30 wpm or completion of MAT-100 and MAT-101 or BIO-120

MAT-121: Medical Administrative Procedures II

This course introduces medical office administrative procedures not covered in Medical Administrative Procedures I. Topics include fees, credit, and collections, banking, bookkeeping, payroll, and computerized finance applications. Upon completion students should be able to manage financial aspects of medical offices. This is a CORE course.

Credits 3

Prerequisites

MAT-120: Medical Administrative Procedures I

MAT-122: Basic Concepts of Interpersonal Relationships

This course is designed to assist students in health occupations to learn basic principles of human behavior. Activities for developing effective interpersonal relations are included. Exploration of self-concept and the negative effect of poor self-concept as they relate to one's health are presented. Upon completion, students should be able to apply these concepts to the work setting. This course is offered at least one term every year.

Credits 3

Prerequisites

None

MAT-125: Lab Procedures I for the Medical Assistant

This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective diagnostic tests, such as a CBC, screening, and follow-up of test results and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics. This course is offered at least one term every year. This is a CORE course.

Credits 3

Prerequisites

MAT-101 or BIO-120, MAT-102

MAT-128: Med Law & Ethics for the Medical Assistant

This course provides basic information related to the legal relationship of patient and physician. Topics to be covered include creation and termination of contracts, implied and informed consent, professional liability, invasion of privacy, malpractice, tort, liability, breach of contract, and the Medical Practice Act. Upon completion, students should be able to recognize ethical and legal implications of these topics as they relate to the medical assistant. This course is offered at least one term every year. This is a CORE course.
Credits 3
Prerequisites
None

MAT-200: Management of Office Emergencies

This course is designed to instruct students in handling emergencies in the medical office. Emergencies presented will include cardiovascular emergencies, diabetic emergencies, seizures, syncope, hyperthermia and hypothermia, shock, Musculo-skeletal emergencies, and poisoning. Upon completion, students should be able to recognize emergency situations and take appropriate actions. This course is offered at least one term every year. This is a CORE course.
Credits 2
Prerequisites
MAT-102: Medical Assisting Theory I
MAT-103: Medical Assisting Theory II

MAT-211: Clinical Proc II for the Medical Assistant

This course includes instruction in vital signs and special examination procedures. Emphasis is placed on interviewing skills, appropriate triage and preparing patients for diagnostic procedures. Upon completion, students should be able to assist with special procedures. This course is offered at least one term every year. This is a CORE course.
Credits 3
Prerequisites
MAT-101 or BIO-120, MAT-102, MAT-111

MAT-215: Lab Procedures II for the Medical Assistant

This course instructs the student in the fundamental theory and lab application for the medical office. Microbiology, urinalysis, serology, blood chemistry, and venipuncture theory as well as venipuncture collection procedures are discussed and performed. Upon completion, students should be able to perform basic lab tests/skills on course topics. This course is offered at least one term every year. This is a CORE course.
Credits 3
Prerequisites
MAT-125: Lab Procedures I for the Medical Assistant

MAT-216: Pharmacology for the Medical Office

This course teaches the commonly administered drugs used in the medical field including their classifications, actions, indications, contraindications, and side effects on the body. Correct demonstration of drug calculation, preparation, administration, and documentation are also taught. Upon completion, students should be able to demonstrate safe drug administration and recognize common medical classifications and their patient implications. This course is offered at least one term every year. This is a CORE course.
Credits 4
Prerequisites
MAT-101 or BIO-120, MAT-102, MAT-103, MTH-116

MAT-220: Medical Office Insurance

In this course emphasis is placed on insurance procedures with advanced diagnostic and procedural coding in the outpatient facility. Study will include correct completion of insurance forms and coding. Upon completion, students should be able to demonstrate proficiency in coding for reimbursements.
Credits 3
Prerequisites
MAT-101or BIO-120, MAT-120, MAT-121 and college level computer course

MAT-222: Medical Transcription I (Elective)

This course introduces dictating equipment and typical medical dictation. Emphasis is placed on correct punctuation, capitalization, and spelling. Upon completion, students should be able to transcribe physician's dictation.

Credits 2

Prerequisites

As required by program.

MAT-227: Special Topics in Medical Assisting (Elective)

This course includes specialized study on current topics and issues in the field of medical assisting. Emphasis is placed on personal and occupational responsibilities and developing problem-solving skills encountered in the medical office. Upon completion, students should be able to apply problem-solving skills to medical office situations. This course is offered as needed.

Credits 1

Prerequisites

None

MAT-228: Medical Assistant Review Course

This course includes a general review of administrative and clinical functions performed in a medical office. The course will assist the student or graduate in preparing for national credentialing examination.

Credits 1

Prerequisites

MAT-101: Medical Terminology
MAT-102: Medical Assisting Theory I
MAT-103: Medical Assisting Theory II
MAT-111: Clinical Proc I for the Medical Assistant
MAT-211: Clinical Proc II for the Medical Assistant

MAT-230: Medical Assisting Preceptorship

This course is a medical assisting capstone course. The student is expected to apply administrative, clinical, and laboratory knowledge while under the supervision of a designated preceptor. The student performs administrative, clinical, and laboratory skills while displaying positive affective behaviors expected of a medical assistant in the medical setting. The total number of contact hours must be a minimum of 160 hours in length. The content of the course is aligned with standards and guidelines from the Medical Assisting Education Review Board (MAERB) in collaboration with CAAHEP

Credits 2

Prerequisites

MAT-103: Medical Assisting Theory II
MAT-111, MAT-125, MAT-200, MAT-211, MAT-215, MAT-216, MAT-222, plus 30 additional credit hours in MAT program and/or as required by program.

MAT-239: Phlebotomy Preceptorship

This course is designed to provide the opportunity to apply phlebotomy techniques in the physician's clinic and hospital setting. Emphasis is placed on training individuals to properly collect and handle blood specimens for laboratory testing and to interact with health care personnel, patients, and the general public. Upon completion, students should be prepared for entry-level phlebotomy and to sit for the Phlebotomy Technician Examination (ASCP). This course is offered as needed.

Credits 3

Prerequisites

MAT-101 or BIO-120, MAT-102, MAT-125, MAT-215, MAT-122, acceptable computer course and/or as required by program.

Medical Radiologic Technology

RAD-111: Introduction to Radiology

This course provides students with an overview of radiography and its role in health care delivery. Topics include the history of radiology, professional organizations, legal and ethical issues, health care delivery systems, introduction to radiation protection, and medical terminology. Upon completion students will demonstrate foundational knowledge of radiologic science.
Credits 2
Prerequisites
Admission into program
Corequisites
RAD-112, RAD-113, RAD-114

RAD-112: Radiologic Procedures I

This course provides the student with instruction in anatomy and positioning of the Chest and Thorax, Upper and Lower Extremities, and Abdomen. Theory and laboratory exercises will cover radiographic positions and procedures. Upon completion of the course the student will demonstrate knowledge of anatomy and positioning skills, oral communication and critical thinking in both the didactic and laboratory settings.
Credits 4
Prerequisites
Admission into program
Corequisites
RAD-111, RAD-113, RAD-114

RAD-113: Patient Care

This course provides the student with concepts of patient care and pharmacology and cultural diversity. Emphasis in theory and lab is placed on assessment and considerations of physical and psychological conditions, routine and emergency. Upon completion, students will demonstrate / explain patient care procedures appropriate to routine and emergency situations.
Credits 2
Prerequisites
Admission into program
Corequisites
RAD-111, RAD-112, RAD-114

RAD-114: Clinical Education I

This course provides the student with the opportunity to correlate instruction with applications in the clinical setting. The student will be under the direct supervision of a qualified practitioner. Emphasis is on clinical orientation, equipment, procedures, and department policies. Upon completion of the course, the student will demonstrate practical applications of specific radiographic procedures identified in RAD-112.
Credits 2
Prerequisites
Admission into program
Corequisites
RAD-111, RAD-112, RAD-113

RAD-122: Radiologic Procedures

This course provides the student with instruction in anatomy and positioning of spine, cranium, body systems and special procedures. Theory and laboratory exercises will cover radiographic positions and procedures with applicable contrast media administration. Upon completion of the course the student will demonstrate knowledge of anatomy and positioning skills, oral communication and critical thinking in both the didactic and laboratory settings.
Credits 4
Prerequisites
Successful complete of RAD-111, RAD-112, RAD-113, RAD-114
Corequisites
RAD-124, RAD-125

RAD-124: Clinical Education II

This course provides students with the opportunity to correlate previous instruction with applications in the clinical setting. Students will be under the direct supervision of a qualified practitioner. Practical experience in a clinical setting enables students to apply theory presented thus far and to practice radiographic equipment manipulation, radiographic exposure, routine radiographic positioning, identification, and patient care techniques. Upon completion of the course, students will demonstrate practical applications of radiographic procedures presented in current and previous courses.

Credits 5

Prerequisites

Successful completion of RAD-111, RAD-112, RAD-113, RAD-114

Corequisites

RAD-122, RAD-125

RAD-125: Imaging Equipment

This course provides students with knowledge of basic physics and the fundamentals of imaging equipment. Topics include information on x-ray production, beam characteristics, units of measurement, and imaging equipment components. Upon completion, students will be able to identify imaging equipment as well as provide a basic explanation of the principles associated with image production.

Credits 3

Prerequisites

Successful completion of RAD-111, RAD-112, RAD-113, RAD-114

Corequisites

RAD-122, RAD-124

RAD-134: Clinical Education III

This course provides students with the opportunity to correlate previous instruction with applications in the clinical setting. Students will be under the direct supervision of a qualified practitioner. Practical experience in a clinical setting enables students to apply theory presented thus far and to practice radiographic equipment manipulation, radiographic exposure, routine radiographic positioning, identification, and patient care techniques. Upon completion of the course, students will demonstrate practical applications of radiographic procedures presented in current and previous courses.

Credits 5

Prerequisites

Successful completion of RAD-122, RAD-124, RAD-125

Corequisites

RAD-135, RAD-136

RAD-135: Exposure Principles

This course provides students with the knowledge of factors that govern and influence the production of radiographic images and assuring consistency in the production of quality images. Topics include factors that influence density, contrast and radiographic quality as well as quality assurance, image receptors, intensifying screens, processing procedures, artifacts, and state and federal regulations.

Credits 3

Prerequisites

Successful completion of RAD-122, RAD-124, RAD-125

Corequisites

RAD-134, RAD-136

RAD-136: Radiation Protection & Biology

This course provides the student with principles of radiation protection and biology. Topics include radiation protection responsibility of the radiographer to patients, personnel and the public, principles of cellular radiation interaction and factors affecting cell response. Upon completion the student will demonstrate knowledge of radiation protection practices and fundamentals of radiation biology.

Credits 2

Prerequisites

Successful completion of RAD-122, RAD-124, RAD-125

Corequisites

RAD-134, RAD-135

RAD-212: Image Evaluation & Pathology

This course provides a basic understanding of the concepts of disease and provides the knowledge to evaluate image quality. Topics include evaluation criteria, anatomy demonstration and image quality with emphasis placed on a body system approach to pathology. Upon completion students will identify radiographic manifestations of disease and the disease process. Students will evaluate images in the classroom, laboratory and clinical settings.

Credits 2

Prerequisites

Successful completion of RAD-134, RAD-135, RAD-136

Corequisites

RAD-214

RAD-214: Clinical Education IV

This course provides students with the opportunity to correlate previous instruction with applications in the clinical setting. Students will be under the direct supervision of a qualified practitioner. Practical experience in a clinical setting enables students to apply theory presented thus far and to practice radiographic equipment manipulation, radiographic exposure, routine radiographic positioning, identification, and patient care techniques. Principles of computed tomography and cross sectional anatomy will be presented. Upon completion of the course, students will demonstrate practical applications of radiographic procedures presented in current and previous courses.

Credits 8

Prerequisites

Successful completion of RAD-134, RAD-135, RAD-136

Corequisites

RAD-212

RAD-224: Clinical Education V

This course provides students with the opportunity to correlate previous instruction with applications in the clinical setting. Students will be under the direct supervision of a qualified practitioner. Practical experience in a clinical setting enables students to apply theory presented thus far and to practice radiographic equipment manipulation, radiographic exposure, routine radiographic positioning, identification, and patient care techniques. Principles other imaging modalities will be presented. Upon completion of the course, students will demonstrate practical applications of radiographic procedures presented in current and previous courses.

Credits 8

Prerequisites

Successful completion of RAD-212, RAD-214

Corequisites

RAD-227

RAD-227: Review Seminar

This course provides a consolidated and intensive review of the basic areas of expertise needed by the entry level technologist. Topics include basic review of all content areas, test taking techniques and job seeking skills. Upon completion, the student will be able to pass comprehensive tests of topics covered in the Radiologic Technology Program.
Credits 2
Prerequisites
Successful completion of RAD-212, RAD-214
Corequisites
RAD-224

Music

MUS-101: Music Appreciation

This is a survey course that requires no previous musical skills. The course covers a minimum of three stylistic periods of music, provides a multicultural perspective, and includes both vocal and instrumental genres. It includes the aesthetic/ stylistic characteristics of historical periods and an aural perception of the elements of music.
Credits 3
Prerequisites
None

MUS-110: Basic Musicianship

This course is designed to provide rudimentary music knowledge and skills for the student with a limited music background. Topics include a study of notation, rhythm, scales, keys, intervals, chords and basic sight singing and ear training skills. Upon completion, students should be able to read and understand musical scores and demonstrate basic sight singing and ear training skills for rhythm, melody, and harmony.
Credits 3
Prerequisites
MUS-099 or suitable placement score or permission of the instructor.

MUS-111: Music Theory I

This course introduces the student to the diatonic harmonic practices in the Common Practice Period. Topics include fundamental musical materials (rhythm, pitch, scales, intervals, diatonic harmonies) and an introduction to the principles of voice leading and harmonic progression. Upon completion, students should be able to demonstrate a basic competency using diatonic harmony through analysis, writing, sight singing, dictation and keyboard skills.
Credits 3
Prerequisites
MUS-110 or suitable placement score or permission of the instructor.

MUS-112: Music Theory II

This course completes the study of diatonic harmonic practices in the Common Practice Period and introduces simple musical forms. Topics include principles of voice leading used in three and four-part triadic harmony and diatonic seventh chords, non-chord tones, cadences, phrases and periods. Upon completion, students should be able to demonstrate competence using diatonic harmony through analysis, writing, sight singing, dictation and keyboard skills.
Credits 3
Prerequisites
MUS-111: Music Theory I

MUS-113: Music Theory Lab I

This course provides the practical application of basic musical materials through sight singing; melodic, harmonic and rhythmic dictation; and keyboard harmony. Topics include intervals, simple triads, diatonic stepwise melodies, basic rhythmic patterns in simple and compound meter and four-part triadic progressions in root position. Upon completion, students should be able to write, sing and play intervals, scales, basic rhythmic patterns, diatonic stepwise melodies, simple triads and short four-part progressions in root position.
Credits 1
Prerequisites
MUS-110 or suitable placement score or permission of the instructor.
Corequisites
MUS-111 if ear training lab is a separate course.

MUS-114: Music Theory Lab II

This course continues the practical application of diatonic musical materials through sight singing; melodic, harmonic and rhythmic dictation; and keyboard harmony. Topics include intervals, scales, diatonic melodies with triadic arpeggiations, more complex rhythmic patterns in simple and compound meter and four-part diatonic progressions in all inversions. Upon completion, students should be able to write, sing and play all intervals, rhythmic patterns employing syncopations and beat divisions, diatonic melodies and four-part diatonic progressions.

Credits 1

Prerequisites

MUS-113: Music Theory Lab I

Corequisites

MUS-112, if ear training lab is a separate course.

MUS-211: Music Theory III

This course introduces the student to chromatic harmonic principles in the Common Practice Period and beyond. Topics include secondary functions, modulatory techniques, and formal analysis. Upon completion, students should be able to demonstrate competence using chromatic harmony through analysis, writing, sight singing, dictation and keyboard skills.

Credits 3

Prerequisites

MUS-112: Music Theory II

Corequisites

MUS-213, if ear training lab is a separate course.

MUS-212: Music Theory IV

This course completes the study of chromatic harmonic principles in the Common Practice Period and beyond. Topics include the Neapolitan and augmented sixth chords, sonata form, late nineteenth-century tonal harmony and contemporary practices and forms. Upon completion, students should be able to demonstrate competence using chromatic harmony and basic twentieth century techniques through analysis, writing, sight singing, dictation and keyboard skills.

Credits 3

Prerequisites

MUS-211: Music Theory III

Corequisites

MUS-214, if ear training lab is a separate course.

MUS-213: Music Theory Lab III

This course provides the practical application of chromatic musical materials through sight singing; melodic, harmonic and rhythmic dictation; and keyboard harmony. Topics include melodies with simple modulations, complex rhythms in simple and compound meter, and secondary function chords. Upon completion, students should be able to write, sing and play modulating melodies, rhythmic patterns with beat subdivisions and four-part chromatic harmony.

Credits 1

Prerequisites

MUS-114: Music Theory Lab II

Corequisites

MUS-211, if ear training lab is a separate course.

MUS-214: Music Theory Lab IV

This course provides the practical application of chromatic music materials and simple contemporary practices through sight singing; melodic, harmonic, and rhythmic dictation; and keyboard harmony. Topics include chromatic and atonal melodies; complex rhythmic patterns in simple, compound, and asymmetric meters; chromatic chords and contemporary harmony. Upon completion, students should be able to write, sing and play chromatic and atonal melodies, complex rhythms and meters, four-part chromatic harmony and simple twentieth-century chord structures.
Credits 1
Prerequisites
MUS-213: Music Theory Lab III
Corequisites
MUS-212, if ear training lab is a separate course.

Music Lessons

MUL-101: Class Piano I

Group instruction is available in voice, piano, strings, woodwinds, brass, percussion and fretted instruments for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals.
Credits 1
Prerequisites
As required by program.

MUL-102: Class Piano II

Group instruction is available in voice, piano, strings, woodwinds, brass, percussion and fretted instruments for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals.
Credits 1
Prerequisites
As required by program.

MUL-180: Chorus I

This course provides an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble.
Credits 1
Prerequisites
NONE

MUL-181: Choral Ensemble II

This course provides an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble.
Credits 1
Prerequisites
NONE

MUL-201: Class Piano III

Group instruction is available in voice, piano, strings, woodwinds, brass, percussion and fretted instruments for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals.
Credits 1
Prerequisites
As required by program.

MUL-202: Class Piano IV

Group instruction is available in voice, piano, strings, woodwinds, brass, percussion and fretted instruments for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals.
Credits 1
Prerequisites
As required by program.

MUL-280: Choral Ensemble III

This course provides an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble.
Credits 1
Prerequisites
Instructor permission.

MUL-281: Choral Ensemble IV

This course provides an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble.
Credits 1
Prerequisites
Instructor permission.

Music Performance

MUP-111: Private Voice I

Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.
Credits 1
Prerequisites
Instructor permission.

MUP-112: Private Voice II

Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.
Credits 1
Prerequisites
Instructor permission.

MUP-211: Private Voice II

Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.
Credits 1
Prerequisites
Instructor permission.

MUP-212: Private Voice IV

Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.
Credits 1
Prerequisites
Instructor permission.

Office Technology

OAD-103: Intermediate Keyboarding

This course is designed to assist the student in increasing speed and accuracy using the touch method of keyboarding through classroom instruction and lab exercises. Emphasis is on the production of business documents such as memoranda, letters, reports, tables, and outlines from unarranged rough draft to acceptable format. Upon completion, the student should be able to demonstrate proficiency and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of business documents.
Credits 3
Prerequisites
As required by college.

OAD-125: Word Processing

This course is designed to provide the student with basic word processing skills through classroom instruction and outside lab. Emphasis is on the utilization of software features to create, edit, and print common office documents. Upon completion, the student should be able to demonstrate the ability to use industry-standard software to generate appropriately formatted, accurate, and attractive business documents such as memoranda, letters, and reports.
Credits 3
Prerequisites
As required by college.

OAD-133 : Business Communications

This course is designed to provide the student with skills necessary to communicate effectively. Emphasis is on the application of communication principles to produce clear, correct, logically organized business communications. Upon completion, the student should be able to demonstrate effective communication techniques in written, oral, and nonverbal communications.
Credits 3

OAD-138 : Record Information Management

This course is designed to give the student knowledge about managing office records and information. Emphasis is on basic filing procedures, methods, systems, supplies, equipment, and modern technology used in the creation, protection, and disposition of records stored in a variety of forms. Upon completion, the student should be able to perform basic filing procedures.
Credits 3
Prerequisites
None.

OAD-218: Office Procedures

This course is designed to develop an awareness of the responsibilities and opportunities of the office professional. Emphasis is on current operating functions, practices and procedures, work habits, attitudes, oral and written communications, and professionalism. Upon completion, the student should be able to demonstrate the ability to effectively function in an office support role.
Credits 3
Prerequisites
None.

OAD-230: Desktop Publishing

This course is designed to introduce the student to the elements and techniques of page design, layout, and typography through classroom instruction and lab exercises. Emphasis is on the use of current commercial desktop publishing software, graphic tools, and electronic input/output devices to design and print high-quality publications such as newsletters, brochures, catalogs, forms, and flyers. Upon completion, the student should be able to utilize proper layout and design concepts in the production of attractive desktop published documents.
Credits 3
Prerequisites
As required by college.

OAD-243: Spreadsheet Applications

This course is designed to provide the student with a firm foundation in the use of computerized equipment and appropriate software in performing spreadsheet tasks through classroom instruction and lab exercises. Emphasis is on spreadsheet terminology and design, common formulas, and proper file and disk management procedures. Upon completion, the student should be able to use spreadsheet features to design, format, and graph effective spreadsheets.
Credits 3
Prerequisites
As required by college.

OAD-244: Database Applications

This course is designed to provide the student with an understanding of the concepts of database management through classroom instruction and lab exercises. Emphasis is on the use of database software for business applications. Upon completion, the student should be able to create and manipulate data files and format output such as documents and reports.
Credits 3
Prerequisites
As required by college.

OAD-246: Office Graphics & Presentation

This course is designed to provide the student with a foundation in the use of the computer and appropriate application software in the production of business slides and presentations through classroom instruction and lab exercises. Emphasis is on available software tools, presentation options and design, as well as such presentation considerations as the make-up of the target audience. Upon completion, the student should be able to demonstrate the ability to design and produce a business presentation.
Credits 3
Prerequisites
As required by college.

Orientation

ORI-101: Orientation to College

This course aids new students in their transition to the institution; exposes new students to the broad educational opportunities of the institution; and integrates new students into the life of the institution.
Credits 1
Prerequisites
As required by program.

Philosophy

PHL-106: Introduction to Philosophy

This course is an introduction to the basic concepts of philosophy. The literary and conceptual approach of the course is balanced with emphasis on approaches to critical thinking. Major philosophical ideas are discussed within historical and global contexts.
Credits 3
Prerequisites
As required by program.

PHL-200: Ethics in the Workplace

This course is a survey of the ethical principles involved in the workplace with emphasis on common modern problems. The perspectives of workers, supervisors, management, owners, and consumers are considered. The student should have an understanding of the ethical issues unique to the work environment
Credits 3
Prerequisites
As required by program.

PHL-206: Ethics and Society

This course involves the study of ethical issues which confront individuals in the course of their daily lives. The focus is on the fundamental questions of right and wrong, of human rights, and of conflicting obligations. The student should be able to understand and be prepared to make decisions in life regarding ethical issues.
Credits 3
Prerequisites
As required by program.

PHL-210: Ethics and the Health Sciences

This course is a study of ethical issues related to the health sciences such as contraception, abortion, and eugenics; human experimentation; truth in drugs and medicine; death and dying; and other health related issues. The student should be able to clarify relevant ethical considerations and have a philosophical basis for decisions on right and wrong, good and bad, rights and responsibilities.
Credits 3
Prerequisites
As required by program.

Physical Science

PHS-111: Physical Science

This course provides the non-technical student with an introduction to the basic principles of geology, oceanography, meteorology, and Astronomy. Laboratory is required.
Credits 4
Prerequisites
As required by program.

PHS-112: Physical Science

This course provides the non-technical student with an introduction to the basic principle of chemistry and physics. Laboratory is required.
Credits 4
Prerequisites
As required by program.

Physics

PHY-112: Principle of Physics

This course introduces the student to the basic principles of physics with an emphasis on electricity and magnetism. The course is designed to provide the student with not only a basic knowledge of electricity and magnetism but also an understanding of real-world applications. To prepare the student to understand electricity and magnetism, additional topics include forces, work, energy, power, sound, and the atomic nature of matter. Topics in electricity and magnetism include electrical forces and fields, currents, electrical circuits, magnetic forces and fields, capacitance, electromagnetic induction and transformers.

Credits 2

Prerequisites

MTH-100: Intermediate College Algebra

PHY-115: Technical Physics

Technical physics is a one-semester survey of physics using college algebra. Major topics include Newton's laws of motion, work and energy, thermodynamics, waves and sound, and basic electricity. This course is for non-science majors pursuing a degree in a technical program. Laboratory is required. Upon completion, students will be able to define motion and describe specific module concepts, utilize microcomputers to generate motion diagrams, understand the nature of contact forces and distinguish passive forces, work cooperatively to set up laboratory exercises and demonstrate applications of module-specific concepts.

Credits 4

Prerequisites

MTH-103 or MTH-100

PHY-120: Introduction to Physics

This course introduces general physics for non-science majors. Topics in fundamentals of mechanics, properties of matter, heat and temperature, simple harmonic motion, SHM, waves and sound, electric and magnetism, optics and modern physics. Laboratory is required.

Credits 4

Prerequisites

MTH-098 or higher

Political Science

POL-200: Introduction to Political Science

This course is an introduction to the field of political science through examination of the fundamental principles, concepts, and methods of the discipline, and the basic political processes and institutions of organized political systems. Topics include approaches to political science, research methodology, the state, government, law, ideology, organized political influences, governmental bureaucracy, problems in political democracy, and international politics. Upon completion, students should be able to identify, describe, define, analyze, and explain relationships among the basic principles and concepts of political science and political processes and institutions of contemporary political systems.

Credits 3

Prerequisites

As required by program.

POL-211: American National Government

This course surveys the background, constitutional principles, organization, and operation of the American political system. Topics include the U. S. Constitution, federalism, civil liberties, civil rights, political parties, interest groups, political campaigns, voting behavior, elections, the presidency, bureaucracy, Congress, and the justice system. Upon completion, students should be able to identify and explain relationships among the basic elements of American government and function as more informed participants of the American political system

Credits 3

Prerequisites

As required by program.

Psychology

PSY-200: General Psychology

The course is a survey of the scientific study of psychological, biological, and socio-cultural factors that influence behavior and mental processes.

Credits 3

Prerequisites

Successful completion of ENR-098 or satisfactory placement score.

PSY-210: Human Growth and Development

This course is the study of the psychological, social, and physical factors that affect human behavior from conception to death.

Credits 3

Prerequisites

PSY-200: General Psychology

PSY-230: Abnormal Psychology

This course is a survey of abnormal behavior and its social and biological origins. The anxiety related disorders, psychoses, personality disorders and mental deficiencies will be covered.

Credits 3

Prerequisites

PSY-200: General Psychology

Registered Nursing

NUR-112: Fundamental Concepts of Nursing

This course teaches foundational knowledge of nursing concepts and clinical decision making to provide evidence-based nursing care. Content includes but is not limited to: healthcare delivery systems, professionalism, health promotion, psychosocial well-being, functional ability, gas exchange, safety, pharmacology, and coordinator/ manager of care.

Credits 7

Prerequisites

ADMISSION TO THE PROGRAM

Corequisites

BIO-201, MTH-100 OR HIGHER

NUR-113: Nursing Concepts 1

This course teaches foundational knowledge of nursing concepts and clinical decision making to provide evidence-based nursing care. Content includes but is not limited to: coordination/manager of care, perfusion, oxygenation, infection, inflammation, tissue integrity, nutrition, elimination, mobility/immobility, cellular regulation, acid/base balance, and fluid/electrolyte balance.

Credits 8

Prerequisites

NUR-112, BIO-201, MTH-100 OR HIGHER LEVEL MATH

Corequisites

BIO-202: Human Anatomy and Physiology II
ENG-101: English Composition I
PSY-210: Human Growth and Development

NUR-114: Nursing Concepts II

This course teaches foundational knowledge of nursing concepts and clinical decision making to provide evidence-based nursing care. Content includes but is not limited to: coordinator/manager of care, sexuality, reproduction and childbearing, infection, inflammation, sensory perception, perfusion, cellular regulation, mood disorders and affect, renal fluid/electrolyte balance, and medical emergencies.

Credits 8

Prerequisites

NUR-112: Fundamental Concepts of Nursing
NUR-113: Nursing Concepts 1
ENG-101: English Composition I
BIO-201: Human Anatomy and Physiology I
BIO-202: Human Anatomy and Physiology II
PSY-210: Human Growth and Development
ORI-101: Orientation to College

Corequisites

NUR-115, SPH-106 or SPH-107

NUR-115: Evidence Based Clinical Reasoning

This course provides students with opportunities to collaborate with various members of the health care team in a family and community context. Students utilize clinical reasoning to assimilate concepts within the individual, health, and nursing domains.

Credits 2

Prerequisites

NUR-112: Fundamental Concepts of Nursing
NUR-113: Nursing Concepts 1
ENG-101: English Composition I
BIO-201: Human Anatomy and Physiology I
BIO-202: Human Anatomy and Physiology II
PSY-210: Human Growth and Development
ORI-101: Orientation to College

Corequisites

NUR-114, SPH-106 or SPH-107

NUR-211: Advance Nursing Concepts

This course provides opportunities for students to integrate advanced nursing care concepts within a family and community context. Content includes but is not limited to manager of care for advanced concepts in safety, fluid/electrolyte balance, cellular regulation, gas exchange, psychosocial well-being, growth and development, perfusion, and medical emergencies.

Credits 7

Prerequisites

NUR-114, NUR-115, SPH-106 or SPH-107

Corequisites

BIO-220: General Microbiology

NUR-221: Advanced Evidence-Based Clinical Reasoning

This course provides students with opportunities to demonstrate graduate competencies through didactic and preceptorship experiences necessary to transition to the profession of nursing. Content in nursing and health care domains includes management of care, professionalism, and healthcare delivery systems.

Credits 7

Prerequisites

BIO-220: General Microbiology
NUR-211: Advance Nursing Concepts

Corequisites

HUM-Humanities elective (Ethics preferred)

Religion

REL-100: History of World Religions

This course is designed to acquaint the student with the beliefs and practices of the major contemporary religions of the world. This includes the religions of Africa, the Orient, and the western world. The student should have an understanding of the history and origins of the various religions in the world.

Credits 3

Prerequisites

As required by program.

REL-151: Survey of the Old Testament

This course is an introduction to the content of the Old Testament with emphasis on the historical context and contemporary theological and cultural significance of the Old Testament. The student should have an understanding of the significance of the Old Testament writings upon completion of this course.
Credits 3
Prerequisites
As required by program.

REL-152: Survey of the New Testament

This course is a survey of the books of the New Testament with special attention focused on the historical and geographical setting. The student should have an understanding of the books of the New Testament and the cultural and historical events associated with these writings.
Credits 3
Prerequisites
As required by program.

Respiratory Care Therapy

RPT-210: Clinical Practice I

This clinical course provides for initial hospital orientation and development of general patient assessment and communication skills required for safe and effective patient care. Emphasis is placed upon application of classroom and laboratory experiences within the clinical environment. Upon completion, students should demonstrate adequate psychomotor skills and cognitive abilities necessary for initial patient contact and safe and effective performance of basic respiratory care procedures. This is a CORE course.
Credits 2

RPT-211: Introduction to Respiratory Care

This course is designed to acquaint the student with responsibilities of the Respiratory Care Practitioner (RCP) as a member of the health care team. Areas of emphasis include history of the profession, credentialing mechanism, licensure, medical ethics, communication skills, basic medical terminology, and patient assessment. Upon completion, students should be able to demonstrate effective communication skills, proper use of aseptic technique, deference to appropriate professional ethics and behavior, and be able to perform basic patient assessment. This is a CORE course.
Credits 2

RPT-212: Fundamentals of Respiratory Care I

A fundamental course which presents the scientific basis for respiratory care procedures and application of basic chemistry and physics as related to compressed gases and respiratory care equipment operation. Experimental laboratory is required and emphasis includes design, functional characteristics, and operation of commonly encountered respiratory care equipment, use of medical gases and applied chemistry, physics, and mathematics. Upon completion, the student should be able to demonstrate an adequate knowledge base concerning function and troubleshooting of respiratory care equipment and concepts of applied physics, chemistry, and mathematics. This is a CORE course.
Credits 4

RPT-213: Anatomy and Physiology for the RCP

This course provides detailed lecture and audio-visual presentations which concentrate on the cardiopulmonary and renal systems. Emphasis is placed on structure, function, and physiology of the cardiopulmonary and renal systems and the role each plays in the maintenance of homeostasis. Upon completion, the student should be able to demonstrate adequate knowledge of the structure, function, and physiology of the cardiopulmonary and renal systems. This is a CORE course.
Credits 3

RPT-214: Pharmacology for the RCP

This course is a detailed study of drugs encountered in respiratory care practice and the function of the autonomic nervous system. Areas of emphasis include determination of drug dosage, applied mathematics, clinical pharmacology, indications, hazards, intended actions, and side-effects of agents used in respiratory care. Upon completion, the student should be able to complete a dosage calculation test with 90% proficiency and demonstrate an adequate understanding of the clinical pharmacology of respiratory care drugs, and the general principles of pharmacology. This is a CORE course.
Credits 2

RPT-220: Clinical Practice II

This course is a continuation of clinical practice and allows the student to further integrate classroom and laboratory instruction into the practice of respiratory care. Areas of emphasis include bedside patient assessment techniques, airway management, hyperinflation therapy, protocol implementation, development of patient care plans, oxygen, humidity and aerosol administration, and an introduction to management of the mechanical ventilation of the adult. Upon completion, the student should be able to demonstrate appropriate psychomotor skills and cognitive abilities necessary to successfully function as primary care giver for routine respiratory care procedures. This is a CORE course.
Credits 2
Prerequisites
RPT-210: Clinical Practice I

RPT-221: Pathology for the RCP I

This course is a survey of commonly encountered diseases and disorders which may affect the function of the cardiopulmonary system, and the clinical manifestations and treatment rationales as related to respiratory care practice. Practical laboratory is required, and course emphasis is placed upon the application of sound diagnostic techniques in the gathering of data in support of diagnosis of specific disease entities as well as progression of pathological changes in cardiopulmonary function. Upon completion, the student should be able to demonstrate the ability to gather appropriate information from various sources in support of diagnosis of specific cardiopulmonary disease as well as an adequate understanding of cardiopulmonary pathology. This is a CORE course.
Credits 3

RPT-222: Fundamentals of Respiratory Care II

This course continues to present the fundamental scientific basis for selected respiratory care procedures. Experimental laboratory is required and areas of emphasis include therapeutic techniques utilized in bronchial hygiene, hyperinflation therapy, mechanical ventilation of the adult, manual resuscitation equipment, the equipment utilized in bedside assessment, and mechanical ventilation. Upon completion, the student should be able to demonstrate the cognitive abilities and psychomotor skills required to perform the procedures presented. This is a CORE course.
Credits 4
Prerequisites
RPT-212: Fundamentals of Respiratory Care I

RPT-230: Clinical Practice III

This is the third course in the clinical sequence and is designed to allow the student to function in the role of primary care giver. Emphasis is placed upon mastery of basic respiratory care procedures, administration of aerosol drugs, and care of the patient receiving mechanical ventilation. Upon completion, the student should be able to demonstrate psychomotor skills and cognitive abilities necessary to function safely and effectively in the role of primary care giver. This is a CORE course.

Credits 2

Prerequisites

RPT-220: Clinical Practice II

RPT-231: Pathology for the RCP II

This course continues to present specific disease entities which may impair cardiopulmonary function. Laboratory study is directed toward diagnostic techniques and decision making. Course emphasis is placed upon etiology, diagnosis, prognosis, and treatment rationale for each medical problem presented. Upon completion, the student should be able to demonstrate the cognitive abilities necessary to integrate clinical and laboratory data obtained from various sources in support of the diagnosis and treatment of the specific disease entities presented.

Credits 3

Prerequisites

RPT-221: Pathology for the RCP I

RPT-232: Diagnostic Procedures for the RCP

This course is designed to present the value of various procedures as an aid to diagnosis in cardiopulmonary disease. Course emphasis is placed upon procedures such as complete pulmonary function testing, bronchoscopy, cardiac diagnostic procedures, and ventilation/perfusion studies. Upon completion, the student should be able to demonstrate the psychomotor and cognitive abilities necessary to perform routine diagnostic procedures. This is a CORE course.

Credits 2

RPT-233: Special Procedures for the RCP

This course identifies and presents special procedures and medical specialties for various tasks required of the RCP, while functioning in an assistive role to the physician. Course emphasis is placed upon phlebotomy, bronchoscopy, hemodynamic assessment, and advanced cardiopulmonary monitoring techniques. Upon completion, the student should be able to demonstrate cognitive abilities and understand the psychomotor skills necessary to perform assistive functions during the various procedures presented. This is a CORE course.

Credits 2

RPT-234: Mechanical Ventilation for the RCP

This course continues and expands the presentation of material concerning mechanical ventilation as previously introduced including indications, modification, and discontinuance of mechanical ventilation. Laboratory is required and course emphasis is placed upon the application of scientific principles to the clinical use of various modes of mechanical ventilation. Upon completion, the student should be able to demonstrate the cognitive and psychomotor skills required to effectively institute and maintain various methods of mechanical ventilation. This is a CORE course.

Credits 4

RPT-240: Clinical Practice IV

This course, the last in the required clinical sequence, provides opportunities for the student to further refine clinical skills. Course emphasis is placed upon critical care, neonatal mechanical ventilation, home care and discharge planning. Upon completion, the student should be able to demonstrate the cognitive and psychomotor skills required to function in the role of advanced respiratory care practitioner. This is a CORE course.

Credits 4

Prerequisites

RPT-230: Clinical Practice III

RPT-241: Rehabilitation and Home Care for the RCP

This course presents special considerations which apply to rehabilitation and home care of the patient with cardiopulmonary disorders. Emphasis is placed upon the role of the RCP within the home care medical community and modification of techniques and procedures necessary for effective pulmonary management. Upon completion, the student should be able to demonstrate an understanding of discharge planning and disease management protocols as applied to rehabilitation and the continuation of effective respiratory care outside of an acute care facility. This is a CORE course.
Credits 2

RPT-242: Perinatal/Pediatric Respiratory Care

This course presents the unique requirement for appropriate delivery of respiratory care to the neonatal and pediatric patient. Laboratory is required and course emphasis is placed upon a detailed outline of fetal lung development, fetal circulation, neonatal cardiopulmonary disorders, and specialized equipment and techniques, as well as general considerations of provision of care to neonatal and pediatric patients. Upon completion, the student should be able to demonstrate the cognitive and psychomotor skills required for safe and effective delivery of respiratory care to the neonatal and pediatric patient. This is a CORE course.
Credits 3

RPT-243: Computer Applications for the RCP

This course is designed to allow the student practice in utilizing computer assisted clinical simulation software as well as allow for a general program review in preparation for credentialing examinations. Emphasis is placed on development of critical thinking skills, specific to the discipline, and development of computer literacy. Upon completion, students should be able to demonstrate computer literacy and satisfactory performance on nationally standardized comprehensive self-assessment examinations. This is a CORE course.
Credits 2

RPT-244: Critical Care Considerations for the RCP

This course provides for continued discussion concerning the monitoring and maintenance of patients who are treated in the critical care area of an acute care hospital. Course emphasis is placed upon advanced monitoring and assessment techniques employed in the treatment of the critical care patient. Upon completion, the student should be able to demonstrate increased psychomotor and cognitive abilities as pertaining to critical care. This is a CORE course.
Credits 2

RPT-266: Seminar in Respiratory Medicine I

This course is a series of physician and/or guest lecturers designed to present topics of special interest to the student or practitioner. Emphasis is placed upon current medical practice within the field of pulmonary medicine and cardiology. Upon completion, the student should be able to demonstrate an increased knowledge base concerning the topics of special interest presented.
Credits 1

RPT-268: Writing and Research for the RCP II

This course allows for independent research on a topic of special interest within the field of respiratory care. A written narrative of research activities or a literature research paper is required. Upon completion, students should be able to effectively communicate in written narrative form the results of independent study.
Credits 1

Sociology

SOC-200: Introduction to Sociology

This course is an introduction to the vocabulary, concepts, and theoretical perspectives of sociology.
Credits 3
Prerequisites
As required by program.

Spanish

SPA-101: Introductory Spanish I

This course provides an introduction to Spanish. Topics include the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas.
Credits 3
Prerequisites
As required by program.

SPA-102: Introductory Spanish II

This continuation course includes the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas.
Credits 3
Prerequisites
SPA-101 or Equivalent.

Speech

SPH-106: Fundamentals of Oral Communication

This is a performance course that includes the principles of human communication: intrapersonal, interpersonal, and public. The course surveys current communication theory and provides practical application for workforce readiness.
Credits 3
Prerequisites
Satisfactory placement scores or successful completion of ENR-098.

SPH-107: Fundamentals of Public Speaking

This course explores principles of audience and environment analysis as well as the actual planning, rehearsing and presenting of formal speeches to specific audiences. Historical foundations, communication theories and student performances are emphasized.
Credits 3
Prerequisites
As required by program.

Speech Communication

SPC-103: Oral Communication Skills

This course is for students without a high school diploma or GED. This course is not creditable toward associate degree requirements. This course introduces the basic concepts of interpersonal communication and the oral communication skills necessary to interact with co-workers and customers, and to work effectively in teams. Topics include overcoming barriers to effective communication, effective listening, applying the principles of persuasion, utilizing basic dynamics of group discussion, conflict resolution, and positive communication patterns in the business setting. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, develop a businesslike personality, and effectively present themselves before co-workers and the public.
Credits 3
Prerequisites
Satisfactory placement scores or successful completion of ENR-098.

Welding

WDT-109: SMAW Fillet/Pac/Cac

This course provides the student with instruction on safety practices and terminology in the Shielded Metal Arc Welding (SMAW) process. Emphasis is placed on safety, welding terminology, equipment identification, set-up and operation, and related information in the SMAW process. This course also covers the rules of basic safety and identification of shop equipment and provides the student with the skills and knowledge necessary for the safe operation of carbon arc cutting and plasma arc cutting. This is a CORE course.
Credits 3
Prerequisites
None

WDT-110: Industrial Blueprint Reading

This course provides students with the understanding and fundamentals of industrial blueprint reading. Emphasis is placed on reading and interpreting lines, views, dimensions, weld joint configurations and weld symbols. Upon completion students should be able to interpret welding symbols and blueprints as they apply to welding and fabrication. This is a CORE course
Credits 3
Prerequisites
None

WDT-119: Gas Metal Arc/Flux Cored Arc Welding

This course introduces the student to the gas metal arc and flux cored arc welding process. Emphasis is placed on safe operating practices, handling and storage of compressed gasses, process principles, component identification, various welding techniques and base and filler metal identification. This is a CORE course.
Credits 3
Prerequisites
None

WDT-120: SMAW Groove

This course provides the student with instruction on joint design, joint preparation, and fit-up of groove welds in accordance with applicable welding codes. Emphasis is placed on safe operation, joint design, joint preparation, and fit-up. Upon completion, students should be able to identify the proper joint design, joint preparation and fit-up of groove welds in accordance with applicable welding codes. This is a CORE course.
Credits 3
Prerequisites
None

WDT-122: SMAW Fillet/OFC Lab

This course is designed introduce the student to the proper set-up and operation of the shielded metal arc welding equipment. Emphasis is placed on striking and controlling the arc, and proper fit-up of fillet joints. This course is also designed to instruct students in the safe operation of oxy-fuel cutting. Upon completion, students should be able to make fillet welds in all positions using electrodes in the F-3 groups in accordance with applicable welding code and be able to safely operate oxy-fuel equipment and perform those operations as per the applicable welding code.
Credits 3
Prerequisites
None

WDT-123: SMAW Fillet/PAC/CAC Lab

This course is designed introduce the student to the proper set-up and operation of the shielded metal arc welding equipment. Emphasis is placed on striking and controlling the arc, and proper fit-up of fillet joints. This course is also designed to instruct students in the safe operation of plasma arc and carbon arc cutting. Upon completion, students should be able to make fillet welds in all positions using electrodes in the F-4 groups in accordance with applicable welding code and be able to safely operate plasma arc and carbon arc equipment and perform those operations as per applicable welding code.
Credits 3
Prerequisites
None

WDT-124: Gas Metal Arc/Flux Cored Arc Welding Lab

This course provides instruction and demonstration using the various transfer methods and techniques to gas metal arc and flux cored arc welds. Topics included are safety, equipment set-up, joint design and preparation, and gases.
Credits 3
Prerequisites
None

WDT-125: SMAW Groove Lab

This course provides instruction and demonstration in the shielded metal arc welding process on carbon steel plate with various size F-3 and F-4 group electrodes in all positions. Emphasis is placed on welding groove joints and using various F-3 and F-4 group electrodes in all positions. Upon completion, the student should be able to make visually acceptable groove weld joints in accordance with applicable welding codes.
Credits 3
Prerequisites
None

WDT-131: Carbon Steel Fabrication Methods

This course allows the student to plan, execute and present results of fabrication processes using carbon steel material. Emphasis is placed on enhancing skill attainment in the carbon steel fabrication field. The student will be able to demonstrate and apply competencies identified and agreed upon between the student and the instructor.
Credits 3
Prerequisites
As required by college.

WDT-155: GTAW Carbon Pipe Lab

This course is designed to provide the student with the skills in welding carbon steel pipe with gas tungsten arc welding techniques in various pipe weld positions. Upon completion, students should be able to perform gas tungsten arc welding on carbon steel pipe with the prescribed filler metals in various positions in accordance with the applicable code.
Credits 3
Prerequisites
None

WDT-156: GTAW Stainless Pipe Lab

This course is designed to provide the student with the skills in welding stainless steel pipe with gas tungsten arc welding techniques in various pipe weld positions. Upon completion, students should be able to perform gas tungsten arc welding on stainless steel pipe with the prescribed filler metals in various positions in accordance with the applicable code.
Credits 3
Prerequisites
None

WDT-157: Consumable Welding Processes

This course provides instruction and demonstration with the consumable welding processes to produce groove and fillet welds in all positions, according to applicable welding codes. Topics include safe operating practices, equipment identification, equipment set-up, correct selection of electrode, current/polarity, shielding gas and base metals.
Credits 3
Prerequisites
None

WDT-158: Consumable Welding Processes Lab

This course provides instruction and demonstration with the consumable welding processes to produce groove and fillet welds in all positions, according to applicable welding codes. Topics include safe operating practices, equipment identification, equipment set-up, correct selection of electrode, current/polarity, shielding gas and base metals. Upon completion, the student should be able to produce groove and fillet welds using consumable welding processes according to AWS Codes and standards. This course supports CIP Code 48.0508
Credits 3
Prerequisites
None

WDT-167: Flux Core Arc Welding Lab

This course provides instruction and demonstration with the flux core arc welding process to produce groove and fillet welds in all positions, according to applicable welding codes. Topics include safe operating practices, equipment identification, equipment set-up, correct selection of filler metals, current/polarity, shielding gas and base metals. Upon completion, the student should be able to produce groove and fillet welds using the FCAW welding process, according to AWS Codes and Standards.
Credits 3
Prerequisites
None

WDT-219: Welding Inspection and Testing

This course provides the student with inspection skills and knowledge necessary to evaluate welded joints and apply quality control measures as needed. Emphasis is placed on interpreting welding codes, welding procedures, and visual inspection methods. Upon completion, students should be able to visually identify visual acceptable weldments as prescribed by the code or welding specification report.
Credits 3
Prerequisites
None

WDT-221: Pipefitting and Fabrication

This course provides the student with skills and practices necessary for fabricating pipe plans using pipe and fittings. Emphasis is placed on various pipe fittings to include various degree angles. Upon completion, students should be able to fit various pipe fittings, and cut and fabricate tees, and assorted angles.
Credits 3
Prerequisites
None

WDT-228: Gas Tungsten Arc Welding

This course provides a student with the knowledge needed to perform gas tungsten arc welds using ferrous and/or non-ferrous metals, according to applicable welding codes. Topics include safe operating practices, equipment identification and set-up, correct selection of tungsten type, polarity, shielding gas and filler metals. Upon completion, a student should be able to identify safe operating practices, equipment identification and setup, correct selection of tungsten type, polarity, shielding gas, filler metals, and various welds on ferrous and/or non-ferrous metals, using the gas tungsten arc welding process according to applicable welding codes.
Credits 3
Prerequisites
None

WDT-257: SMAW Carbon Pipe Lab

This course is designed to provide the student with the skills in welding carbon steel pipe with shielded metal arc welding techniques in various pipe weld positions. Upon completion, students should be able to perform shielded metal arc welding on carbon steel pipe with the prescribed electrodes in various positions in accordance with the applicable code.
Credits 3
Prerequisites
None

WDT-268: Gas Tungsten Arc Lab

This course provides student with skills needed to perform gas tungsten arc welds using ferrous and/or non-ferrous metals, according to applicable welding codes. Topics include safe operating practices, equipment identification and set-up, correct selection of tungsten type, polarity, shielding gas and filler metals. Upon completion, a student should be able to identify safe operating practices, equipment identification and setup, correct selection of tungsten type, polarity, shielding gas, filler metals, and various welds on ferrous and/or non-ferrous metals, using the gas tungsten arc welding process according to applicable welding codes.
Credits 3
Prerequisites
None

WDT-286: Co-Op

These courses constitute a series wherein the student works on a part-time basis in a job directly related to welding. In these courses the employer evaluates the student's productivity, and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.
Credits 1
Prerequisites
As required by program

Writing and Reading

ENR-098: Writing and Reading for College

This course integrates reading and writing skills students need to comprehend and interact with college-level texts and to produce original college-level writing. Reading skills will center on processes for literal and critical comprehension, as well as the development of vocabulary skills. Writing skills will focus on using an effective writing process including generating ideas, drafting, organizing, revising, and editing to produce competent essays using standard written English. This course may include a one-hour lab component.
Credits 4
Prerequisites
None

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Full time Faculty
Education
B.S., Auburn University, M.S., Walden University

Kimberly Lee

Title
Program Coordinator Dental Assisting
Department
Full time Faculty
Education
Certificate, Naval School of Dental Sciences Diploma, Alabama Dental Hygiene Program B.S., Troy University

Shalanda Lee

Title
Assistant Dean of Allied Health
Department
Administration
Education
B.S., University of Alabama at Birmingham, M .H. A., University of Phoenix, Ed.D, National University

John Lee

Title
Information Technology Technician
Department
Support Staff
Education
A.A.S., Southern Technical College

Brian Lewis

Title
Air Conditioning & Refrigeration
Department
Full time Faculty
Education
B.S., University of Alabama at Birmingham

Jennifer N. Lewis

Title
Human Resources Specialist
Department
Professional Staff
Education
B.S., Troy University, MHA, University of Phoenix

Eboni Love-Eiland

Title
Coordinator of Assessment/Accountability
Department
Professional Staff
Education
B.S., Faulkner University, M.S., Faulkner University

Loren Lunde

Title
Culinary Arts/Hospitality Management
Department
Full time Faculty
Education
B.S., Auburn University, A.O.S., Culinary Institute of America

Treva Madison

Title
Nursing
Department
Full time Faculty
Education
AAS Lawson State Community College, BSN University of North Alabama, MSN University of Alabama at Birmingham

Jessica Madison

Title
Director of Marketing & Public Relations
Department
Professional Staff
,
Education
B.S., and M.S., Troy University

Timothy Mahnesmith

Title
Truck Driving Training
Department
Full time Faculty
Education
A.A.S., Community College of the Air Force, B.S., Troy University, Pinellas Technical College-Certificate

Jocelyn Marbury

Title
General Education - Math/QEP Facilitator
Department
Full time Faculty
Education
B.S., Alabama State University, M.Ed., Alabama State University

Corey Massengale

Title
Property Manager/Fixed Assets
Department
Support Staff

Theresa Mays

Title
Vice President of Student Affairs and Information Services
Department
Administration
Education
B.A., Auburn University, M.P.A., Troy University, M.P.S.E., Troy University, Ph.D., Mississippi State University

Robin McBrayer

Title
Accounts Payable Specialist
Department
Support Staff
Education
B.S., Auburn University Montgomery

Kristian McDaniel

Title
Secretary, Truck Driving
Department
Support Staff
Education
A.A.T., Trenholm State Community College

Timothy McNear

Title
Culinary Arts Lab Technician
Department
Support Staff
Education
A.A.S., Trenholm State Community College

Chandrika McQueen

Title
Program Coordinator Medical Assisting
Department
Full time Faculty
Education
A.S., South University, B.S., Auburn University – Montgomery, M.S., Walden University

Danielle M. Mertel

Title
Program Specialist
Department
Support Staff
Education
A.A.T., Patterson State Technical College

Sherri Mims

Title
Cashier
Department
Support Staff
Education
B.A. Tuskegee University, M.S.T. Auburn University

Sheena Mims

Title
Health Sciences Coach
Department
Support Staff
Education
B.A., Cameron University, M.P.A., University of Oklahoma

Lashundra Moore

Title
Nursing Instructure
Department
Full time Faculty
Education
AAS, Reid State Technical College; AAS, Wallace Community College; B.S.N., Troy University; M.S.N., Troy University; DNP, University of Alabama in Huntsville

Scott Morton

Title
Computer Information Systems
Department
Full time Faculty
Education
M.S., Troy University, M.A., Georgetown University, B.A., Johns Hopkins University

Tanisha Nasim

Title
Administrative Assistant to the Executive Vice President/Vice President of Instructional Services
Department
Support Staff
Education
B.S., Troy University, M.S., Troy University

Jody Noles

Title
Regional Chief Information Officer
Department
Professional Staff
Education
B.S., Troy University, Phenix City

Geneva Patterson

Title
Director of Upward Bound
Department
Professional Staff
Education
B.S., Alabama State University M.A., Troy State University

James Perry

Title
General Education - Psychology
Department
Full time Faculty
Education
B.S., University of Alabama, M.S., Auburn University

Danny Perry

Title
Clinical Coordinator/Nursing Instructor
Department
Full time Faculty
Education
A.A.T., Trenholm State Technical College, A.S.N., Troy State University at Montgomery, B.S .N., Auburn University at Montgomery, M .S.N., Family Nurse Practitioner, The University of Alabama at Birmingham

Martha Pettway

Title
Director of Adult Education
Department
Professional Staff
Education
Ed.D, Auburn University, M.S., Alabama State University, B.S., Alabama State University

Melissa Pickett

Title
Director of Distance Education
Department
Professional Staff
Education
B.S., Ferris State University, M.S., Troy State University – Montgomery, Additional CIS graduate study - Auburn University at Montgomery MOUS Certification

Doris S. Pinkston

Title
Child and Human Development
Department
Full time Faculty
Education
B.A., Auburn University at Montgomery, M.S., Troy State University at Montgomery

Gindi Prutzman

Title
Dean of Workforce and Economic Initiative
Department
Administration
Education
B.S., Converse College; M.A,, University of New Orleans

Christopher Ray

Title
Police Sergeant
Department
Support Staff
Education
A.A.S Air University

Michael Reed

Title
General Education - Mathematics
Department
Full time Faculty
Education
A.A.T., Trenholm State Technical College, B.S., Alabama State University, M.S., Alabama State University

Tamika Robinson

Title
General Education - English
Department
Full time Faculty
Education
B.S., University of Alabama; M.S., Troy University

Nakia Robinson

Title
Associate Dean of Academic and Transfer Programs
Department
Administration
Education
B.S., Alabama State University, M.S., Alabama State University, Ed.D., University of Alabama

Blanche Rogers

Title
Network Technician-Adult Education
Department
Support Staff
Education
A.A.S., Trenholm State Community College

Pamalon C. Rollins

Title
Director of Human Resources/Sr. Personnel Officer
Department
Professional Staff
Education
B.S., Alabama State University, M .S .H .R .M , Troy University, Ed.D., Nova Southeastern University, Certified Title IX Coordinator, Institutional Compliance Solutions Certified Legal Researcher/ Navigator, Bloomberg Law, The Alabama Community College Leadership Academy, The University of Alabama Title IX Panel Certification, University of Alabama Birmingham, Thomas L Lakin Institute for Mentored Leadership

David Rose

Title
Truck Driving Training
Department
Full time Faculty

Sandra Roshell

Title
Adult Education Instructor
Department
Full time Faculty
Education
B.A., University of Alabama; M.A., University of Alabama; Ed.S, University of Alabama;

Regina Rudolph

Title
Director of Information Systems
Department
Professional Staff
Education
B.S., University of South Alabama, M .I .T. American Intercontinental University

Lonnie Russell

Title
Air Conditioning & Refrigeration
Department
Full time Faculty
Education
A.A., Trenholm State Technical College

Valarie Satterwhite

Title
Accountant
Department
Support Staff
Education
B.S., Alabama State University

Kirsten Scott

Title
Diagnostic Medical Sonography
Department
Full time Faculty
Education
B.S., Auburn University

Breshawn Skinner

Title
Director of Financial Aid
Department
Professional Staff
Education
B.A., Auburn University Montgomery, M.S., Troy University

Katrice Small

Title
Culinary Arts/Hospitality Management
Department
Full time Faculty
Education
A.A.T., Trenholm State Community College, B.A., New England Culinary Institute

Amy Smith

Title
Reference/Information Literacy Librarian
Department
Full time Faculty
Education
B.S., Troy University, M.S., University of Southern Mississippi, Ed.D., Valdosta State University

Candy Smith

Title
General Education - Mathematics
Department
Full time Faculty
Education
B.S., Auburn University, M.Ed., Auburn University at Montgomery, Ed.D., Alabama State University

Charles Smith

Title
Dean of Community Engagement and Grants
Department
Administration
Education
B.S., Virginia Commonwealth University, M.S., Virginia Commonwealth University, Ed.D., Virginia Polytechnic Institute and State University

Cecelia Stanford

Title
Adult Education
Department
Full time Faculty
Education
B.S., Alabama State University

Eddie Stephens

Title
Maintenance Specialist
Department
Support Staff

Veda Taylor

Title
Registrar
Department
Professional Staff
Education
B.S., University of Mississippi, M.S. University of Memphis

Cherrelle Taylor

Title
Student Success Specialist
Department
Professional Staff
Education
B.S., Auburn University, M.S., Troy University

Cheryl Taylor

Title
Nursing
Department
Full time Faculty
Education
A.S., Nursing, Pensacola Junior College, B.S., Universitgy of Alabama at Birmingham, M.S., Troy University

Ronica Thomas

Title
Division Director - General Education Biological & Natural Sciences, Instructor, Biology
Department
Division Directors
Education
B.S., Alabama A & M University, M.Ed., Auburn University - Montgomery

LaKeya Thompson

Title
Benefits & Payroll Specialist
Department
Support Staff
Education
B.S., Stillman College; M.B.A., Strayer University

Michelle Thompson

Title
Financial Aid Specialist
Department
Support Staff
Education
A.A.S., South University, B.S., South University, M .B.A., South University

Zandra Toney

Title
Program Coordinator Adult Education Division
Department
Support Staff
Education
B.S., Alabama State University

Jaada Tyner

Title
Early College Coordinator
Department
Support Staff
Education
B.S., Troy University; M.S. Troy University

Charles Ware

Title
Truck Driving Training
Department
Full time Faculty
Education
CDL Certificate

Donald Warren

Title
Program Department Coordinator Automotive Technology
Department
Full time Faculty
Education
Diploma, Patterson State Technical College

Robert "Sam" Warren

Title
Program Coordinator Diesel Mechanics
Department
Full time Faculty
Education
A.A.S., Trenholm State Technical College

Nicole Washington

Title
Administrative Assistant to the Dean of Instructional Services
Department
Support Staff
Education
A.S., Troy University, B.S., Troy University

Sharon Watts

Title
General Education - English
Department
Full time Faculty
Education
B.S., Troy State University, M .Ed., Alabama State University

Lewis Webb

Title
General Education - Music
Department
Full time Faculty
Education
B.A., Thomas Edison State University, M.S., Troy University

Brett White

Title
Truck Driving Training
Department
Full time Faculty

Carol Williams

Title
Director of Title III
Department
Professional Staff
Education
B.S., Alabama State University, M.S., Troy University, Ed.D., Alabama State University

Student Services

Official Trenholm Connection - "My Trenholm" Student Portal and Student E-mail

The College uses the "My Trenholm Student Portal" and TSCC E-mail system as the official means of notification concerning a variety of administrative announcements:

- Faculty-student communications
- Staff-student communications
- Admissions and enrollment information
- Financial aid information
- Registration dates
- Grades and transcripts
- Review student accounts
- Job placement announcements
- Student activities and events

ACCUPLACER Testing

Trenholm State offers placement testing services to support students' academic endeavors. Students not meeting the college readiness criteria must complete the ACCUPLACER Placement Test before enrolling in English or mathematics courses. The ACCUPLACER Test is a computerized assessment of the subjects of Math and English used to ensure proper enrollment in courses. Students who are required to take the ACCUPLACER Placement Test will be contacted via email by the Student Success Center Testing Services, informing the student of their testing requirements and how to register for the test.

The ACCUPLACER Test is free of charge to students who will take the test for the first time, but students who retest must pay a $10 fee per section and will need to complete remediation. Retesting fees must be paid in the Business Office prior to retesting. For more information on the ACCUPLACER Test, visit our website at www.trenholmstate.edu/ssc, or email testingservices@trenholmstate.edu or call (334) 420-4418.

Policy on Placement Testing

No tests are required for general admission to Trenholm State Community College but may be required for placement in college-level courses. However, students must have applied for enrollment to the Admissions Office and must present photo identification at the time of testing.

First-time college students may have ACT, SAT or GED (2014 series) scores considered for placement in college-level English and math if those scores have been earned within 5 years. If test scores are not available or not at the appropriate level, then students who have graduated high school within 5 years with a 2.75-grade point average (GPA) may have their grades in English IV (senior English) and Algebra II considered for placement in college-level English and math. Students must have the results of their ACT, SAT or GED and high school transcripts forwarded to Trenholm State to be used for placement purposes.

First-time students without proof of appropriate ACT, SAT or GED scores, those with scores below the established guidelines, or those without proof of a 2.75-grade point average or higher on their final high school transcript, must register online to take the ACCUPLACER Placement Assessment in writing and mathematics prior to meeting with an advisor to enroll in Math and English courses.

Students who transfer from a regionally accredited college without a C or better in a degree-creditable English composition and college-level algebra course and without exemptions as listed below, will be required to take one or both parts of the placement test.

All entering students who enroll in associate degree or certificate programs will be assessed at the appropriate level as indicated by the assessment results.

Click on the link https://www.trenholmstate.edu/wp-content/uploads/2023/08/ACCUPLACER_Exemptions1.pdf for more details on exemptions.

Americans with Disabilities Act

The Office of Disability Services at Trenholm State Community College is a student-centered, nurturing unit serving as the central campus resource for students with disabilities who wish to request academic accommodations. In collaboration with students and instructors, our

staff coordinates accommodations and support to ensure students have equal access to education, campus resources, and activities. Trenholm State Community College ensures compliance with the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973, and students seeking accommodations based on disability are required to submit documentation of their disability to the Office of Disability Services. The Office of Disability Services is responsible for determining the acceptability of documentation and reserves the right to require additional information.

Students with disabilities may be eligible for services such as extended time to complete tests, use of assistive technology, tutoring, and individualized registration assistance. The college also has an ongoing partnership with state and private rehabilitation agencies and a variety of counseling services and outreach agencies to assist students with disability support services.

For information about accommodations and assistive technologies available to students with disabilities, please contact the ADA Coordinator by email at ada@trenholmstate.edu or by phone at (334) 420-4418. Additional information regarding the policy and documents required to obtain academic accommodations is provided on the College's Students with Disabilities website.

Guidance and Counseling

When personal difficulties interfere with academic success, students are encouraged to utilize the services of the Student Services department. Trenholm State staff are available to provide counseling and guidance through in-house platforms and utilize outside community resources and partnerships through referrals. Staff are available by appointment in the Student Services Building (Building F) on the Trenholm Campus and on the Patterson site. Assistance can be obtained through the Retention/Advising Specialist at (334) 420-4463 or the Student Success Director at 334-420-4418. To schedule an appointment, you can visit our website at ssc@trenholmstate.edu

Career Planning and Job Placement

Career Services offers comprehensive support to all students and alumni, aiding in career exploration and preparation for the workforce. Additionally, the Career Services Office provides students with direct access to various employment opportunities such as work-study, internships, externships, co-op, part-time and full-time employment opportunities through an online student job board, messaging through student notifications, and via email. Efforts are made to refer students to positions that benefit them financially and educationally. Other services include assistance with resume and cover letter development, interview preparation, mock interviews, career fairs, internship and co-op opportunities, business dress advice, access to career and employer literature, on-campus interviews, and employability skills workshops. Students and alumni in need of assistance are encouraged to contact the College's Career Services Office by phone at (334) 420-4499 or by email at careers@trenholmstate.edu.

Financial Aid and Veterans Affairs

The financial aid program at Trenholm State Community College provides an equal opportunity for students of all economic levels to attend college. Financial aid is awarded based on student eligibility, individual need, college costs and availability of funds.

The financial aid programs offered at the College include the following:

1. Federal Pell Grant Program (FPELL)
2. Federal Supplemental Educational Opportunity Grant (FSEOG)
3. Federal Work-Study Program (FWS)
4. Leveraging Educational Assistance Partnership Program (LEAP)
5. Institutional Scholarships
6. Senior Adult Waiver Program

In addition, students who qualify may apply to the Agencies listed below for financial assistance.

1. Veterans Administration Vocational Rehabilitation (Disabled Veterans)
2. Alabama Department of Rehabilitation Services
3. Alabama *GI Bill*® Dependents' Scholarship Program
4. Alabama National Guard Educational Assistance Program (ANGEAP)
5. Veterans Benefits

6. Workforce Innovation Opportunity Act (WIOA)

The College is fully approved by the State Approving Agency to offer training to eligible veterans. Any veterans interested in receiving benefits must first complete the admission requirements to enroll at the College. Veteran benefits are not awarded until all admission requirements are met.

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

The Financial Aid Office is OPEN DAILY Monday through Thursday - 7:30 am until 5:00 pm and Friday - 8:00 am until 1:00 pm.

For additional information, please contact the Financial Aid Office at (334) 420-4321.

Learning Resource Centers

The Library Learning Resource Center located on the Trenholm Campus houses the library that maintains a collection of print and non-print materials and an archival collection. A library is also located on the Patterson Site that maintains a smaller collection of print and non- print materials relevant to the courses of study taught on that campus. Both libraries provide remote access to sources of current information and full-text general and discipline-related databases, as well as a wide range of other services to students, faculty, staff and community patrons. Information Literacy instruction is available to all students. Faculty and students may request information literacy instruction at any time during the semester. The Learning Resource Center/Library Tower can be contacted at (334) 420-4455 and the Patterson Library can be contacted at (334) 420-4357. The email address is lstaff@trenholmstate.edu and the website is http://www.trenholmstate.edu/future-students/student- resources/library/.

Bookstore

Trenholm State's Bookstore is available online only. Trenholm State has partnered with e-Campus.com for student book needs. Students must order their books through their "My Trenholm" portal. Many classes have the option to buy new or used books, rent textbooks, or rent digital eBooks. Students will be personally responsible for all unallowable charges to financial aid, such as duplicate book purchases. Disabled Veterans using benefits under the Chapter 31 Program and Workforce Innovation and Opportunity Act (WIOA) funded students are eligible to order their books online but will need to submit their signed book receipts to the appropriate individual in the Business Office. Failure to submit book receipts will result in the student being responsible for all books purchased and their account placed on hold until it is cleared. Orders will be delivered directly to the student's home. Detailed ordering instructions can be found on the Trenholm State website under the Bookstore section or by following this link: http://www.trenholmstate.edu/ uploads/files/e-Campus_detailed_ordering_instructions. pdf. Items purchased from the online bookstore may be returned in accordance to e-Campus.com Return and Refund Policies. Students are responsible for shipping books back to e-Campus. Return and Refund Policies can be found at http://trenholmstate.ecampus.com/help/ topic/after-you-order/2.

Cashiers

The Cashier is available at the Trenholm and Patterson campuses per the schedule below. For assistance or to inquire about hours of operation, please call (334) 420-4272.

Trenholm Campus:

Monday -Thursday, 7:30 a.m. - 5:00 p.m.
Friday 8:00 a.m. - 12:00 p.m.

Patterson Campus:

TBA

Enrollment Verification

Trenholm State Community College has authorized the National Student Clearinghouse to act as the agent for all verifications of student enrollment and provide verification of degrees. Requestors should use www. studentclearinghouse.org for enrollment verification and degree verification. The telephone number is (703) 742-4200, Monday – Friday, from 9:00 a.m. to 7:00 p.m., Eastern Standard Time. The

fax number is (703) 742-4239. The email address is enrollmentverify@studentclearinghouse.org. The mailing address is listed below.

National Student Clearinghouse
2300 Dulles Station Blvd., Suite 300
Herndon, VA 20171

Through Enrollment Verify, the National Student Clearinghouse will process enrollment verifications, on your behalf, for the following types of companies:

- Credit Issuers: verification for students who have applied for student cards.
- Travel Companies: verification for students who have applied for discounted student travel.
- Housing Providers: verification for students who have applied to rent property.
- Scholarship Providers: verification for students who have been awarded scholarships.
- Consumer Product Companies: verification for students who have applied for student discounts when purchasing computers, books, etc.
- Requests by Student and Parents: many companies, including health insurers, ask student directly to provide proof of current enrollment. Students and parents can use the National Student Clearinghouse Enrollment Verify website to download or print certifications.

Transcript Policy

The transcript policy of the College includes the following information provided below.

In compliance with the Family Educational Rights and Privacy Act (FERPA), the College does not release transcripts of a student's work except upon the student's written request. Official transcripts are sent to institutions, companies, agencies, etc., after the student's written release is received by the Office of Student Records. Transcripts will not be faxed to an individual or a receiving institution. Official transcripts will be accepted when delivered "by hand" in an unbroken sealed envelope. Upon receipt, the transcript must be official and in a sealed envelope. The College can deny hand-delivered transcripts if foul play is detected. Transcripts are available to former and current students.

Trenholm State Community College has partnered with Parchment to accept online transcript orders. Students and alumni can order their official transcripts 24 hours a day, 7 days a week. The request includes the name, dates of attendance, social security number, fee (if any), and the address to which the transcript is to be sent. Students with name changes should include ALL former names.

Transcripts can be sent electronically or mailed in hard copy, depending on the receiving institution or destination. Requests for transcripts of work where the student previously attended must be directed to those institutions.

Students will be charged a $5.00 fee for each transcript requested, which can be paid online using credit or debit cards such as a Visa, MasterCard Discover, and American Express. More information can be found on the transcript ordering page https://www.trenholmstate.edu/request-transcript/.

Student Information

Change of Name

Academic records at Trenholm State are permanently maintained by student name. Name changes will not be made for an inactive student. A student may maintain academic records under the name used at the time of admission. There is NO requirement that a student must make a name change. A student who wishes to change his or her name must complete the Readmission/Information Change form in the Office of Admissions and Records. The student must provide proof of a divorce decree or a marriage license. If the aforementioned are not available, a valid Driver's License AND social security card will be required.

Dress Requirements

One of the primary objectives of the College is preparation of the student for employment. A neat appearance and good personal hygiene are important factors in getting and keeping a job. Proper dress is expected as part of one's educational training at the College. Students should not wear any sign, symbol, or other mode of dress that would antagonize or intimidate other students, disrupt the atmosphere of learning, or attract undue attention to the wearer. Instructors will discuss departmental policies concerning appropriate dress in the workplace.

Visitor Policy

Visitors should be able to demonstrate a valid purpose for being on campus. They are expected to abide by the regulations of the College. Students are responsible for the conduct of their guests. WHILE CHILDREN ARE ON CAMPUS, THEY MUST BE UNDER THE IMMEDIATE SUPERVISION OF AN ADULT.
All visitors are subject to the same code of behavior applied to students. Disruptive visitors will be asked to leave campus, and if necessary, escorted off campus by security.

Off-Campus Trips

All off-campus trips must be approved in advance by the appropriate dean, division director, or program coordinator.

Phones and Beepers in the Classroom

Students are not to disrupt the class or other students. Students may not have audible phones, pagers or other similar equipment in the classroom or instructional laboratory. Class disruptions from the use of audible phones or pagers in class or lab may result in the student being removed from the class.

Telephones and Messages

Students may use faculty and staff telephones only in emergency situations. The College will accept messages for students only in cases of an emergency such as family illness, accident, or death. In such instances, every reasonable effort will be made to locate the student.

Emergency Messages

In the event of an off-campus emergency requiring the attention of a student, efforts will be made by the Office of Admissions and Records to contact the student.

Contact the Admissions and Records Office at (334) 420- 4200, Monday through Thursday, 7:30 a.m. - 5:30 p.m. and Friday, 7:30 a.m. - 11:30 a.m.

Please note: ONLY emergency messages can be relayed to students and ONLY a serious emergency can justify interrupting a class. If a student is not in class, it is impossible for him/her to be located and notified.

Student Break Areas

Student break areas are located on each campus and equipped with vending machines for student breaks and lunch. Most students bring their lunch and eat in the student break areas or at the outdoor picnic tables. The break areas at Trenholm Campus and Patterson Site are open Monday through Thursday from 8:00 a.m. until the end of the last class. On Fridays the break areas are open from 8:00 until 11:30 a.m. The vending and student break areas are located in building D.

Lost and Found

Lost and Found is located in the Cashier's office on both Patterson Site (Bldg. D) and Trenholm Campus (Bldg. F).

Bulletin Boards

Bulletin Boards are placed throughout the College buildings. These boards should be checked frequently for announcements of events, notices regarding academic matters, and information from the Student Government Association (SGA). The bulletin boards, located in the Student Centers and the Library, may be used by students to display announcements of interest. These announcements must be approved by the Dean of Student Affairs and Information Services prior to posting. Signs, posters, or literature are prohibited from restrooms, glass panels, windows, doors, ceilings, or any surface that could be damaged by tape or tacks. Students are responsible for removing all printed literature.

No leaflets or pamphlets should be distributed on campus without the approval of the Dean of Student Affairs and Information Services.

Mail

The College does not have facilities for forwarding a student's mail. Letters and packages that are received at the College and addressed to students will be returned to the sender with the notification, "No Student Mail Service." Only officially recognized student organizations may have mail sent to them, in care of Student Services Staff Assistant, Post Office Box 10048, Montgomery, AL 36108.

Vending Machines

Vending machines are located on both campuses. The College is not responsible for money lost in these machines. These machines are located in the Patterson Auditorium (Building D), the Trenholm Campus Student Center (Building D), the EMS department (Building E) and the Library Tower (First Floor Stairwell) 3086 Mobile Highway, Montgomery, AL 36108.

Live Work

General Policies:

The Board of Trustees recognizes the important role that live work plays in career and technical programs. In providing these experiences, it is not the intent of the colleges to profit by live work or to compete in any way with private enterprise.

Definition: Live work is defined as work requested from outside the classroom, which is performed by students and is directly related to the current subject matter taught as part of a sequenced course of study. Such work can be done either on campus or on a job location and includes service, repair, or production jobs of any and all kinds.

Relationship to Training: Live work will be conducted when the training program requires such projects for the acquisition of career and technical skills leading to employment. Live work will be assigned to individual students by the instructor(s) as part of the student's training program.

Administration: The President of each institution is responsible for the administration and control of live work. All live work performed must be approved by the President or a designee identified in writing. The President shall be responsible for maintaining appropriate records and ensuring that the state prescribed and approved accounting procedures are followed.

Projects: Live work may be performed in specific projects for specific individuals and organizations as defined in the guidelines. The scope and extent of each project will be well defined in writing before approval. Live work projects are completed by students for instructional purposes, and individuals and organizations assume all risks associated with accepted projects. The following individuals and organizations may request live work:

- Tax supported programs and institutions
- Active and retired public employees/officials
- Students in Alabama Community College System institutions
- Charitable organizations which are supported by donations.

Live work may occasionally be conducted for individuals or organizations other than those listed in paragraph 5 above, provided that:

- Such live work is not designed for competition with private enterprise;
- The circumstances involved are unusual and justify the acceptance of the live work project; and

- The President justifies in writing why the live work is necessary for the training program and files a signed copy with the Chancellor or a designated representative.

Release of Institution Liability: The person, program, institution, or organization for which live work is done shall:

- Assume all responsibility for the results of the work being done by students;
- Bear all actual cost of materials and parts involved; and
- Pay a service charge according to a schedule as prescribed in the guidelines.

Restrictions: To avoid competition with private enterprise, live work is restricted as follows:

- Live work will be done only when it is essential to training and necessary for the acquisition of occupational skills leading to employment.
- Live work will not be performed when there is any connection with or relation to the making of a financial profit by a program, organization, institution, or individual.
- No person shall use the institution for personal gain or profit.

Off Campus Projects: The President or designee must approve off-campus live work projects.

Off-campus live work projects for any authorized individual or organization involving more than 30 clock hours must be approved by the Chancellor or Chancellor's designee.

Building Structure On-Campus for Resale: The Chancellor must approve requests for structures exceeding five thousand dollars ($5,000). The college must adhere to state bid laws.

Duplication Services

The College provides copy machines in the Library on both campuses for student use. Copies are charged at a cost of 10 cents per page.

First Aid

Students requiring first aid should report to their instructor. In the event that a person needs emergency medical treatment, a Dean, Division Director or Program Coordinator should be contacted. A person suspected of being seriously ill or injured (broken bones, unconscious, etc.) should not be moved until medical personnel arrive. Any costs, such as transporting seriously injured students to the hospital, hospitalization, or treatment are borne by the student. The College does not provide emergency medical service. All areas are equipped with first aid kits. Any accident should result in an accident form being generated by faculty/staff and forwarded to Safety.

Weather Cancellations

The President is the only official who has the authority to cancel classes during severe weather or other catastrophic occurrences. In the event of weather conditions severe enough to cause cancellation or a delayed opening of day classes, announcements will be made at that time. Notices will be carried on the following radio and television stations: WACV-AM 1170, WXVI-AM 1600, WBAM/ STAR-FM 98.9, WHHY-FM 101.9, WLWI-FM 92.3,

WMXS-FM 103.3, WVAS-FM 90.7, WXFX-FM 95.1, WZHT-FM 105.7, WCOV-TV, WNCF-TV, WAKA-TV, and WSFA-TV. Notifications will also be made through Trenholm Alert via email, text and automatic phone calls.

Student Right-to-Know

The "Student Right-to-Know" Campus Crime Report is prepared September 1 of each year. The results of the report can be found on the College website. The policies, definitions and statistics contained within the Report are compiled in accordance with the Higher Education Act of 1965, as amended by the Student Right-to-Know and Campus Security Act (PL 101-542).

Reporting Criminal Actions or Other Emergencies

Contact the following individuals, respectively, to immediately report criminal actions or other emergencies: Campus Security 207-8664 or Coordinator of Safety & Security - 334-420-4275 or Director of Physical Plant - 334-799-6544.

1. It is the policy of Trenholm State Community College that any criminal act: act or threat of violence, injury, destruction of college or

personal property; traffic accident; or other situation which occurs on college property or any other site operated by the College and which may constitute an emergency, a danger to the health, safety, or property of any person, or threat to public order be reported immediately to Campus Security 207-8664.

If security cannot be reached, then the situation should be reported to the Coordinator of Safety & Security - 334-420-4275 or Director of Physical Plant - 334- 799-6544. An emergency is hereby defined as any event that is disruptive to the normal affairs of the College. Members of the campus community should be alert to emergency situations and make immediate reports as outlined below.

In reporting an emergency, the caller must:

a. State name,
b. State type of emergency,
c. State location of emergency and
d. Remain in the area until assistance arrives.

2. All witnesses to any situation that fits into any of the above described categories shall make themselves available to make written statements and otherwise assist college officials and law enforcement officers in the investigation of the situation. It shall be an offense subject to appropriate disciplinary action for any Trenholm State Community College employee or student to file a false report, or knowingly make a false statement about, or interfere with the investigation of, any situation of the nature described in Paragraph 1.
3. It shall be the duty of the College, upon any employee or official being made aware of any situation of a nature described in the Paragraph 1, to immediately take all reasonable action to prevent or minimize any harm or threat of harm to the employees, students, and visitors of H. College Trenholm State Community College. Furthermore, it shall be the duty of said official(s) to notify the appropriate law enforcement agency in the event of an act of a criminal nature, or of any other nature (for example, a traffic accident) which would ordinarily involve law enforcement officials. Additionally, it shall be the duty of said official(s) to contact the appropriate fire department, emergency medical services, or other authority or agency which is due to be notified of the respective incident.
4. Reporting of Emergencies - On Campus
    a. Medical Emergencies: In the case of major injury or serious illness, (1) Call 911, then (2) Call campus security (see published phone list for campus numbers).
    b. Fire/Explosion/Hazardous Material Spill: In the case of fire, explosion or hazardous material spill,
        1. Activate the fire alarm or otherwise notify occupants to vacate the building;
        2. Call 911 to report the event; (3) Call the campus security; (4) Call maintenance.
    c. Bomb Threat: In case of a bomb threat, call the campus police.
    d. Criminal Acts: In case of criminal acts including murder, rape, robbery, aggravated assault, burglary or motor vehicle theft, Call 911, then campus security and notify any Dean within the college.
    e. Maintenance Emergencies: In case of maintenance emergencies,
        a. Call: maintenance;
        b. Call the campus security.
5. Reporting of Emergencies - Off Campus (participation at College functions) In the case of a major injury, serious illness or other emergency involving a faculty/staff/student participant at a college function:
    a. Call local medical assistance and local law enforcement personnel, if applicable by dialing 911;
    b. Call campus security in the event such occurrence is after normal operating hours. The Campus security will in turn notify the appropriate dean.
6. Reporting of Emergencies - Off Campus Instructional Sites
   In the case of a major injury, serious illness or other emergency involving faculty, staff or students at an off-campus instructional site:
    a. CALL 911
    b. Call the College operator at 420-4200 ext. 0 and that operator will notify security.
7. Emergency Procedures - Building Evacuation
   In the event it becomes necessary to evacuate a

building, all occupants are expected to vacate the facility as directed by the signage located in each building.

8. Emergency Procedures - Tornado Watch
    a. The college will be notified through the college Alert Notification System a tornado watch is issued.
    b. Classes are not interrupted for a tornado watch.
9. Emergency Procedures -Tornado Warning
    a. The college will be notified through the college Alert Notification System to take shelter when a tornado warning is issued.
    b. Building representatives and instructors shall assist in an orderly transition to shelter locations.
    c. Building occupants must from that point, listen for additional instructions through the Alert Notification System until the warning is canceled.
    d. Building Captains will direct the movement to the bottom floor of the building in which they are located.
    e. All occupants should avoid glass areas.
    f. When the tornado threat is over, the all-clear will be given by through the college Alert Notification System and normal activities will resume.
    g. The College will not send people home during a tornado watch or warning.

Campus Law Enforcement Policies and Practices

Procedure:

1. Any criminal act; act or threat of violence; injury; destruction of College or personal property; traffic; or other situation occurring on the College campus or other similar situation shall be reported to the Coordinator of Safety & Security immediately or as practical. In any event, said reporting shall be conducted through the completion of the appropriate incident reporting form.
2. In the event that the appropriate College official cannot be contacted, then the local police department, Sheriff's office or local State Troopers' office, may be contacted.
3. The Coordinator of Safety & Security, representatives of the local Police Department, Sheriff's Department, or State Troopers' office working with official capacity of said agencies shall have full and legal authority to enforce all pertinent state, federal, and local laws at Trenholm facilities and sponsored activities on or off campus.
4. The Coordinator of Safety & Security shall be responsible for the investigation of incident reports.

Campus Programs on Security and Safety

The College shall develop and implement formalized programs for students and faculty to provide information about campus security procedures and practices and to encourage them to be responsible for their own security and the security of others. Faculty and staff meetings address the need for security and crime prevention. Law enforcement personnel are invited to address the faculty and staff during in-service training on subjects ranging from drug and alcohol awareness to drug issues in the community. Drug awareness and prevention booklets are distributed to all students. All equipment items utilized in instructional programs are recorded and inventoried each semester.

Information about campus security procedures and practices will be presented to all new students during the orientation course/program conducted at the beginning of each semester. As a minimum, this information shall include:

1. Hours of operation
2. Emergency contacts and numbers,
3. Common security procedures, and
4. Reporting security violations.

Student Life

Student Organizations Student Government

Specific information on the Student Government Association (SGA) can be found in the on-line handbook governing on-campus clubs and organizations, the SGA Constitution, and it is also available in the Office of the Dean of Student Affairs and Information Services. In addition to providing a mechanism for student involvement in institutional decision-making, student government at H. Councill Trenholm State Community College provides an educational experience. The SGA's primary purpose is to develop a sense of responsibility for adherence to accepted standards of group life. Secondarily, the SGA's purpose is to demonstrate in actual living experiences the social skills required for responsible self government. The extent to which student self-governance is effective depends upon the degree to which students accept and perform their role in the process. Leadership development is an outcome of student self-governance. The Student Government Association, or members thereof, if involved in any incidents unbecoming of an H. Councill Trenholm State Community College Student Leader, can be impeached from office, as outlined in the constitution of the SGA. The constitution can be found on the college's website on the Student Affairs webpage, in the clubs' and organizations' manual.

Procedures To Establish Student Organizations

1. If the club/organization will be an Academic/ Career-Technical/Health Science program, then the Dean of either area would have to support by written application and constitution and by-laws to be submitted to the Dean of Student Affairs and Information Services for final approval. If the club/organization is independent of academic/ career-technical/ health science areas, the group has to register with the Office of Student Services, make application, and submit for approval the organization's constitution and by-laws. The by-laws will include the organization's mission statement, measurable goals and objectives, articles of impeachment procedures, proposed activities, etc. All aforementioned should coincide with the college's mission and in keeping with the college's rules and regulations.
2. Submit a list of prospective members (charter members for new clubs/organizations) and the proposed faculty/staff advisor of the organization to the Office of the Dean of Student Affairs and Information Services
3. Complete and submit the registration form packet that is required of all student organizations.

Note: A list of active clubs and organizations and descriptions of such are available in the Student Organization's Manual via the institution's website in the Student Affairs section as well as in the Office of the Dean of Student Services. Procedures and rules for remaining active, sponsoring activities, reserving facilities, etc. are also available in the same areas.

Student Elected and Appointed Positions

H. Councill Trenholm State Community College provides opportunities for student- democratic governance, to play a vital role in the shaping of establishing a sound voice for reason while students matriculate to graduation. The following positions are attained by an election held be the Division of Student Services. All elected positions are secured in the spring semester. Persons elected and appointed to positions as outlined are required to attend mandatory trainings and camps that are scheduled by the Dean of Student Services. Elected and appointed persons cannot be found to be indignant on any computer generated social networks, such as face book, snapchat, Instagram, bebo, etc., absent of judiciary infractions. The positions that follow are on institutional scholarship, and a brief description will be provided for some listed, detailing requirements for said positions:

Student Government President Elect-The student who is vying to become the Student Government Association President has to be a freshman entering the sophomore year; a student that if elected, cannot participate in any other major presidential elections at the college, namely Mr. or Miss Trenholm. The student has to have achieved at the time of election a cumulative grade point average (GPA) of 3.0 on a 4.0 scale. If elected, the student must maintain throughout tenure, aforesaid

cumulative GPA. The student has to have and continue to exhibit high moral character, leadership capabilities to govern a cabinet, a commitment to academic honesty and excellence, commitment to the judicial process at Trenholm, a commitment to Trenholm, a commitment to the student body, a delightful personality and attitude among all constituents, a solid sense of governance, high level of dependability of students, administration, faculty, and staff, and a commitment to service initiatives. The successful elect will work very closely with the Dean of Student Affairs and Information Services.

Vice President-The Vice President is the student that has the second highest votes in the presidential election. The Vice President is the direct aid to the president and should exhibit all qualities and requirements as outlined in the president's description.

Chief of Staff-Executive Secretary-The position is for a freshman student, matriculating to sophomore year. The position is appointed by the Student Government Association President and the Dean of Student Affairs and Information Services, and should exhibit all qualities and requirements as outlined in the president's description.

Treasurer- The elected position is for a freshman student, matriculating to sophomore year. The position is elected by the student body during the presidential election and should exhibit all qualities and requirements as outlined in the president's description.

Public Information Officer-The position is appointed to an entering freshman by the Student Government Association President and the Dean of Student Affairs and Information Services. The position's sole function is to publicize via comprehensive media the projects, events, ideals, and beliefs of the SGA. The student seeking appointment should exhibit all qualities and requirements as outlined in the president's description.

Sergeant At Arms- The position is appointed to a freshman student matriculating to sophomore year by the Student Government Association President and the Dean of Student Affairs and Information Services. The position's sole function is to maintain order at all sanctioned SGA meetings and functions. The student seeking appointment should exhibit all qualities and requirements as outlined in the president's description.

Student Leadership Chairman- The position is appointed to a freshman student matriculating to sophomore year by the Student Government Association President and the Dean of Student Affairs and Information Services. The position's function is to establish a network of students in an effort to gather ideas and concerns about programming that the student body wants provided; to work closely with the president in providing workshops conducive to academia and social and cultural leadership, and to assist the Dean of Student Affairs and Information Services in materializing and implementing solid day and evening programming. The successful appointee must work along with the SGA president to serve with campus clubs and organizations to push their respective agendas. The successful appointee will recommend a cochair to the SGA president and Dean of Student Affairs and Information Services for approval. All functions of this position are to be cleared through the SGA president. The student seeking appointment should exhibit all qualities and requirements as outlined in the president's description.

Elected Campus Royalty

Mr. H. Councill Trenholm State Community College Elect-The student who is vying to become Mr. Trenholm State Community College has to be a freshman male entering the sophomore year. A student, if elected, cannot participate in any other major presidential elections at the institution, namely Student Government Association President. The student has to have achieved at time of election a cumulative grade point average of 3.0 on a 4.0 scale. If elected, the student must maintain throughout tenure, aforesaid cumulative GPA. The student has to have and continue to exhibit high moral character, public speaking skills, leadership capabilities, a commitment to academic honesty and excellence, commitment to the judicial process at Trenholm, a commitment to Trenholm, a commitment to the student body, a delightful personality and attitude among all constituents, a solid sense of governance, high level of dependability of students, administration, faculty, and staff, and a commitment to service initiatives.

The character of Mr. Trenholm has to yield to an acceptably groomed and neatly dressed appearance at all times; cannot have children; not being present in an inappropriate manner on social networks such as face book, snapchat, bebo, Instagram absent of judiciary infractions; must be registered to vote, and to avoid conflict at all times. The successful candidate must understand that his first priority of extracurricular activities is to the Division of Student Services. Unbecoming behavior and being seen in places unbecoming a student leader will result in automatic disciplinary proceedings that can result in de-throning and replacement with the alternate for Mr. Trenholm.

The election process is predicated on 75% of the popular student vote, and 25% of the process comes from a structured interview with a cabinet designated by the Dean of Student Affairs and Information Services. The interview is an important part of the process and can determine the outcome of the race. The successful elect will work very closely with the Dean of Student Affairs and Information Services.

Miss H. Councill Trenholm State Community College Elect- The student who is vying to become Miss H. Councill Trenholm State Community College has to be a Freshman female entering the sophomore year. A student, if elected, cannot participate in any other major presidential elections at the institution, namely Student Government Association President. The student has to have achieved at time of election a cumulative grade point average of 3.0 on a 4.0 scale. If elected, the student must maintain throughout tenure, aforesaid cumulative GPA. The student has to have and continue to exhibit high moral character, public speaking skills, leadership capabilities, a commitment to academic honesty and excellence, commitment to the judicial process at Trenholm, a commitment to Trenholm, a commitment to the student body, a delightful personality and attitude among all constituents, a solid sense of governance, high level of dependability of students, administration, faculty, and staff, and a commitment to service initiatives. The character of Miss Trenholm has to yield to an acceptably groomed and neatly dressed appearance at all times; cannot have children; not being present in an inappropriate manner on computer networks such as Facebook, snapchat, Instagram, and/or bebo, absent of judiciary infractions; must be registered to vote, and to avoid conflict at all times. The successful candidate must understand that her first priority of extracurricular activities is to the Division of Student Services. Unbecoming behavior and being seen in places unbecoming a student leader will result in automatic disciplinary proceedings that can result in de-throning and replacement with the alternate for Miss Trenholm. The election process is predicated on 75% of the popular student vote, and 25% of the process comes from a structured interview with a cabinet designated by the Dean of Student Affairs and Information Services. The interview is an important part of the process and can determine the outcome of the race. The successful elect will work very closely with the Dean of Student Affairs and Information Services.

Phi Theta Kappa Honor Society

Phi Theta kappa is the world's oldest, largest, and most prestigious honor society for two-year college students. The purpose of Phi Theta Kappa shall be to recognize and encourage scholarship among two-year college students. To achieve this purpose, Phi Theta Kappa shall provide opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence.

To become a member of this honor society, a student must be on the Associate's Academic Track, and must have gained a 3.5 cumulative Grade Point Average, through one semester of full-time course work. The student must be enrolled full-time at the date of application. For more information, contact the office of the Dean of Student Affairs and Information Services.

Student Activities and Organizations

The faculty encourages extracurricular activities that develop individual initiative, group leadership, and cooperation. Student activities are faculty and/or staff supervised and must be approved by the College President. The College sponsors the following student organizations:

Student Government Association (SGA)

The College has an active Student Government Association. All members are involved in and concerned with the operation of the College. They provide a valuable communication link between faculty and administration and the student body. They are also responsible for fund-raising activities, helping with graduation ceremonies, and assisting in the recruitment of students. The officers of the SGA are elected annually.

Ambassadors

Ambassadors exist to enhance the College image and to assist the administration in hosting scheduled community events, as well as in attaining the goals of the College. This body of student leaders is devoted to exemplifying loyalty and service to the College. Ambassadors act as a resource by promoting a positive image, hosting events, and providing a fun, comfortable, enthusiastic atmosphere for students and administrators.

Social Functions

Social activities or other entertainment must be sponsored by recognized campus organizations. College facilities will be made available to organizations for such activities when possible. Activities should follow normal approval procedures (see Procedures for Approval of Campus Activities). Any student who brings a guest or visitor to the campus or to any College sponsored activity will be responsible for the conduct of the guest.

Official Recognition of Campus Organizations

I. Chartering Procedures

A. Formation of New Organizations
Any group wishing to organize on campus must Any group wishing to organize on campus must receive permission from the Dean of Student Affairs and Information Services, the SGA and the President by submitting a written request to them. At the appropriate time, a constitution containing the following must be presented. The name of the organization:
   1. A statement of purpose of the organization;
   2. the membership eligibility requirements;
   3. a list of chartering students;
   4. a list of officers by title and any special functions of the office;
   5. a statement of the terms of the officers, and the time and method of election;
   6. frequency of meetings;
   7. a statement of membership dues, including amount and frequency of payment and provision for disposition of any funds in the event of dissolution of the organization;
   8. provisions for club advisors and name of club advisors.

B. Temporary Formation
Temporary formation will be given to organizations upon completion of the above stated regulations. The organization will be permitted to function for not more than one semester pending official charter approval.

C. Review and Approval
Three typewritten copies of the proposed constitution must be submitted to the Dean of Student Affairs and Information Services for suggestions, recommendations and approval. In the event that recognition is withheld, appeal may be made to the Dean of Student Affairs and Information Services. The President of the College will make the final approval decision. During the time that the application for recognition is being considered, or an appeal is being made, a group may not sponsor speakers or activities in the name of the proposed organization.

After receiving the approval of the Dean of Student Affairs and Information Services, the constitution must be submitted to the Student Government Association's Executive Committee for approval. At the beginning of each semester, each organization must submit a current list of officers, advisors and active members to the Dean of Student Affairs and Information Services.

Any change or amendment affecting the nature or purpose of the organization as originally approved must also be approved by the Dean of Student Affairs and Information Services. An

up-to-date copy of the constitution must be on file in the Office of the Dean of Student Affairs and Information Services.

II. Club Advisors: Eligibility and Role

A. All student organizations must have one qualified club advisor. When the membership exceeds fifty, organizations are urged to obtain an additional faculty advisor.
B. Any faculty member or staff person with at least one year of service at the College may, with the approvalof the Executive Vice President, serve as an advisor to a student organization.
C. The Dean of Student Affairs and Information Services must approve any change in the club advisors. The Dean of Student Affairs and Information Services will make every attempt to rotate club advisors to allow all interested persons to serve in that capacity. Rotation of advisors will come at the end of each semester when possible. Persons with special talents needed for a particular club will be given preference.
D. A faculty member or staff person who agrees to serve as a club advisor accepts responsibility for encouraging the organization in its mission and purpose. The advisor(s) will encourage the members to function according to the organization's constitution and bylaws. Advisors are responsible for the following:
    1. Policy and other college regulations pertaining to the student organizations and speakers;
    2. The constitution and purpose of the student organization that they are advising;
    3. The activities and the service projects of the organizations;
E. Meetings will not be authorized or recognized unless attended by the advisor or a substitute duly approved by the Dean of Student Affairs and Information Services. The proceedings of meetings held with a substitute advisor must be reviewed by the advisor;
F. Speakers and special programs sponsored by student organizations must have the formal approval of a club advisor and the Dean of Student Affairs and Information Services, in accordance with the standards set forth by the College;
G. Written requests for activities (other than normal meetings) must be made in writing to the Dean of Student Affairs and Information Services at least thirty (30) days prior to the event;
H. A request for outside speakers must be made in H. A request for outside speakers must be made in writing a minimum of thirty (30) days prior to the issuance of an invitation. (Forms are available in the Office of Admissions & Records (Bldg. F) on the Trenholm Campus.

III. Meetings

Recognized student organizations are required to hold their meetings on campus. The College facilities will be made available when possible. Special permission must be obtained from the Dean of Student Affairs and Information Services for off-campus meetings.

IV. Policies for Clubs and Organizations

Campus organizations shall be open to all students without respect to race, creed, national origin, sex or disability. All clubs and organizations must conform to the laws and policies of the State of Alabama, the ACCS Board of Trustees, Trenholm State Community

College and the Student Government Association (SGA). No club or organization shall interfere or support interference with the regular academic pursuit of any student. No club or organization shall cause or encourage non-attendance of classes or campus activities without prior consent of proper College officials. In addition, the clubs or organizations will not encourage any action that might cause disrepute to a student, instructor or college activity.

V. Procedure for Approval of College Activities

The following procedures are required to receive approval of activities other than on-campus regularly scheduled meetings:

A. Submit a memo to the Dean of Student Affairs and Information Services. A request to hold an activity must be made a minimum of thirty (30) working days prior to the proposed events. A request for off-campus speakers must be made a minimum of thirty (30) working days prior to the issuance of an invitation.

B. Dean of Student Affairs and Information Services will notify the approval or disapproval with reasons stated no later than twenty (20) working days prior to the proposed event or the issuance of an invitation.
C. If the organization does not agree with the ruling of the Dean of Student Affairs and Information Services, the organization may appeal the decision to the Dean of Student Affairs and Information Services and President. The President of the College will issue the final decision.

VI. Visiting Speaker Policy

The College has established the following procedures:

A. An outside speaker (one who is not a registered member of the student body, faculty or staff of this College) may be invited to speak on campus only by a College recognized student, faculty organization, staff organization, or administrator.
B. The officers of such an organization sponsoring an outside speaker shall assume full responsibility for making the necessary arrangements, paying all expenses and preserving the peace and dignity of participants in the scheduled event. Any responsible officer who willfully violates this policy may become subject to appropriate disciplinary actions.
C. Request forms for visiting speakers are available in the Student Activities Staff Assistant's Office in Building F on the Trenholm Campus. Completed forms must be submitted to the Dean of Student Affairs and Information Services for approval. If approved, notices and printed material pertaining to the speaker will include:
    1. The name of the sponsoring organization and shall not contain any implication that the speaker or event is sponsored by the College.
    2. Placed only in locations approved by the Dean of Student Affairs and Information Services.
D. Printed materials must be removed by the sponsoring organization within 24 hours following the scheduled event.

Division of Student Services

Mission Statement

The Division of Student Services is a State and Federally supported entity of the institution providing support services, financial affordability, safe environment, job readiness, physical fitness, life preparedness, social aptitude, and personal growth skills for all students enrolled. The Division of Student Services seeks to serve as a support base for all institutional areas providing academic, career and technical, Health Sciences, institutional effectiveness, and workforce development enhancement programs to increase the optimal development of a student's matriculation to graduation

College Policies Relating to Students

Student Rights and Responsibilities

As an academic community, H. Councill Trenholm State Community College exists for the pursuit of quality and excellence in education for the development of students as scholars and citizens, and ultimately, for the well-being of all communities. Free inquiry and free expression are indispensable to the attainment of these goals.

The institution's responsibility for creating and maintaining an atmosphere conducive to these freedoms is shared by the President, administrative personnel, faculty, staff, and students.

The college community accepts its responsibilities to develop policies and procedures to safeguard these freedoms within the framework of the institution's policies and bylaws. As integral members of the college community, students exercise responsibility while developing their capacity for critical thinking and engaging in a sustained and independent search for excellence. Students are expected at all times to exercise their freedoms in a manner that does not infringe upon the rights and freedoms of others. Students shall not be deprived of life, liberty, or property without due process, except in cases of emergency determined by the President, Dean of Student Affairs and Information Services, or Coordinator of Safety & Security to immediately remove students who have been engaged in an act that compromises the safety or health of themselves or others until due process can be afforded. The student has the right to complete a student infraction form if he/she feels wronged by a party of H. Councill Trenholm State Community College. Although every student has rights and freedoms guaranteed by the U.S. Constitution, these cannot be enjoyed, exercised, or protected in a community, which lacks order and stability. It is, therefore, each student's responsibility to adhere to standards of conduct as prescribed by the institution, and by local, state, and federal laws. Each student is entitled to the essential rights common to all institutions of post-secondary education which include the following:

Student Participation in Institutional Governance

As constituents of the college community, students (individually and collectively) are free to identify and address issues relative to institutional policy and matters of general interest to the student body. The H. Councill Trenholm State Community College Student Government Association represents students in institutional governance. Students are engaged in the policy materialization process through their respective government clubs, organizations, and associations, and are invited to recommend additional policies for consideration and adoption.

Citizenship

Students at H. Councill Trenholm State Community College are both private citizens and members of the college community. As U.S. citizens, students enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy. As members of the college community, they are expected to follow institutional rules and regulations outlined in the Code of Conduct and in the Student Handbook. Faculty members and administrative officials ensure that institutional powers are not employed to inhibit the intellectual and personal development of students exercising their rights both on and off the campus.

Speech and Expression

Students will be free to discuss questions of interest and to express opinion. Public expression of students or student organizations reflects the views of those making the statement and not necessarily those of the college community. The institution retains the right to provide an educational environment that is safe and orderly for students, faculty, and staff.

Freedom of Inquiry and Expression

Students and chartered student organizations are free to examine and discuss all questions of interest to them and to express opinions publicly and privately in a responsible way. They are free to support causes by orderly means including any means of peaceful assembly or advocacy, which do not infringe upon the rights or freedoms of others.

Guest Speakers

In accordance with the Campus Speakers Policy, chartered student organizations may invite persons of their own choosing for campus appearances. Such invitations must be submitted to the Dean of Student Services for review and approval before arrangements for the campus visit are finalized with the guest. Guest appearances must not interfere with the college's regular instructional, research, and service activities and programs. Except for ceremonial occasions, invited speakers should be prepared to participate in reasonable public activities. Such public discussions may include classroom visits, attendance at receptions and related functions, media appearances, and participation in community activities, programs and projects. Invited speakers are accorded the full courtesy and protection appropriate to a college community. Individuals or groups who engage in actions designed to obstruct or in any way to prevent the presentation are subject to discipline and financial responsibility, in the event of damage to property or person. The institutional control of campus facilities and the integrity of the academic environment are not to be used as a device of censorship. Sponsorship of guest speakers does not imply approval or endorsement of the views expressed, either by the sponsoring organization or the college.

Off-Campus Speakers

The freedom of speech and assembly guaranteed by the First and Fourteenth Amendments to the United States

The constitution shall be enjoyed by the students and faculty of H. Councill Trenholm State Community College. Free discussion of subjects of either a controversial or non-controversial nature shall not be curtailed. However, there is no absolute right to assemble or to make or hear a speech at any time or place regardless of the circumstances, content of speech, the purpose of assembly, or probable consequences of such meeting or speech. Any chartered organization sponsoring outside speakers is responsible for inappropriate speeches made by outside speakers, and will be held under the disciplinary code as outlined in the manual for clubs and organizations.

Assembly and Demonstration

Students are free to organize and to associate for the promotion of their common interests. Assembly and Demonstration (just as Speech and Expression) within the public places of the college are permitted, subject to reasonable time, place, and manner restrictions. All student assemblies have to be approved by the Dean of Student Affairs and Information Services or his designee. Such restrictions are provided for the maintenance of order and are applicable to local, state laws. The Dean of Student Affairs and Information Services designates areas for assembly and demonstration. Persons or groups engaged in these activities must adhere to regulations governing the use of the designated areas.

Publication and Distribution

Students are free to publish and to distribute their ideas in the form of newspapers, newsletters, leaflets, flyers, handbills, and the like, subject to time, place, and manner restrictions. Publications are disseminated in the designated free expression area(s) on the campus or identified areas by the Dean of Student Affairs and Information Services. All must have prior approval by the Dean of Student Affairs and Information Services before dissemination or disciplinary actions will be taken under the Student Code of Conduct.

Student Media

Student publications will maintain their integrity of purpose as vehicles of free inquiry and free expression in a college community. The editorial freedom of students, editors, and managers involves the corresponding obligation to be governed by the cannons of responsible journalism. These entail the responsibility to avoid libel, undocumented allegations, techniques of harassment and innuendo, and so forth. At the same time, the following provisions safeguard editorial freedom. Student publications are free of censorship and advance approval of copy.

The Trenholm Times- The Trenholm Times is a student-guided newspaper publication in which students' accomplishments, editorials, and services are highlighted on a semester basis. Students

interested in the newspaper staff or writing an editorial should contact the Director of the Student Success Center, Building F on the Trenholm Campus.

Withdrawal Procedures

Withdrawal Policy

A grade of "W" is assigned to a student who officially withdraws from the College. Students may withdraw from their classes prior to the last two weeks of the semester. The date a student may withdraw from a course is included in the Academic Calendar for each term and is listed as the "Last Day to Withdraw." It is the student's responsibility to become familiar with the Academic Calendar to know the exact date to withdraw. A student who officially withdraws from the College will receive a grade of "W." A grade of "W" earns zero quality points. If a student never attended or the class is canceled, the class will be deleted, and no grade will be assigned. However, a grade of "F" will be assigned to students who fail to satisfactorily complete the requirements of a course or who voluntarily discontinue class attendance and fail to follow the College's official withdrawal procedure.

Students considering withdrawing from classes after receiving Title IV Aid should contact the financial aid department before withdrawing in order to discuss their withdrawal options. Additionally, financial aid recipients who completely withdraw from all classes before 60% of the semester has passed are subject to repaying a portion of any grant funds received.

** *Official Withdrawal is defined as a student who completes the official withdrawal form located on the* Student Forms page of the Trenholm State website at https://www.trenholmstate.edu/current-students/student-forms/.

Withdrawal Process

Students withdrawing from a course after registration ends must withdraw from a course by the published last date to withdraw from classes as noted on the College calendar. A grade of "W" will be assigned for withdrawals submitted before the published deadline.

Students withdrawing from the College must complete a withdrawal form to drop all courses for which they are registered. A grade of "W" will be assigned for withdrawals submitted before the published deadline.

Withdrawal Prior to the Start of Classes

A student who withdraws from classes prior to the first day of class will be refunded the total tuition and other institutional charges. The first-class day is not the first day of the student's class; it is the first day of the semester.

Official Withdrawal – Total Withdrawal

Students who wish to totally withdraw from the College must complete the official withdrawal form located on the Student Forms page of the Trenholm State website (https://www.trenholmstate.edu/current-students/student-forms/). Students who submit the form prior to the first day of classes for the semester/term will be refunded the total amount of tuition and other refundable fees. The "first day of class" is the first day classes are offered within any term configuration, including, but not limited to, full terms, split terms, mini-terms, and weekend terms. Students who submit the form on or after the first day of classes, but prior to the end of the third week of classes will be refunded according to the withdrawal date, as follows:

Total Withdrawal before the official first day of class
100% refund
Total Withdrawal during the first week
75% refund
Total Withdrawal during the second week
50% refund
Total Withdrawal during the third week
25% refund
Total Withdrawal after the end of the third week
NO REFUND

An administrative fee not to exceed 5% of tuition and other refundable institutional charges shall be assessed for each withdrawal within the period beginning the first day of class and ending at the end of the third week of class. The first official day of classes is indicated on the College calendar as the day classes begin. There is only one first day of class. This day may not be the first day on which all individual courses begin. The calendar also indicates the last day to drop/add. For calculating refunds during the fall and spring sixteen-week terms, a

“week” is defined as seven calendar days, i.e., the first day of class running seven calendar days (inclusive of Saturday and Sunday). Refunds of shorter than sixteen weeks, such as summer semesters and mini terms, will reflect a prorated week based on the number of days in the term.

Example:

Classes begin June 14; the student withdraws on June 17.
Fourth day = 75% Refund Due.

Tuition/fees paid:	$648.00
	X .75
	$486.00
Administrative Fee	-$32.40
Round to nearest dollar:	$453.60
Refund amount: (round to nearest dollar)	$454.00

Once the withdrawal has been processed, the student will not be allowed to register again during the term of withdrawal. The withdrawn grade of “W” will be assigned for classes in which students officially withdraw from the end of the drop/add period to the withdrawal deadline. A grade of “W” means officially withdrawal from a course or from the College within a period designated by Trenholm State. Credit hours will not be calculated into the grade-point average. If a student stops attending or participating in class assignments without officially withdrawing from the class or the College, a failing grade of “F” will be assigned.

Student Code of Conduct for Trenholm State Community College

Student Code of Conduct

Standards of Student Conduct

The H. Councill Trenholm State Community College Code of Conduct provides the standards of conduct by which students and organizations are expected to abide. Enrollment and affiliation with the College in no way relinquishes the right nor provides an escape of the responsibilities of local, state, or federal laws and regulations.

The conduct of each student and organization is to conform with the standards of common decency, with respect being given to the rights and property of others. The Student Code of Conduct applies to conduct that occurs on the college premises or while participating in official College-sanctioned activities. At any time, the College may dismiss students whose conduct is, in its judgment, detrimental to themselves or to the welfare of others. Violators of college rules and regulations are subject to disciplinary action.

A student may be disciplined and found in violation of the Student Code of Conduct to include but are not limited to the following:

1. Intentional disregard for the instructions given by college officials while they are carrying out their responsibilities.
2. Breaching college rules and regulations, including those related to student organizations, the use of college facilities, and the time, place, and manner of public expression or distribution of materials.
3. Dishonesty, cheating, forgery, plagiarism, misrepresentation, or alteration of college documents, records, or identification.
4. Obstruction or disruption of classes, administration, disciplinary procedures, or authorized college activities
5. Engaging in disorderly, indecent, obscene, or offensive behavior or expression that disrupts the College's primary educational mission or negatively impacts a student's status as a responsible member of the college community. This includes the use of campus computer resources, email addresses, and any other communication mediums available to students.
6. Profanity and/or obscene language or conduct.
7. Assault or battery, abuse, threat of force, or violence directed to any member of the college family, or a campus visitor engaged in authorized activities.
8. Harassment, intimidation, physical assault or sexual assault.
9. Possession while on campus or attending campus-sponsored functions of any of the following weapons: any instrument or weapon commonly known as blackjack, slingshot, fire bomb, Billy club, or metal knuckles; any dagger, firearm (loaded or unloaded), pistol, revolver, rifle, or Taser gun; any knife, metal pipe, or bar used or intended to be used as a club; or any item such as a chain intended for bodily harm to any person.
   Trenholm State reserves the right to inspect any weapons in the possession of students that could potentially harm themselves, classmates, faculty, staff, or campus visitors. Note: Exceptions to this policy include on-campus security personnel, law enforcement agencies, and individuals granted permission by the College President or their designated representatives.
10. Use, possession, distribution, or presence on campus while under the influence of alcoholic beverages, narcotics, or any other dangerous drugs such as marijuana, ecstasy, crystal meth, amphetamines, or illicit and illegal drugs, except as expressly permitted by law.
11. Bullying will not be tolerated.
12. Theft accessory of theft, having stolen property, or damage to property belonging to the College, a member of the college community, or a campus visitor.
13. Lewd, obscene, licentious, indecent, or inappropriate dress.
14. Improper use of the internet or other computer technology made available for student use.

15. Students are prohibited from participating in any on-campus solicitation or sales except for activities or fundraisers instituted or sponsored by the College.
16. Violation of written College rules, policies, and regulations.
17. Misuse, abuse, or unauthorized use of computing resources, including those for unauthorized purposes such as destroying, modifying, accessing, copying, or downloading programs, records, or data belonging to the College or another user without permission.
18. Conviction of any misdemeanor or felony which adversely affects the educational environment of the College.
19. Any other activity or conduct not explicitly covered within the Standards of Student Conduct that impairs or endangers any person or property within the College's educational environment will be reported to the Vice President of Student Affairs and Information Services.

Failure to comply with the authority of college officials acting within the capacity of their positions or any other activity or conduct not specifically stated herein which impairs or endangers any person or property of the College is considered to be in violation of the rules and regulations of the College.

Student Right-To-Know and Campus Security Act

Trenholm State is in compliance with the Federal Student Right-to-Know Act and Campus Security Act regarding the College's safety policies. Statistical Data regarding completion/persistence rate of all programs is available in the Office of Admissions and Campus Police. This data is also found in the Appendix at the back of this Student Handbook.

Individuals or any class of individuals who believe that they have been subjected to discrimination prohibited by Titles II, VI, VII, IX, and Section 504 (ADA), may contact the college's Title IX Coordinators.

Grievances and DUE PROCESS Procedures

H. Councill Trenholm State Community College is committed to ensuring an environment for all employees and students that is fair, humane, and respectful. The College assures each student that no action will be taken on grounds unsupported by academic policies and procedures.

Emphasis will be placed upon achieving an equitable resolution to problems rather than seeking to emphasize guilt or punishment. Students are guaranteed procedural due process in situations involving severe disciplinary problems. The following procedures will be followed:

Procedure for Bringing Charges

1. Any student, faculty member, or administrator may file a charge in writing against a student for misconduct. The charge will be filed with the Vice President of Student Affairs and Information Services.
2. The complainant must file with the Vice President of Student Affairs and Information Services within thirty (30) calendar days following the date of the alleged violation(s). Upon receipt of the charge, the Vice-President will provide the student with a written statement of the charges and determine the course of action regarding the accusations. During this stage, the accused may admit to the charge and waive the right to the Hearing Board, and disciplinary action will be determined by the Vice President of Student Affairs and Information Services.
3. If disciplinary proceedings appear warranted, the Vice President of Student Affairs and Information Services will set a date, time, and place for the hearing, and the accused will be informed by written notice at least two (2) days before the hearing. Anytime up until the day of the hearing, the accused may waive the right to a hearing, admit the charge, and have the punishment decided by the Vice President of Student Affairs and Information Services. Under such circumstances, the accused will be informed of the disciplinary action within ten (10) days.
4. Any student whose presence poses a possible danger to persons or property of the College or

an ongoing threat of disrupting the academic process may be removed from the campus immediately.
5. Written notification of the date, time, and place of the hearing shall be sent to the student within five days of a complaint being filed.
6. A Disciplinary Committee comprised of the Vice President of Student Affairs and Information Services, faculty, staff, and a student representative will be selected to hear each disciplinary case.
7. The Vice President of Student Affairs and Information Services will notify the student(s) in writing of the results and findings of the Student Disciplinary Committee and the course of appeal to the President.

Disciplinary Sanctions

Upon the determination that a student(s) has violated any of the rules, regulations, or guidelines set forth in this Code, the following disciplinary sanctions may be imposed, either singly or in combination, by the appropriate College officials:

- **Censure** – A statement to the offender that he/she has violated college regulations and that there is a possibility of more stringent disciplinary actions in the event of future violations.
- **Restitution** – Reimbursement for damage or misappropriation.
- **Disciplinary Probation** – Students placed on probation will be notified of such in writing and will also be notified of the terms and length of the probation. Probation may include restrictions on the extracurricular activities of the student. Any conduct in violation of this Code while on probationary status may result in the imposition of further action.
- **Suspension** – Students who are suspended are deprived of student status and are separated from the College for a stated period of time. The suspension shall appear on the student's disciplinary record.
- **Expulsion** – Termination of student status for a definite or indefinite period. The conditions of readmission, if any, shall be stated in writing to the student.

Student Complaint/Grievance And Appeal Policy

Trenholm State recognizes that in order to efficiently and effectively carry out its mission, its students must feel confident that any valid complaint or grievance a student may make concerning the college will be promptly addressed by the appropriate authorities. Therefore, the following procedures for resolving such complaints and grievances have been adopted by H. Councill Trenholm State Community College.

The Trenholm State Student Handbook defines the initial steps to solve a complaint, as well as defines sexual harassment, discrimination, and grievance as follows:

- Complaints - Academic or non-academic areas of dissatisfaction with instructional or support services. Examples of academic complaints include a disputed course grade, faculty performance, or course information. Examples of non-academic complaints include a disputed late registration fee, delivery of support services, or student conduct.
- Sexual Harassment- Inappropriate introduction of sexual activities or comments into the workplace or learning environment. While sexual harassment may involve relationships among equals, it often involves relationships of unequal power, giving rise to elements of coercion centered on sexual activity for opportunities of benefit such as improved jobs or academic status.
- Discrimination- Difference in treatment in any service, program, course, or facility on the basis of race, color, creed, gender, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status, or parental status.
- Grievance - An unresolved complaint shall be termed a "grievance." A student who submits a complaint to the appropriate College officials and who is not satisfied with the plan of resolution.

Initial Steps to Resolve a Complaint

Informal Student Complaint Process

Trenholm State has a variety of procedures for dealing with student-related issues, including grade

appeals, academic dishonesty violations, student discipline, harassment complaints, and Student Grievance procedures. One area not generally covered by other procedures concerns informal student complaints about faculty, staff, or student conduct. The College respects the academic freedom of the faculty and will not interfere with the exercise of appropriate discretion concerning the content or style of teaching activities. Indeed, academic freedom is and should be of paramount importance. At the same time, the College recognizes its responsibility to provide students with a procedure for addressing complaints about faculty/staff treatment of students that are not covered by other procedures.

Wherever possible, complaints at Trenholm State are handled in an informal manner. Administrators, faculty, and staff maintain an "open-door" policy to discuss issues of concern for all students. Faculty and staff serve as a resource for individuals seeking assistance in resolving matters within the College community. Students are encouraged to first attempt to resolve complaints with the faculty or staff person. If unresolved, students should next speak to the departmental chairperson or supervisor of the faculty or staff member in an effort to resolve the matter. If still unresolved, the student should lodge their complaint with the Vice President of Instructional Services (academic complaints) or Vice President of Student Affairs and Information Services (non-academic complaints). The chart below details the initial area for assistance referral and subsequent contact areas. If students have any questions about the applicable area for assistance, they should consult with the Title IX Coordinator, who will advise the student if some other procedure is applicable to the type of complaint they are seeking to resolve.

Insert Table

Formal Student Complaint Process

If an informal conference regarding a complaint fails to reach the outcome requested by the student, the student may initiate the formal process described below by timely filing a written complaint with the respective Vice-President. Any student enrolled at Trenholm State who wishes to make a formal complaint about an academic matter must report that matter in writing to the Executive Vice President of Instructional Services, who is responsible for managing academiccomplaints. Any other types of complaints are considered non-academic and are reported to the Vice President of Student Affairs and Information Services, who is responsible for managing non-academic complaints. If the complaint involves a specific occurrence, the complaint shall be made within ten (10) working days of the occurrence.

The written complaint is completed on a Student Complaint Form which includes the date the complaint was reported, the student's name, student identification number, contact information and current enrollment status. The specific elements of the complaint review that are included in the records are as follows:

1. The date of the incident.
2. Whether or not the complaint is an academic or non-academic matter.
3. If the complaint involves a specific person and/ or department.
4. A description of the complaint, including specific details and additional documentation.
5. Whether the complainant has had an opportunity to speak to a Trenholm State faculty or staff member regarding the complaint.
6. The person to whom the complainant spoke regarding the complaint.
7. The outcome of the conversation the complainant had with a Trenholm State faculty or staff member regarding the complaint.
8. Signature and Date Complaint Form completed by complainant.
9. A processing section for either the Executive Vice President of Instructional Services and/or Vice President of Student Affairs and Information Services to complete.

If, after discussion between the student and the respective Vice President, it is determined that the complaint can be resolved immediately; the college official will take action to resolve the complaint and will submit a report within ten working days of the filing of the complaint to the President and other appropriate college officials, detailing both the complaint and its resolution.

Grievance Procedures

If any student's complaint is not or cannot be resolved at the first level of supervision as described in the paragraphs above, such an unresolved complaint shall be termed a "grievance." A student who submits a complaint to the appropriate College officials under the paragraphs above and who is not satisfied with the plan of resolution shall have the right to file a grievance with the College official and shall include the following information:

1. Date the original complaint was reported
2. Name of the person to whom the original complaint was reported
3. Detailed facts of the complaint
4. Proposed action to be taken by the receiving official to resolve the complaint
5. Specific action to be taken by the receiving official to resolve the complaint
6. Specific objection(s) to be the proposed plan of resolve
7. Other information relevant to the grievance that the complainant wants considered

If the complainant fails to file a notice of appeal by 4:30 pm on the 15th calendar day following having received the plan of resolution, the right to further appeal is forfeited.

Investigation Procedures

The Grievance Officer, either personally or with the assistance of such other persons as the President may designate, shall conduct a factual investigation of the grievance and shall research the applicable statue, regulations or policy, if any. The factual findings from the investigation by the Grievance Officer shall be stated in a written report.

The report will be submitted to the complainant and to the party against whom the complaint was made, the "Respondent, "and shall be made a part of the hearing record, if a hearing is requested by the complainant.

Students with Disabilities

Grievance Procedures for American Disabilities Act (ADA), Section 504, and the Rehabilitation Regulations

Trenholm State Community College ensures that students with disabilities enjoy the same rights and responsibilities as all other enrolled students. Additionally, specialized assistance will be provided as necessary to support students with disabilities in fulfilling their potential and meeting program and course requirements. The purpose of this grievance procedure is to ensure that no student is denied access to the institution or any of its programs due to disability.

Introduction

Trenholm State promotes the exchange of ideas among all members of the college community, including students, faculty, staff, and administration. An environment conducive to open exchange of ideas is essential to intellectual growth and positive change. However, the College recognizes that, at times, people may have differences that they are unable or unwilling to resolve themselves, and that employees and students must feel confident that the appropriate authorities will promptly address a valid complaint or grievance concerning the College.

Provided, however, that if a complaint is in the form of an alleged violation of Title IX of the Education Amendments of 1972, the student shall file the complaint with the Title IX Coordinator (Students) using the grievance procedure adopted by the State Board of Education for Title IX grievances. That procedure can be found in Alabama Community College System Policy No. 620.0. In the event that there is a hearing on a Title IX grievance, the hearing procedure shall be the same as stated herein below.

Title IX provides that "No person in the United States shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance." If the student is uncertain as to whether his or her complaint would be covered by Title IX, the student shall meet with the Vice President of Student Affairs and Information Services to make that determination.

For Title IX-Related Matters

Dr. Pamelon Rollins (Employees)
Director of Human Resources| Senior Personnel Office
P.O. Box 10048
1225 Air Base Boulevard
Building A/B

Montgomery, AL 36108
(334) 420-4253
prollins@trenholmstate.edu

Dr. Theresa Mays (Students)
Vice President, Student Affairs & Information Services
P.O. Box 10048
1225 Air Base Boulevard
Building F
Montgomery, AL 36108
(334) 420-4296
tmays@trenholmstate.edu

For ADA-Related Matters
Regina Jones (Students)
Director of Student Success
P.O. Box 10048
1225 Air Base Boulevard
Montgomery, AL 36108
(334)420-4418
rjones@trenholmstate.edu

Anti-Harassment Policy

Trenholm State has a commitment to providing both employment and educational environments free of harassment or discrimination related to an individual's race, color, gender, religion, national origin, age, or disability. Not only is such harassment or discrimination a violation of the policies of the Alabama Community College System, but it is also an institutional policy that any practice or behavior that constitutes such harassment or discrimination shall not be tolerated on Trenholm State's campus or in any division or department, by any employee, student, agent, or non-employee on any College property or while engaged in any College-sponsored activity. It shall also be a violation of this policy for a person to engage in such harassment or discriminatory practice or behavior through the use of any College-owned or College-controlled communication process, system, or device.

For these purposes, the term "harassment" includes, but is not necessarily limited to:

- Language, behavior, or other activity that has the intent or effect of unduly demeaning, embarrassing, or discomforting any person, or creating an environment that is unduly demeaning, embarrassing, or discomforting to any person or persons of reasonable sensitivity.
- Harassment of employees or students by persons who are not employees or students shall also be a violation of this policy. Any employee or student who becomes aware of any such harassment shall report the incident(s) to the appropriate institutional official.

Such discrimination may or may not be in the form of harassment, per se. However, as with incidents of harassment, any employee or student who becomes aware of the unduly adverse treatment of any person on the basis of that person's race, color, gender, religion, national origin, age, disability, or any other impermissible factor, shall report such situation to an appropriate College official.

Sexual harassment is a form of misconduct that is considered under the law to be both harassment and discrimination, which is illegal under Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Education Amendments of 1972 for students. Sexual harassment does not refer to such innocent conduct as occasional compliments on another's appearance; it refers to behavior with sexual connotations that would have the effect of interfering with, or the tendency to interfere with, the work, educational, or social environment of its victims. Sexual harassment may involve the behavior of a person of either sex toward a person of the opposite or the same sex, and occurs when it consists of unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature, when

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

Sexual harassment may include, but is not limited to, any of the following:

1. Physical assault, or attempted physical assault, of a sexual nature.
2. Direct propositions of a sexual nature.
3. Subtle pressure for sexual activity.
4. Threats or coercion used for the purpose of soliciting sexual favors.
5. Displaying pictures or other objects that are sexual in nature that would have the tendency to create a hostile or offensive environment and serve no legitimate business purpose;
6. Repeated conduct that has the effect of causing, or intent to cause, discomfort or humiliation, or both, that includes comments of a sexual nature or sexually explicit statements, questions, jokes, or anecdotes.
7. Repeated conduct that has the effect of causing, or the intent to cause, discomfort or humiliation in the form of (i) touching, patting, pinching, hugging, or brushing against another's body; (ii) comments of a sexual nature about another's clothing or appearance; or (iii) remarks about sexual activity or prior sexual experiences.

Any student who is the victim, or intended victim, of sexual harassment should report the matter to the Title IX Coordinator (Students) as soon as possible after the situation occurs. If the matter is determined by the Title IX Coordinator to involve sexual harassment, it shall also be reported to the President of the College and to the Director of Human Resources, who shall also be kept informed of the progress and results of the investigation of the complaint. Any subsequent adverse treatment incurred by the reporting party that appears to be retaliation of, or related to, the report of sexual harassment should also be brought to the attention of the office of the Vice President of Student Affairs and Information Services.

With regard to relationships of a physical nature, Trenholm State employees determine the ethical and moral tone of this college through both their personal conduct and their job performance. Therefore, each employee must be dedicated to the ideals of honor and integrity in all public and personal relationships. Relationships between College personnel of different ranks that involve partiality, preferential treatment, or other improper use of position shall not be tolerated. Consensual amorous relationships that might be appropriate in other circumstances are inappropriate when they occur between an instructor and a student for whom he or she has a responsibility or between any supervisor and an employee where preferential treatment result. Furthermore, such relationships have the potential to undermine the atmosphere of trust on which the educational process depends. Implicit in the concept of professionalism is the recognition by those in positions of authority that in their relationships with students or subordinate employees, there is always an element of power. Therefore, it is incumbent on those with authority not to abuse the power with which they are entrusted.

Steps Defined

In order to accommodate the resolution of such situations, Trenholm State offers the following grievance procedures as the appropriate course of action for settling disputes and resolving problems.

1. ***Initial Steps***
   Any student of Trenholm State who has a grievance against another student or a member of the Trenholm State faculty, staff, or administration concerning any form of discrimination (Title VI, Civil Rights Act of 1964), sexual harassment (Title IX of the Educational Amendments of 1972), or violation of the rights of the disabled (Sec. 504 of the Rehabilitation Act of 1973) should first attempt to resolve his/her situation with the individual involved. However, a student who believes herself or himself to have been subjected to sexual harassment is not required to first speak to or attempt to resolve the situation with the perpetrator of sexual harassment before filing a complaint. If for some reason resolution of the grievance is not possible, the student should make his/her grievance known to the immediate superior of the individual against whom the student has a grievance, and/or to the Title IX Coordinator (Students) in order to seek an informal resolution to the problem. If, after the discussion between the student and the respective College official or representative, it is determined that the complaint is valid, the College official or representative will take appropriate action to resolve the complaint

using a formal "plan of resolution."

If the student's complaint requires a formal "plan of resolution," a written report must be submitted to the Vice President of Student Affairs and Information Services. The report shall be submitted by the College official or representative within ten business days of the initial complaint and shall detail the complaint and the plan to resolve the complaint. If a student's complaint cannot be resolved in the manner described above, an unresolved complaint shall be termed a "grievance."

2. ***Interim Resolution***
   If the Vice President of Student Affairs and Information Services should determine that the grievance is of a nature that there should be imposed an interim resolution pending the outcome of the grievance procedure, the Vice President of Student Affairs and Information Services shall recommend such an interim resolution to the President or designee. The President or designee shall have the discretion to impose or not impose an interim resolution.
3. ***Formal Grievance Process***
   A student who submits a complaint to the appropriate College official or representative in the manner described above and who is not informed of a satisfactory resolution or plan of resolution within ten business days after the complaint's initial submission shall have the right to file within ten business days, a formal grievance statement. The written grievance statement shall be filed using Grievance Form A, which will be provided by the Grievance Officer and shall include the following information:
   1. Date the original complaint was reported.
   2. Name of the person to whom the original complaint was reported.
   3. Facts of the complaint.
   4. Action taken, if any, by the receiving official to resolve the complaint.

      The grievance statement shall also contain any other information relevant to the grievance the Grievant wants to be considered by the Vice President of Student Affairs and Information Services. Any grievance must be filed within 45 calendar days of the occurrence of the alleged discriminatory act or the date on which the Grievant became aware that the discriminatory act took place

      The Vice President of Student Affairs and Information Services will notify the student or a member of the Trenholm State faculty, staff, or administration of the charge(s) against him/her within five business days of receiving the formal grievance statement. If after a reasonable attempt to notify the student, faculty member, staff member, or administrator of the charges against him/her, the Vice President of Student Affairs and Information Services is unable to do so, then the Vice President of Student Affairs and Information Services may suspend the student, or the President of the College or his/her designee may suspend with pay the faculty member, staff member, or administrator until a hearing is held and decision rendered.

      The College shall have thirty (30) calendar days from the date of receipt by the Vice President of Student Affairs and Information Services of the grievance to conduct an investigation of the allegation(s), hold a hearing on the grievance, and submit a written report to the Grievant of the findings arising from the hearing. Grievance Form A shall be used to report both the grievance and the hearing findings
4. ***Investigation Procedure***
   The Vice President of Student Affairs and Information Services shall have the right to conduct such preliminary hearing(s) as the Vice President of Student Affairs and Information Services or designee shall deem necessary to complete his/her investigation. The Vice President of Student Affairs and Information Services shall conduct a factual investigation of the grievance allegations and shall research each applicable statute, regulation, and/or policy, if any. The Vice President of Student Affairs and Information Services shall determine, after completion of the investigation, whether there is substantial evidence to support the grievance. The factual

findings in the investigation and the conclusion of the Vice President of Student Affairs and Information Services (Grievance Officer) shall be stated in a preliminary written report which shall be submitted to the Grievant and to the party or parties against whom the complaint was made and shall be made a part of the hearing record if a hearing is subsequently conducted. Each of the parties shall have the opportunity to file written objections to any of the factual findings and, if there is a hearing, to make their objections part of the hearing record. If the Grievance Officer finds the grievance is supported by substantial evidence, he or she shall make a recommendation in the report as to how the grievance should be resolved. Upon the receipt of the Grievance Officer's preliminary report, the Grievant and the Respondent shall have three (3) business days to notify the Grievance Officer of the respective party's request for a hearing. The Vice President of Student Affairs and Information Services may, nevertheless, at his/her discretion, schedule a hearing on the grievance if doing so would be in the best interest of the College. In the event that no hearing is to be conducted, the Grievance Officer's report shall be deemed a final report and shall be filed with the President, with a copy to be provided to the Grievant.

5. ***Hearing Procedure***
   In the event that the Vice President of Student Affairs and Information Services schedules a hearing, the Title IX Coordinator or designee will appoint a qualified five-person committee. The Vice President of Student Affairs and Information Services shall serve as the nonvoting chairperson. A quorum shall consist of four members of the committee and the chairperson. Unless the President determines otherwise, or both parties agree in writing for the hearing to be public, the hearing shall not be open to the public.

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

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

   A student does not forfeit any of his/her constitutional rights upon his/her admission into Trenholm State, nor does a faculty member, staff member, or administrator forfeit his/her constitutional rights upon employment with Trenholm State. The Committee shall not have the authority to compel any witness to testify. However, insofar as it is not contrary to law, the Committee may consider the refusal of a witness to testify when deliberating the evidence. With regard to a College employee, the President shall have the authority to direct the employee to testify at a hearing if, in the discretion of the President, such testimony could be material to an accurate determination of the facts in the case.

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

6. ***Report of Findings and Conclusions***
   Within five (5) working days following the hearing, there shall be a written report from the

chairperson on the findings of the hearing committee (with a copy forwarded to the President, the Grievant, and each Respondent). The report shall contain at least the following:

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

7. ***Resolution of Grievance***
In the event of a finding by the Committee that the grievance was supported, in whole or in part, by the evidence presented, the Vice President of Student Affairs and Information Services shall meet with the Grievant, the Respondent(s) and the appropriate College representative(s) and attempt to bring about a reasonable agreed-upon resolution of the grievance. If there is no mutual resolution, the President shall impose a resolution of the grievance, which shall be final and binding.
8. ***Appeal Procedure***
The President of Trenholm State shall be the appeal authority in upholding, rejecting, or modifying the recommendations of the Grievance [Committee] . The President shall not be bound in any manner by the recommendation(s) of the hearing committee but shall take it (them) into consideration in imposing his/her decision. The charged student, faculty member, staff member, or administrator may file a written request with the Title IX Coordinator and Vice President of Student Affairs and Information Services requesting that the President of the College review the decision of the Grievance Committee. The written request must be filed within 15 calendar days following the party's receipt of the hearing report. If the appeal is not filed by the close of business on the fifteenth day following the party's receipt of the report, the party's opportunity to appeal shall have been waived. If the appeal does not contain clear and specific objections to the hearing report, it shall be denied by the President. The President of the College shall issue his/her opinion to accept, reject, or modify the decision of the Grievance Committee within 15 calendar days of the initiation of the appeal process. If the decision of the Grievance Committee does not satisfy the complainant, and should the grievance allege discrimination (Title VI), sexual harassment (Title IX), or violation of the rights of the handicapped (Sec. 504), the complainant may file a written grievance with:

1. The Alabama Community College System, pursuant to Alabama Community College System policies and procedures, with respect to Title IX violations;
    1. If, after exhausting all available institutional processes, a student's complaint remains unresolved, the student may appeal to the Alabama Community College System using the System's official Student Complaint Form or at the ACCS website (www.accs.edu).
    Students may submit completed complaint forms by printing the form, signing it, and then either scanning it and emailing it to complaints@accs.edu or mailing it to:

    Alabama Community College System
    Attention: Office of the Vice Chancellor
    for Instructional and Student Services
    P.O. Box 302130 Montgomery, AL 36130-2130

2. The Vice Chancellor for Instructional and Student Services or an appropriate administrator designated by the Vice Chancellor will investigate the complaint within 30 days of receipt.
3. The institution that is the subject of the complaint has 30 days to provide a written response to questions and/or concerns raised during the investigation. Such a response may or may not contain a resolution.
4. The Vice-Chancellor or designated administrator will adjudicate the matter and write a report or letter to the

institution and student detailing corrective action if any is necessary or stating that the school has no violation of policies.
5. If corrective action is needed, the institution will have 30 days to comply or develop a plan to comply with the corrective action.
6. The System Office will monitor the institution's compliance to ensure the completion of any required corrective action.
7. The regional office of the Office of Civil Rights of the U.S. Department of Education within 180 days of the discriminatory act;
8. The Equal Employment Opportunity Commission within 180 days of the discriminatory act.

Exception

When a complainant or grievant complains of, asserts the existence of, or indicates the possibility of sexual harassment violation of the law, Trenholm State policy, or standards of

appropriate conduct, the President may, at his/her discretion, determine that the matter will not be resolved through procedures set forth above, but will be reasonably, appropriately, and promptly investigated and resolved by the College pursuant to such process as the President determines in accordance with the College's objective of maintaining a work and educational environment free from sexual harassment.

Complaint Policy for Veteran Affairs (VA) Students

Any complaint against the school should be routed through the VA GI Bill® Feedback System by going to the following link: http://www.benefits.va.gov/GIBILL/Feedback.asp. The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily.

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

General Policies

Academic Calendar

Trenholm State publishes and makes available the Academic Calendar, grading policies, and refund policies to students and the general public. The College publishes the Catalog and Student Handbook on the College website and in print. The Academic Calendar is published within the Catalog and Student Handbook and is also published online.

Grading Policies

The institution's grading policies are published in the Catalog. These policies include an explanation of the College's grading system and procedures for course forgiveness, and academic bankruptcy. The Catalog also publishes grading policies specific to the Registered Nursing Program.

Each instructor distributes the grading policy in the course syllabus to every student at the beginning of each semester which includes methods of evaluation and grading policies specific to the course and instructor. These policies adhere to those published in the Catalog. The refund policies are published in the Catalog.

Online/Hybrid Course Policies

The College offers courses that are online or hybrid in format. Students taking online classes can access the Catalog online via the College website. Students can also access information concerning the Academic Calendar, grading policies, and refund policies on the College's website.

Electronic Device Use

Students are not to disrupt the class or other students with electronic devices. Students may have electronic devices in the classroom or instructional laboratory as permitted by the instructor. Class disruptions from the use of electronic devices in classes or labs may result in students being removed from class or lab.

Tobacco-Free Policy

Trenholm State is now a 100% Tobacco Free Campus. Smoking is not permitted on campus grounds. Any College employee or student found to be in violation of the tobacco-free policy will be

subject to a monetary fine, and tickets will be issued by campus security for violations of Trenholm State's tobacco-free policy.

Campus Posting/Announcements

Bulletin boards are placed throughout buildings on campus for the posting of notices and/or announcements. Signs, posters, or literature is prohibited from being posted in restrooms, on glass panels, windows, walls, doors, ceilings, or any other surface that may suffer damage as a result of tape or tacks.

Students are encouraged to check their Trenholm State E-mail and Canvas accounts frequently for important campus announcements.

All postings, leaflets, pamphlets, and any other forms of announcements/notices must be approved by the Vice President of Student Affairs and Information Services prior to being displayed or distributed on campus.

Drug-Free Schools and Campuses

In compliance with Section 22, of Public Law 101-226, entitled "Drug Free Schools and Campuses, "Trenholm State hereby gives notice of the institution's policy to prevent the use of illicit drugs and the abuse of alcohol by students and employees. The basic elements of the policy are listed below:

1. A statement prohibiting the unlawful possession, use, or distribution of illicit drugs or abuse of alcohol by employees or students on Trenholm State property or at any activity conducted, sponsored, or authorized by or on behalf of Trenholm State.
2. A description of the applicable legal sanctions under local, state, or Federal law for the unlawful possession or distribution of illicit drugs and abuse of alcohol.
3. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol.
4. A description of the drug and alcohol counseling, treatment, rehabilitation, or reentry programs that are available to employees and students.
5. A clear statement of the sanctions that the institution will impose against employees and students who violate the policy.
6. A biennial review by the institution of its program in an effort to (a) determine its effectiveness and implement changes to the program if they are needed and (b) ensure that the sanctions required by item No. 5 above are consistently enforced.
7. A copy of the Drug and Alcohol Abuse Prevention Policy/Program referred to in this statement is available from the Office of the Vice President of Student Affairs and Information Services Office.

Campus Safety

Safety Procedures

1. The practice of safety is an integral part of the institution's educational program. Students are required to purchase and use safety protective coverings as required by their department.
2. The college has published procedures for fires, bomb threats, and extreme weather lockdowns. Each of these procedures requires certain behavior on the part of each student. All students should be familiar with the procedures for these emergency situations.
3. All accidents, injuries, and serious illness occurring on campus should be immediately reported to the instructor and the Vice President of Student Affairs and Information Services. Written documentation is required for all accidents/injuries. Forms may be obtained from the instructor or the Vice President of Student Affairs and Information Services
4. Evacuation routes are posted in each classroom, office, and other specified areas; and
5. Intercom instructions will advise students of what to do in emergency situations.

First Aid

Students requiring first aid should notify their instructor or the first available College official. In the event that a person needs emergency medical treatment, emergency services should be contacted, and College officials notified. A person suspected of being seriously ill or injured (broken bones, unconscious, etc.) should not be moved until medical personnel arrive. Any costs, such as transporting a student to the hospital, hospitalization, or treatments are the responsibility of the student. The

College does not provide emergency medical services. All areas are equipped with first aid kits to treat minor injuries.

Inclement Weather

All class cancellations or College closings due to inclement weather will be announced through the media. Notices will be carried throughout all local radio and television stations.

For students on campus during inclement weather, intercom announcements will provide instructions for what to do in an emergency.

Note: Day classes include all classes held during the 8:00 a.m. -5:00 p.m. period. Evening classes are defined as all classes meeting any time after 4:00 p.m. until the College closes at the end of the evening session.

Unattended Minors

Children are not allowed to attend classes and must be accompanied by an adult at all times. Children visiting the campus are expected to comply with all College policies. The accompanying adult is responsible for ensuring compliance.

Violence Against Woman Act (VAWA)

Trenholm State has a commitment to safety and security and complies with the Violence Against Women Act and the Federal Clery Act, both helping to bolster response to and prevention of violence.

VAWA requires colleges and universities, both public and private, to participate in federal student aid programs to increase transparency about the scope of sexual violence on campus, guarantee victims enhanced rights, provide for Standards in institutional conduct proceedings, and provide campus community-wide prevention educational programming.

In compliance with VAWA and Clery, Trenholm State has processes in place to actively collect and share data on violent incidents, and we regularly offer sexual assault, domestic violence, dating violence and stalking prevention workshops. For more information contact the Vice President of Student Affairs and Information Services, or the Counseling Office for details.

Annual Safety Report

Trenholm State is required to publish and distribute an Annual Safety Report (ASR) by October 1 of each year. The ASR must include crime statistics for three calendar years as well as all of the required campus safety and security policies and procedures.

Freedom From Retaliation

The faculty member (whether in the classroom or in individual conferences) fosters relevant free discussion, inquiry, and expression. A student is free to take reasonable exception to the information offered in any course of study and to reserve judgment about matters of opinion without threat of undue censure by the faculty member. Information about student views, beliefs, and political associations that the faculty member acquires in the course of their work as instructor, advisor, and counselor is considered confidential. Faculty members are required to inform students of the content and requirements of each course and the criteria by which student performance is to be evaluated. A student is responsible for learning the prescribed content of the course in which he or she enrolls. The faculty member evaluates student performance in the classroom solely on an academic basis and not on a student's philosophies or conduct in matters unrelated to academic performance. A student who contends to have encountered a prejudiced academic evaluation may use the college's Student Grievance Procedure as a means of seeking redress. (See Due Process). Academic honesty is a primary responsibility of the student. Students found guilty of academic dishonesty will incur sanctions as prescribed by the college's student judicial system.

Redress of Grievances

Anytime a student's rights, as outlined herein, are violated, the student has the right to petition for redress through grievance procedures. A grievance is defined as the claim of an individual student that there has been a violation, misinterpretation, or misapplication of a rule, policy, or procedure in relation to institutional policies and procedures.

H. Councill Trenholm State Community College assures prompt and impartial consideration to any complaints, which its students may have during the course of their matriculation at the college. When

circumstances require such a process to be sought, students are encouraged to submit complaints or grievances in accordance with the following procedures:

Students may use this procedure without penalty or fear of reprisal.

1. Students should make an attempt to resolve the issue with the faculty or staff member verbally and in writing.
2. Students should attempt to resolve the issue with the faculty/staff member's immediate supervisor both verbally and in writing.
3. Students should provide a written complaint to the Grievance Officer, Vice President of Student Affairs and Information Services, or designee in person or by mail.
4. Upon receipt of the complainant, the Vice President of Student Affairs and Information Services or designee will within five (5) working days schedule a conference with the student filing the grievance or complainant.
5. If there is no resolution in the conference, the Vice President of Student Affairs and Information Services will, within three (3) working days, schedule a judicial hearing and forward the complaint to the appropriate judicial council. The ADA Compliance Officer, if necessary, will become a part of the process at this juncture.
6. The judicial council's decision can be appealed in writing to the Vice President of Student Affairs and Information Services within five (5) working days to be heard by the Appellate Judicial Council of the college.
7. The Appellate Council will hold a hearing within (5) working days of the appeal.
8. The Appellate Council's decision can be appealed to the President of the college within two (2) working days, for a final decision.

College Description of Policies and Procedures Relating to Student Conduct

Students and student organizations are expected and required to abide by local, state and federal laws. Students and their organizations must be aware that legal charges may be brought against them both within the college judicial system and in the civil or criminal court system. The college administration is responsible for establishing a procedure for reviewing and taking institutional action against students and student organizations found guilty of off-campus violations of local, state and federal laws. While the college does not act as a policing agent for students when they are off campus, the college reserves the right to take action if a student's or student organization's behavior is judged to be contrary to the pursuit of the educational mission of the college or if the continued presence of the student or the organization poses a threat to their well-being or to the rights and property of members of the college community.

All students who represent the college through affiliation with any H. Councill Trenholm State Community College organization and/or athletic team, or any college-sponsored activity are required to be in good standing as an H. Councill Trenholm State Community College student. Depending upon the severity of offense(s), and/ or decisions rendered by the appropriate disciplinary committee and Vice President of Student Affairs and Information Services, students who are found guilty of violating the Student/Collegiate Codes of Conduct and are sanctioned to disciplinary probation, suspension, or expulsion are not allowed to serve in the capacity of affiliate or representative. Affiliation and representation include, but are not limited to the following: Student Government Association, and clubs and organizations. The Vice President of Student Affairs and Information Services assumes general responsibility for student life and services offered by the college. In this capacity, it is the Vice-President's responsibility to assure that students are informed of behaviors and activities that are unbecoming and/or unwelcome by the college, some of which are listed and discussed in this section.

The following are code of conduct issues, but not limited to, violations related to the Trenholm Student:

Academic Dishonesty

Cheating includes:

- Submitting material that is not the student as part of course performance, such as copying from another student's exam or the reciprocal of that matter.
- Using information or devices that are not allowed by the faculty, such as using formulas

or data from a home computer program or using unauthorized materials for a take-home exam.
- Obtaining and using unauthorized material, such as a copy of an examination before it is given.
- Fabricating information, such as the data for a lab report.
- Violating procedures prescribed to protect the integrity of an assignment, test, or other evaluation.
- Collaborating with others on assignments without the faculty's consent.
- Cooperating with or helping another student to cheat.
- Participating in or performing other forms of dishonest behavior, such as having another person take an examination in your place, altering exam answers and requesting the exam be regarded, or communicating with any person during an exam other than the exam proctor of faculty. (Such acts will be considered a severe infraction and carry a possible sanction of suspension in semester (s) length or expulsion.)

Plagiarism includes:

- Directly quoting the words of others without using quotation marks or indented format to identify them.
- Using sources of information (published or unpublished) without identifying them
- Paraphrasing materials or ideas of others without identifying the sources.
- Using themes, essays, term papers, tests, and other similar requirements that are not the work of the student submitting them.
- When direct quotations are used, they must be indicated, and when the ideas of another are incorporated in papers, they must be appropriately acknowledged.
- When a student is unsure about something that he/she wants to do or the proper use of materials, a faculty member should be consulted for clarification.

Generally, if a student writes while looking at a source or while looking at notes taken from a source, a footnote should be given. Whenever any idea is taken from a specific work, even when the student writes the idea entirely in his/her own words, there must be a footnote giving credit to the author responsible for the idea. The student should never retain a sentence pattern and substitute synonyms for the original words. Paraphrasing means the alteration of sentence pattern and changing of words. Any direct quotation should be footnoted or documented in an acceptable fashion. Methods of documentation vary, and it is possible to cite in the text itself, rather than in a footnote. The student should give credit in a manner specified by the instructor. (Such acts will be considered a severe infraction and carry a possible sanction of suspension in semester (s) length or expulsion)

Unauthorized/Illegal Web/Computer Use

Trenholm allows and encourages the use of Trenholm-owned computer resources. This use is a granted privilege, not a right. Student use must be in accordance with all applicable laws, policies, and standards regarding acceptable use. Areas of concern include but are not limited to:

- Discriminating or libelous statements.
- Threatening, Bullying and/or Harassing via email and social media outlets
- Copyright infringements ("illegal downloading")
- Obscene, offensive or threatening materials
- Usage primarily for financial gain or compensation not relevant to Trenholm's mission
- Computer Hacking to access institutional records to change grades, alter account balances, etc.

Failure to comply with this policy may result in charges being brought both within the college's judicial system and in the civil or criminal court system. (Such acts will be considered a severe infraction and carry a possible sanction of suspension in semester (s) length or expulsion.)

Criminal Acts

Students who are arrested by authorities because of violation of criminal law are subject to suspension until the matter is settled by the police department or by the court. The nature of the offense and the settlement will determine what action, if any, will be taken by the college. The student may also be subject to the college's disciplinary process. (Such

acts will be considered a severe infraction and carries a possible sanction of suspension in semester (s) length or expulsion.)

Deception

It is unacceptable and illegal for any person to:

1. Misuse college records, forms, or documents by forgery, unauthorized alteration or reproduction, or any other means.
2. Provide false information, either written or oral, to the college or to any administrator of the college. (Students who falsify housing and or admissions records are also subject to removal/ or disciplinary action.)
3. Attempt to perpetrate fraud against the college or the members of the college community.
4. Misrepresent information or lie. Participation in such acts is subject to college disciplinary action and is punishable by law. (Such acts will be considered a severe infraction and carry a possible sanction of suspension in semester (s) length or expulsion.)

Destruction of College Property

Destruction or attempted destruction or damage to college property, property of the area surrounding the college, or property belonging to a member of the college community is strictly prohibited. Every person who shall maliciously destroy, disfigure, or cause to be destroyed, disfigured, or injured the property of another, either real or personal, shall be subject to arrest and/or criminal prosecution. Students are expected to respect the property of the college and that of others. Destruction of such property, deliberate or through carelessness, will be considered a serious breach of H. Councill Trenholm State Community College's standards. Participation in vandalism may result in a student's arrest and prosecution by campus and/or county authorities as well as suspension/expulsion from the college. The college will request restitution. (Such acts will be considered a severe infraction and carries a possible sanction of suspension in semester (s) length or expulsion.)

Arson

Any person who willfully and maliciously sets fire to, or burns, or causes to be burned; who is a party to destruction by explosion from combustible material; or who aids, counsels, or procures the burning or destruction of any state-supported school building in this state, whether in use or vacant, shall be guilty of arson and subject to expulsion.

Any person observing or witnessing the destruction by fire of any state-supported school building, whether occupied or vacant, which fire was the result of his or her act of an accidental nature, and who willfully fails to sound the general alarm or report such fire to local fire department or other local authorities, shall be guilty of a felony and, upon conviction thereof, shall be sentenced to the State penitentiary for not less than two (2) or more than ten (10) years. Any person, who by reason of his age comes under the jurisdiction of juvenile authorities and who is found guilty under section 1 (subsection 1 hereof) of this act shall not be eligible for probation unless and until at least six (6) months confinement has been served in a state reform school. (Such acts will be considered a severe infraction and carries a possible sanction of suspension in semester (s) length or expulsion.)

Fires

It is illegal to possess, sell, furnish, or use any incendiary device without proper authorization. Setting or causing to be set any unauthorized fire in or on college property is also prohibited. Violations of these regulations may result in prosecution under the Alabama Criminal Code and/or expulsion from H. Councill Trenholm State Community College. (Such acts will be considered a severe infraction and carries a possible sanction of suspension in semester (s) length or expulsion.)

Fire Drills, False Alarms and Sprinklers

No person shall:

1. Fail to evacuate a building or refuse to respond immediately to a fire alarm.
2. Ring any bell or operate/tamper with/or trigger any mechanical or electrical apparatus for the purpose of creating a false fire alarm.
3. Operate/tamper with/discharge/or remove any fire extinguishing equipment, emergency signs, exit signs, sprinkler system, identification of rooms or smoke detector without proper authorization.
4. Re-enter a building until it has been declared safe to do so by the appropriate staff.

5. Not comply with officials conducting the drills

Participation in such acts is subject to college disciplinary action and punishable by law. (Such acts will be considered a severe infraction and carries a possible sanction of suspension in semester (s) length or expulsion.)

Disorderly Conduct or Assembly

1. No person shall assemble on campus for the purpose of causing a riot, destruction of property, or a disorderly diversion, which interferes with the normal operation of the college. (This section does not deny individuals the right to peaceful, non-disruptive assembly.)
2. No person or group of people shall obstruct the free movement of other people about the campus or interfere with the use of college facilities.
3. The abuse or unauthorized use of sound amplification equipment in or out of doors is prohibited. (The use of such equipment must be authorized by the appropriate department).
4. Rowdy behavior, indecent language, excessive noise, or drunken or drug-induced behavior is prohibited.
5. Disorderly and/or obscene conduct or a breach of the peace on any college property or public function affiliated with the college is prohibited. This includes disorderly conduct in a school-sponsored assembly. Participation in such acts is subject to college disciplinary action and is punishable by law. (Such acts will be considered a moderate or severe infraction and carries a possible sanction of suspension in semester(s) length or expulsion.)

Disruption of Classes and College Functions

Any person who, without authority, disrupts classes or other educational functions with vociferous vulgar language, loud music, fighting, or confrontations with students/faculty/staff on the campus or in off-campus sites shall be arrested for disturbing the peace, turned over to civil authorities, and shall be subject to disciplinary action which may result in suspension or expulsion. This is also referenced to excessive talking and horse playing in assemblies sponsored by the college.

Disruptive Behavior

1. No person shall threaten to, or actually push, strike. No person shall threaten to, or actually push, strike, or physically assault any member of the college community or any guest on the campus.
2. Students who maliciously provoke or participate in fights will be subject to disciplinary action, which may result in one or more of the following penalties: arrest, disciplinary warning, probation, suspension, or expulsion.
3. Conduct which materially interferes with the normal operation of the college is prohibited.
4. Conduct and/or expressions that are obscene, intimidating, or which are blatantly offensive to the prevailing standards of an academic community are prohibited. Participation in such acts is subject to college disciplinary action and is punishable by law. Such acts may carry sanctions of probation, suspension, or expulsion.

In cases of disturbance, the following policy shall be instituted:

1. All students of the college should report to their classes whether perpetrators of the disturbance report for class or not. The basic expectation of college employees is to carry out their official responsibility. This also includes student employees.
2. On the day or days of the disruption, teachers are to check classrooms carefully and send a written report of all absences to the Vice President of Instructional Services/ designee.

Emergencies, Campus

In the regular operation of every institution, there will inevitably be occasions when the routine operations are interrupted and, in extreme instances, suspended altogether. Such occasions may be due to weather, fire, strikes, or organized student demonstrations. In such situations, students, faculty, and employees need to ensure that all functions and services of the college continue. In such cases, all involved should follow the directives of the Vice President of Student Affairs and Informational Services.

Emergencies, Off-Campus

All off-campus emergencies are to be reported to the site monitor of the off-campus site. In most cases, each site has a police officer employed by the college. In cases where an officer is not present, local authorities should be contacted.

Dress Code

H. Councill Trenholm State Community College students are expected to dress in a manner representative of an educational institution. Special occasions (e.g. convocations, employment/career fairs, graduation, coronations, plays, luncheons, banquets, speeches for class/assembly) dictate that business (e.g. a shirt and tie; business suit; blazer and skirt or slacks; dress) or formal wear (e.g. dinner dress, formal, business suit, or tuxedo) be worn. Other social occasions (e.g. talent shows, spring fest, dances) require informal but respectable apparel. Headdress is inappropriate for males during all indoor functions. The male headdresses that includes “do-rags” or scarves are considered inappropriate for the educational environment. Similarly, male dress that includes sagging or unbelted pants is considered inappropriate dress at H. Councill Trenholm State Community College.

Female students are also expected to present themselves in appropriate dress at all times. Inappropriate dress might include unreasonably short dresses, midriff tops, short shorts, halter-tops, or other apparel of a revealing nature that is worn publicly in the classroom or to special occasions as defined in the preceding paragraphs. It is important that females (as in the case of males) are dressed in a manner that is representative of an educational institution.

In special situations, faculty members have the authority to stipulate dress regulations for their classes or events sponsored by their department. Similarly, academic colleges and departments may stipulate dress requirements to supplement their educational goals and objectives. Any member of the faculty or staff reserves the right to hinder a student from entering into a classroom or college-sponsored event due to inappropriate dress. (Such acts carry a sanction of community service, fine, probation, and/or suspension.)

Failure to Comply

1. A. Failure to respond or properly identify oneself pursuant to a request by properly identified officials of the college while in the performance of their duties.
2. Failure to report to the office of a college official for a conference, meeting, or appointment by the official.
3. Failure to appear as a witness in a disciplinary case when properly notified.
4. Failure to comply with any disciplinary condition imposed on a person by any judicial body or administrator.
5. Failure to comply with the directions of a campus security officer

Participation in such acts is subject to college disciplinary action and carries a sanction of probation, suspension, or expulsion.

False Representation of the College

No person or group of persons shall claim, without proper authorization, to speak, act, or solicit in the name of the college or one of its organizations. As a member of a community of educated persons, a student is expected to exercise reasonable self-discipline and judgment when speaking or acting as a citizen.

Financial Obligations

Students are expected to meet their financial obligations with the college in accordance with the designated deadline dates. If obligations are not met, then the student may be subjected to a reduction in funds, will not be included in commencement exercises, and will not be granted a college transcript.

Forbidden Objects

The following objects are disallowed in all public areas of the college, unless authorized by appropriate officials:

1. Pets
2. Laboratory animals, either dead or alive
3. Open flames (e.g., candles) or any combustible decoration or device
4. Alcoholic beverages and/or beverage containers. (See Alcohol Policy)

5. Athletic equipment such as bats, weights, balls, etc.
6. Firearms, fireworks, and weapons of any kind

Fraud

It is unacceptable and illegal for any student to partake in:

1. False representation of a matter of fact, whether by words or by conduct.
2. False or misleading allegations or by concealment of that which should have been disclosed.
3. Deceive another so that he/she shall act upon it to his/her advantage.
4. Intentionally alter the truth for the purpose of inducing another in reliance upon it to part with some valuable thing in an effort to surrender a legal right.

Participation in such acts is subject to college disciplinary action, removal from the dormitory, and fines and is punishable by criminal and campus law.

Gambling

Gambling is not permitted on the premises of H. Councill Trenholm State Community College or at any activity sponsored by the college, whether on or off-campus. Violators are subject to arrest and prosecution by civil authorities as well as to college disciplinary action, which may result in one of the following penalties: disciplinary warning, probation, suspension, expulsion, or dismissal from classes. Unauthorized playing of games for money or other items of value is prohibited. Possession of such may result in probation, suspension, or expulsion.

Immoral Relationships

Students who engage in immoral or illicit acts on campus will be subject to disciplinary action. Such acts include the use of obscene gestures, improper body exposures, stripping, and vulgar language to or in the vicinity of students, staff members, administrators, or faculty or visitors of the college. Said sanctions will apply probation, suspension, and expulsion.

Insubordination

Students are expected to respect people in authority. To disagree or hold a different point of view is normal, but the rule of mutual respect should prevail. Gross disrespect to persons in authority will not be tolerated. By Federal Statue, it is unlawful to threaten faculty of an educational institution. If a student verbally threatens a faculty member, then the student can be arrested, subjected to college disciplinary proceedings, and bound over to the courts of Montgomery County. Violators will be subject to disciplinary action, which may result in one of the following penalties: disciplinary warning, probation, suspension, or expulsion.

Joint Responsibility

All persons who knowingly act in concert to violate college regulations have individual and joint responsibility for such violations, and such concerted acts are prohibited.

Moral Turpitude

An act of baseness, vileness, or depravity that brings shame to the college and is in contradiction to the letter and spirit of the college's Code of Conduct, good citizenship, and ethics is strictly prohibited. Violators will be subject to disciplinary action.

Picketing

It shall be unlawful for any person, singly or in concert with others, to engage in picketing or mass demonstration in such a manner as to obstruct or unreasonably interfere with free ingress or egress to and from any public premises, state property, county or municipal courthouses, city halls, office buildings, jails, or other public buildings owned by the State of Alabama, or any county or municipal government located therein or thereon conducted or so as to obstruct or unreasonably interfere with free use of public streets, sidewalks, or other public ways adjacent or contiguous thereto. Any person guilty of violating this act shall be deemed guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than five hundred dollars ($500), or imprisoned in jail not more than six (6) months, or both such fine and imprisonment.

Restrooms

Restrooms are designated separately for men and women and gender-neutral (designed for use by any gender). All individuals are required to utilize the gender-specific or gender-neutral restrooms as appropriate. Gender-neutral restrooms must be

locked upon entry, and there is a notice to that effect on the doors. Any individual utilizing the opposite gender's restroom will be subject to disciplinary action.

Students Riding in Automobiles

The college assumes no responsibility or liability regarding students riding in or parking private vehicles on campus. It is a privilege for students to drive on the campus of H. Councill Trenholm State Community College. The college reserves the right to revoke that privilege at any time for reasons not limited to excessive parking tickets, reckless driving, and parking in restricted areas.

Theft

No person shall take, attempt to take, or keep in his/her possession items not legally possessed by him/her, including but not exclusively items of college property, or items belonging to students, faculty, staff, student groups, or visitors to the campus, without proper authorization. No person shall sell a textbook that is not his/her own without written permission of the owner.

Participation in such acts is subject to college disciplinary action including a maximum sanction of expulsion, and is punishable by law. The college assumes no responsibility for the theft of a student's personal property.

Trademark Guidelines

Campus clubs and organizations and individual students may use the H. Councill Trenholm State Community College name, trademarks, or logos only with the written approval of the President.

Unauthorized Entry and Use -- College Facilities or Equipment

1. No person shall make unauthorized entry into any college building office, parking lot, or other facility. Nor should any person remain, without authorization, in any building after normal closing hours.
2. Unauthorized use of equipment is prohibited. This includes unauthorized use of computers and computer programs. Attempts to access restricted records and programs are prohibited. Such actions are a violation of the Student Code of Conduct. C. Unauthorized entry into vehicles is prohibited.
3. Unauthorized use of bathrooms, exits, or windows is prohibited.
4. Unauthorized use or duplication of keys is prohibited.
5. Unauthorized use or possession of any parking permit (hang tag) is prohibited.
6. No person shall enter or attempt to enter any dance, social, athletic event or any other recognized college organization without credentials for admission (i.e. ticket, identification card, invitation, etc.). Credentials should be that of the person seeking to gain admittance.

Participation in such acts is subject to college disciplinary action punishable by law, and may result in a fine, probation, suspension, or expulsion.

Violation of Law

Violation of local, state, or federal law on the campus is prohibited. Violations off campus which constitute either an aggravated misdemeanor or felony will be presumed to affect the student's ability to function as a member of the college community and the student will be subject to disciplinary action by the college. Additionally, Trenholm State Community College has the right to sanction its students for off-campus violations. Trenholm State Community College has the right to sanction each student violator regardless of court hearings, upcoming court dates, or outcomes of such hearings.

Weapons and Firearms

It shall be a felony for any person to possess, carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind or any dynamite cartridge, bomb, grenade, mine, or powerful explosive (s) on educational property. Weapons of any type are not permitted in any area under college control or at any activity registered with the college. Violators will be subject to arrest and subject to prosecution by civil authorities. College disciplinary action also applies and the student may be expelled from the college.

Weapons and Firearms Description

1. A weapon is defined as any instrument used with the intent to cause bodily harm.

2. Possession of handguns or any lethal or potentially destructive weapons including, but not limited to: guns, bow and arrows, BB guns, air guns, ammunition, hunting slingshots, martial arts weapons, medieval weapons, darts, knives of any length, and other dangerous weapons are prohibited on the campus of Trenholm State Community College and/or college building, including off-campus host sites where Trenholm college courses or non-credit courses are offered. (Such items in automobiles are also strictly prohibited.)
3. Possession of any lethal or potentially destructive substances, including poisons, corrosive or volatile substances (e.g. acids, etc.) prohibited on the campus of Trenholm State Community College or in any host site of the college.
4. The use or discharge of any weapon or threatening another with a weapon is strictly prohibited.
5. Shotguns, small caliber rifles suitable for hunting, and other lethal weapons, including ammunition, may not be stored in automobiles, or any other building on campus or in host sites.

Note: Violators are subject to college disciplinary action, which will mandate expulsion and punish them by law.

Student Code of Conduct/Definition of Terms

To maintain an atmosphere on the Trenholm State Community College campus and host sites that is conducive to academic pursuits and fosters the growth and development of all members of the college community, a series of procedures and regulations governing student conduct and behavior has been established. Included in the procedures and regulations, which collectively are known as the Student Code of Conduct, are statements concerning expectations regarding student conduct, guarantees of student rights, and procedures for adjudicating allegations concerning student misconduct. The penalties for violation of these regulations are also contained in the Student Code of Conduct.

All students at Trenholm State Community College are expected to read and become familiar with all sections of the Student Code of Conduct. Each student is individually responsible for adhering to the regulations contained in the Code. A student who is found to have violated these regulations will be subject to disciplinary action, ranging from a disciplinary warning to

suspension/ expulsion. The severity of the sanction is dependent upon the severity of the offense as determined by the judicial officer, the Vice President of Student Affairs and Information Services /designee, or the appropriate judicial council. Discipline will be levied in all instances except those in which a qualified, licensed, mental health professional has communicated to the college in writing that the actions were caused by severe psychological problems sufficient to warrant the immediate withdrawal of the individual from the college. In each instance, the individual may not re-enroll at Trenholm State Community College for at least two full academic semesters and then only upon the written recommendation of the mental health professional.

Principles for Collegiate Conduct

Trenholm State Community College Collegiate Code of Conduct is designed to address the principal behaviors and conduct that are expected of students, faculty, and staff as they interact in a diverse learning environment. It is intended to enhance a student's success in the classroom as well as in their campus life.

The tenets for this covenant are:

Integrity

Respect and embrace the principles of academic honesty

Philosophy

Embrace an academic philosophy for positive progress toward competency in goals, critical and logical thinking, and a commitment to excellence.

Class Attendance

Participate actively in classroom and other learning environments and commit to becoming a lifelong learner.

Diversity
Celebrate the similarities and differences in our cultures, races and ethnic origins.

Communications
Encourage open communication and expression, which is guided by respect for others.

Behavior
Understand that sexual and social harassment will not be tolerated. Therefore, always dress for success.

Discourage Profanity
Discourage the use of profanity and offensive actions out of respect for others.

Accountability
Accept personal responsibility for one's actions and life choices and realize that embracing the negative elements of an unhealthy lifestyle will interfere with success.

Service
Engage in civic and service-learning opportunities to share knowledge and skills with local, national, and world communities.

Respect
Embrace and respect tradition by participating in rituals and observances, especially those that contribute to the history and heritage of the college. Assessment Conduct periodic assessments of academic, personal, and career progress. Stay focused on the purpose of being at the college.

Campus Safety
The student is encouraged to always think safety first when engaging in educational environments, social scenarios, and on and off-campus activities. Please be alert of your surroundings and threats to safety and inform appropriate authorities of such situations.

Students that swerve, horseplay, play loud music in vehicles, hang out of vehicles, have possession of drugs/ paraphernalia or alcoholic beverages in vehicles on the campus of Trenholm State Community College or host sites of the college will be arrested, adjudicated, fined (not to exceed $500) the vehicle will be impounded at the students' expense and the student may be placed on probation, suspended, or expelled.

Freedom
Respect the freedom of others to express themselves in matters relating to academic and philosophical opinions.

Philosophy of Student Conduct and Discipline

The student disciplinary function of Trenholm State Community College is an integral part of the educational mission of the college. Learning responsible behavior and self-discipline are part of the educational process. The college expects its students to obey national, state, and local laws, to abide by the regulations of the college, to respect the rights and privileges of others, to support the purposes and standards of the institution, and to conduct themselves in a manner that brings no discredit to them or to the institution. In the event that students fail to demonstrate such behavior, the college has the obligation and right to discipline them. The acceptance of this implied right of the college by parents, guardians, and/or students is a prerequisite for enrollment as a student at Trenholm State Community College. The college's judicial system and other components of the program emphasize the development of each individual's acceptance of his or her own personal and social responsibilities.

Behavior that is not in keeping with standards acceptable to the college community is often symptomatic of attitudes, misconceptions, and emotional crises. Addressing the aforementioned traits is an essential component of the disciplinary process. An educational approach to discipline is employed whenever possible. The college judicial system and appeals process are designed to provide and help maintain an atmosphere within the college community that is conducive to academic pursuits. Stringent disciplinary measures against a student or a group of students, such as suspension or expulsion, are instituted only when lesser remedies are inconsistent with the college's mission.

The college, however, recognizes its responsibilities to all members of the community (i.e. students, faculty, staff, guests of the college, and members of

the local community). The protection of personal and institutional rights and property, therefore, is a primary focus of the disciplinary process.

Honor Code

I will be honest in all of my academic coursework and will not indulge in or tolerate the academic dishonesty of my counterparts or peers. I will not partake in any type of misconduct, misrepresentation, or immoral behavior that will harm, damage, or endanger any person, property, or myself or reflect negatively against me, or hinder my academic continuance. I will strive to achieve excellence and to complete degree requirements without hesitation. I am a valuable part of the Trenholm State Community College family, and proud of it.

On the campus of Trenholm State Community College, the Vice President of Student Affairs and Information Services collaborates with all involved to provide a safe environment for students. The office of the Vice President of Student Affairs and Information Services is located in Building F, Student Services Building on the Trenholm Campus.

Code Violations

The following list of violations of the Student Code of Conduct is an example of behaviors that may result in disciplinary action by the College. It is not to be regarded as all-inclusive. In the event that there arises ambiguity, inconsistency, or a need for further clarification regarding what constitutes a violation of the Student Code of Conduct, the Vice President of Student Affairs and Information Services shall make the final determination. Any student or student organization found to be responsible for misconduct is subject to college sanctions. At the end of each violation are the sanction (s) that may be imposed by the college.

1.00 Abduction and/or Kidnapping. Enticing, persuading, or forcible seizing and carrying of any student, faculty, staff, or college official from one place to another without that person's consent. **(Suspension/Expulsion)**

1.10 Academic Dishonesty. Misconduct, dishonesty, misrepresentation, immoral behavior that will harm, damage, or endanger any person or property or hinder academic continuance. **(Probation/ Suspension/Expulsion)**

1.20 Aiding and /or Inciting. Aiding, abetting, persuading, and/or procuring another person or persons to commit any act of misconduct in the college community or environment; the persuading or aiding of another person to breach the peace on college premises or at functions sponsored, approved by, or participated. (criminal court sanctions/suspension/probation/expulsion) in by any member of the college. Gatherings of groups of students on/off of the premises in such a manner that causes damage to public or private property, causes injury to persons, or interferes with the orderly functioning of the college or with the normal flow of traffic or ordinary procedures. **(Warning/ Probation/Suspension)**

1.30 Alcoholic Beverages. The use, consumption, possession, purchase, sale, and/or distribution of alcoholic beverages on college property, in cars or other vehicles, or at any of the college's activities (whether on- or off-campus) are prohibited, except as expressly permitted by the college regulations, exceptions, or local, state, and federal laws. **(Potential Fine, Probation, Suspension, or Expulsion.)**

1.31 Alcohol/Drug Intoxication. Appearing in public on the college/host site premises while intoxicated or under the influence of alcohol or illicit drugs is strictly prohibited. This includes any disorderly conduct, regardless of whether such conduct results in injury to persons or property as a result of intoxication. **(Potential Fine, Probation, Suspension, Expulsion)**

1.40 Animals (pets). Having pets or other animals (e.g., dogs, cats, snakes, birds, hamsters, etc.), with the exception of seeing-eye dogs (when accompanied by their owner), is prohibited. **(Potential Fine, Probation, Suspension, or Expulsion).**

1.50 Arson/Fire Setting. The malicious, fraudulent, and/ or intentional burning of property on the college premises is prohibited. Acts include but are not limited to, creating fires, setting a personal fire, opening flames, and/or igniting flammable materials. **(Potential Fine, Suspension/Expulsion)**

Willfully starting a fire in college buildings or on college property without the proper authorization of the college Safety Director and the Vice President of Student Affairs and Information Services is prohibited. Compliance with local and state fire codes must be assured and verified. **(Suspension/ Expulsion)**

1.60 Assault. The intentional harassment, degradation, threat or intimidation of another in an attempt to commit a battery or the intentional placing of another in reasonable apprehension of receiving a battery. This includes engaging in, attempting or intending to engage in any form of mental, physical, verbal or mental abuse, coercion, which is directed toward another person or group of people which creates an intimidating, fearful or offensive environment in the classrooms, offices, and on the college premises (arrest, criminal adjudication, probation, suspension, or expulsion). In general, physical contact is not required. **(Suspension/Expulsion)**

1.70 Attempted Offenses. An attempt to commit an act on college property or involving members of the college community (that is, faculty, staff, student, or campus visitor) in an offense that would be in violation of any law, code of conduct, rule, regulation of local, state or federal criminal code. **(Fine, Warning, Probation, Suspension, or Expulsion)**

1.80 Battery. The unlawful application of force to the person of another is strictly prohibited **(Fine, Arrest, Criminal Adjudication, Suspension, Expulsion)**

1.81 Aggravated Battery. An unlawful act of violent injury to the person of another, accompanied by circumstances of aggravation, such as the use of a deadly weapon, is prohibited. **(Expulsion)**

1.90 Classroom and General Violations. Students must comply with campus life regulations. Any combination of three infractions committed during a semester will result in disciplinary actions. The following are prohibited:

1. Children in classrooms
2. Loud music
3. Horse playing
4. Vandalism
5. Sexual Activity in/or around classrooms, buildings
6. Fighting
7. Disrespect of instructors, administrators, staff, and custodial staff
8. Defacing property
9. Inappropriate dress
10. Loitering/Littering
11. Disrespecting others
12. Drugs/ alcohol use/possession/sale/intent to distribute.
13. Gang Activity; fights of more than two on one; signs; paraphernalia
14. Spreading harmful rumors
15. Cell phone usage in classrooms/assemblies
16. Joyriding/tampering with/on college or state-owned property.
17. Bullying and Harassing

Such acts or synonymous acts are prohibited and carry sanctions such as a warning, community service, fine not to exceed $500 (Unless the infraction is destruction or defacing property and restitution is a larger sum), probation, suspension, expulsion, or a combination thereof.

2.00 Contempt of Hearing. Contempt of hearing violation includes (1) the failure to appear before a judicial body after receiving the proper notification of a scheduled disciplinary hearing or conference, (2) willful disobedience to, or displaying open disrespect for a college judicial board member such as the use of profanity, threatening behavior, or derogatory remarks, comments, and/or gestures, and (3) failure to comply with disciplinary conditions as sanctions imposed by a judicial body or judicial administrative officer or staff person. Contempt charges will require the student to pay a disciplinary fine (to be determined by the appropriate council) **(Forfeiture of Due Process Rights, Probation, Suspension, or Expulsion)**.

2.10 Damage to Property/Destruction of Property. Damage, vandalism or destruction to property owned or leased by the college or personal property belonging to an individual, including but not limited to, car vandalism, walking on roofs of a university building, defacing structures and facilities, littering, unauthorized biking, skateboarding in inappropriate areas, marking, egging, littering, painting, spraying, hallways, lobby areas, classrooms, doors, bricks, and siding without the proper authorization is prohibited. **(Probation, Community Service, Suspension, Fine, or Expulsion)**

2.20 Dangerous, Threatening, and/or Unsafe Behavior. Any conduct or behavior which threatens or endangers the health or safety of any person in the college environment. This includes but is not limited to, verbal threats to injure or harm another, horse playing, practical jokes, abductions, and kidnapping. **(Probation, Community Service, Suspension, Fine, or Expulsion)**

2.30 Disorderly Conduct, Obstruction, and/or Disruption. Disorderly conduct is any offensive or annoying act that disrupts the peace. It includes but is not limited to conduct that is offensive or annoying to others or is disruptive to the rights of others. It includes excessive noise, misuse of musical instruments, noise-producing devices, talking excessively loud; failure to properly dispose of trash or food trays, shouting, loud stereo or radio sets; horseplay, practical jokes, and general annoyances; throwing any dangerous objects in a college facility or from the window of a college facility or onto the premises of the college. Breaking lines during registration, at campus events and activities, and so on, is deemed disorderly conduct. The intentional obstruction, interruption, hindrance, or disruption of teaching, research, administration, ceremonies, disciplinary proceedings, or other university tasks and activities; interfering with duties of a student, faculty/staff member or college official; withholding information vital to any investigation carried out by an authorized agent of the college; creating excessive noise which can be heard in other areas of the campus and which interferes with the normal operations of the college; creating excessive noise which can be heard in other areas of the campus and which interferes the normal operations of the college is prohibited. In so much as students are responsible for the behavior of their guests, students may receive sanctions if they permit their guests to behave disorderly on campus **(Probation, Community Service, Suspension, Fine, or Expulsion)**

2.40 Distribution of Illicit Printed Material. Distribution of printed materials that are libelous, derogatory, scurrilous, sexually explicit, pornographic, or that encourages violations of public laws or college regulations is prohibited **(Probation, Community Service, Suspension, Fine, or Expulsion)**

2.50 Drugs (Illegal)/ Drug Paraphernalia. The consumption, sale, distribution, manufacturing, purchase, passing of, or being in the presence of or the vicinity of illegal drugs, narcotics, the accessory to, or aiding and abetting of any controlled substances, are strictly prohibited from all locations of the college, and beyond the premises according to all local, state, and federal laws. Illegal drugs also include all prescription drugs without a valid medical prescription. Drug paraphernalia is strictly prohibited at the college. Paraphernalia is defined as all equipment, products, and materials of any kind used to facilitate planting, propagating, cultivating, growing, manufacturing, converting, processing, preparing, packaging, storing, concealing, playing with injecting, ingesting, inhaling, or otherwise introducing a controlled substance into the body. The scope of this prohibition includes drugs or paraphernalia that is on the person or in the possession of a student on property owned or controlled by the college and/ or at events and activities sponsored by the college and involves related incidents that are subject to prosecution under local, state, and federal laws. The illegal possession of and/or use of drugs, or drug paraphernalia includes, but is not limited to, roach clips, bongs, masks, scales, balances, sandwich bags or plastic bags and their corners, sifters, syringes, spoons, chamber pipes, homemade pipes, film canisters, diluents, spray cans, carburetor pipes, paint, pipes, using screens, water pipes, and any other equipment, products, and materials that can be directly linked to the usage of controlled substances. Improper behavior or conduct on the campus which is a result of the use of illegal drugs means that one who, having consumed or used drugs, experiences a loss of the normal use of his/ her mental and/or physical faculties is restricted. **(Expulsion)**

2.60 Failure to Comply. Failure to comply with the directions of college officials (including campus security) acting in the performance of their duties, failure to promptly identify oneself to college officials when requested, and failure to comply with disciplinary sanctions are prohibited. This includes direct disobedience of a lawful order of a college official, as well as failure to evacuate a building during a fire alarm, drill, or when otherwise so

ordered by a college official, fire department staff, or local law official. **(Probation, Community Service, Suspension, Fine, or Expulsion)**

2.70 Forgery, Dishonesty, Fraudulent Acts, and/or Misrepresentation.

Forgery of names, signatures, and documents (personal, public, and/or private) will not be tolerated. Forgery, deceptive acts, misrepresentation, and/or dishonest acts include, but are not limited to materials, altercation, and misuse of college documents, records, or student identification cards, or documents and records belonging to another, cheating, plagiarism, or other forms of academic dishonesty; tampering with the election of any college recognized student organization; malfeasance or misuse of elective or appointive office in a student organization, its members, or the welfare of the college community; and fraudulently issuing worthless checks to the college. Lying, knowingly giving false information to the college or its officials, and other forms of dishonesty in college-related affairs are also prohibited. The scope includes, but is not limited to, the following: lying, fraudulently obtaining, altering, falsifying, transferring, loaning, selling, or misusing or attempting intended misuse of an ID card, validation sticker, or any college document or service. **(Probation, Community Service, Suspension, Fine, or Expulsion)**

2.80 Guest's Behavior.

Students are responsible for the behavior of their guests whom they invite to the campus or permit to visit the campus. If a guest is found to be in violation of the Code of Conduct while in the company of the student host or with the student host's knowledge, applicable charges will be brought against the guest, as well as against the student host or the host student organization **(Probation, Community Service, Suspension, Fine, or Expulsion)**

2.90 Harassment (Verbal and/or Physical). The excessive physical annoyance of or the use of verbally abusive language by any person on college-owned or controlled property (on or off-campus sites) or while on the premises of, or while in attendance of, college-sponsored or supervised events is considered to be harassment and is prohibited. The scope of any form of harassment includes language to physical acts which degrade, insult, taunt or challenge another person by any means of communication, verbal, so as to provoke a violent response, communication of threat, defamation of character, use of profanity, verbal assaults, derogatory comments or remarks, sexist remarks, racists remarks or any behavior that places another member of the college community in a state of fear or anxiety **(Probation, Community Service, Suspension, Fine, or Expulsion)**

3.00 Hazing.

It is strictly prohibited for a person or organization to, in the course of another person's initiation into or affiliation with any organization, intentionally or recklessly engage in conduct that creates a substantial risk of physical and/or mental injury to such other person or to a third person. This includes asking favors or demanding services from a person seeking to join a college-sponsored club/ organization **(Probation, Community Service, Suspension, Fine, or Expulsion)**

3.10 Health and Safety Violations.

This means any behavior that creates a risk or danger to others in the college community, throwing objects from windows or balconies, or the unlawful disposal of toxic chemicals. **(Probation, Community Service, Suspension, Fine, or Expulsion)**

3.20 Identity Disclosure/Identification Cards. Failure to carry a valid college student identification card (when possession is in reason) while on the college property or failure to present it to a college official, security officers, administration, and staff members upon request is unacceptable. Fraudulently obtaining, transferring, selling, loaning, fabricating, manufacturing, falsifying, altering, misusing, or attempting or intending to misuse one's ID card is prohibited. Presenting a false name or other identification, including a false or invalid ID card, to a college official while in the performance of their duties is prohibited. **(Probation, Community Service, Suspension, Fine, or Expulsion)**

3.30 Indecent, Obscene, Immoral Behavior, and/or Profanity.

Conduct that is disorderly, lewd, indecent, and/or portrayed on the premises of the college or at college-sponsored or supervised activities on/off campus will not be tolerated.

Such acts include the use of obscene gestures, improper body exposures, stripping, and vulgar language to or in the vicinity of students, staff members, administrators, faculty, or visitors of the college or when visiting other colleges and/or venues. **(Probation, Community Service, Suspension, Fine, or Expulsion)**

3.40 Moral Turpitude. An act of baseness, vileness, or depravity that brings shame to the college and is in contradiction to the letter and spirit of the college's Code of Conduct, good citizenship, and ethics is strictly prohibited. **(Probation, Community Service, Suspension, Fine, or Expulsion)**

3.50 Motor Vehicles, Traffic Violations, Parking Violations.

Violation of properly constituted rules and regulations governing the use of motor vehicles (e.g., automobiles, motorcycles, etc.) on college-owned or controlled property on/off-campus locations or at college-sponsored or supervised activities is prohibited. This also includes driving and parking on grass and sidewalks. Traffic tickets of the same offense will increase on the second and third offenses. Failure to obey traffic and parking regulations is punishable by the college's Department of Safety. **(Probation, Community Service, Suspension, Fine, or Expulsion)**

3.60 Rape.

Forcing or coercing another, regardless of sexual gender, personal affiliation, and/or affiliation with the college, to engage in the act of sexual intercourse without that person's consent, or when the sexual intercourse is deemed without the person's consent because the person (victim) is incapable of understanding the nature of the act by reason of stupor or abnormal condition of the mind produced by an intoxicating or narcotic agent administered by the offender. **(Expulsion)**

3.70 Safety Code-Mischief.

Tampering with safety equipment is a serious violation of the Code of Conduct and is subject to expulsion and/ or criminal prosecution. Making a statement verbally/ writing a false fire or bomb alert by any means, including a telephone call or by a warning device, theft, removal of, or tampering with security cameras, fire extinguishing or safety equipment, exit signs, smoke alarms and detectors, fire hoses, sprinkler systems, hoses, fire mischief, or violation of college guidelines regarding fire safety, or standard safety (e.g., failure to follow evacuation procedures or obstructing the evacuation of a building during a fire, fire drill, or any other type of emergency) is strictly prohibited. **(Probation, Community Service, Suspension, Fine, or Expulsion)**

3.80 Sexual Assault.

The forcing of or attempting to force another person, regardless of sexual gender, personal affiliation, and/ or affiliation with the college, to participate in sexual intercourse and/or other sexual activities against his/ her will is prohibited. Such misconduct, including verbal coercion, threats, and physical restraint, also will not be tolerated. Disciplinary sanction for such acts will lead to expulsion. **Violators also are subject to criminal prosecution**.

3.90 Sexual Battery.

The forcing of or forceful intention of engaging in sexual misconduct by physical contact and/or excessive force (with or without a weapon) which leads to physical pain toward another person regardless of sexual gender, personal affiliation, and/or affiliation with the college, without his/her consent or when such sexual contact is deemed offensive to the victim, will not be tolerated by the college. **Disciplinary sanction for such acts will lead to expulsion.**

4.00 Sexual Harassment.

Regardless of sexual gender, personal affiliation, and/or affiliation with the college, sexual harassment is defined as unwelcome and unsolicited sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct or communication with sexual overtones that the victim deems offensive. Sexual harassment includes, but is not limited to,

unsolicited, deliberate, or repeated sexual flirtation, advances, or propositions verbally/written; verbal abuse of a sexual nature; display of sexually suggestive pictures or objects; and/or offensive or abusive physical contact of a sexual nature. If such acts occur with student to student, faculty/staff to student, student to faculty/staff, or faculty/staff to faculty/staff, an incident reporting form should be completed and submitted to the office of the Vice President of Student Affairs and Information Services to begin an investigation. Such acts are taken seriously by the college and will not be tolerated; therefore, if these acts are alleged by a victim or transmitted as a rumor and the accusations are deemed as false, then the person (s) alleging the accusations will then be subjected to like disciplinary proceedings (to include sexual assault and battery). **(Probation, Suspension, Fine, or Expulsion)**

4.10 Solicitation. Unauthorized selling, collection of monies, and promotion (flyers) on campus or within college buildings is not permitted without permission of the Vice President of Student Affairs and Information Services. Students may not act as agents for business firms, which entail solicitation, or the receipt of business offers or goods on college property. Further, students may not solicit on behalf of the college without the permission of the Vice President of Student Affairs and Information Services. Use of any college facilities for business purposes of any nature (e.g., the selling of food, clothing, jewelry, merchandise, favors, manicures/pedicures, hair perming/styling/braiding, barbering, babysitting, etc.) is prohibited. **(Probation, Community Service, Suspension, Fine, or Expulsion)**

4.20 Theft/Misappropriation.

Theft is defined as the wrongful taking of money or property without the consent of the owner, and/or the secreting of anything stolen, regardless of where the theft occurred; stealing from another person, agency, institution, or college; the taking of property belonging to another, with the intent of converting the property to one's personal use; the unauthorized taking or consumption of food from a campus event; unauthorized use of another's credit card; and failure to return another's personal property upon request or within a reasonable period of time. Misappropriation, the taking of property belonging to another by mistake and/or without the owner's permission but with no intent to convert the property to one's personal use, is not permitted. This includes unauthorized moving or relocation of college furniture to one's own room or to some other area, illegal and/or unauthorized possession or sale of any property without the proper authorization, and possession of property that has been reported lost or stolen. **(Probation, Community Service, Suspension, Fine, or Expulsion**)

4.30 Trespassing.

Unauthorized presence on, in, or within any building or property owned or operated by the college (including technology labs, shop areas, classrooms, offices, buildings, etc.), or the unauthorized entry into or remaining in a facility or in a private room or office under the control of another, after having been asked to leave. Unauthorized campus visitors will be subject to arrest and criminal proceedings. **(Probation, Community Service, Suspension, Fine, or Expulsion)**

4.40 Unauthorized Use/Entry of College Facilities. Unauthorized use of equipment, occupancy of, or unauthorized entry into or exit from college facilities is prohibited. Unauthorized entry/exiting includes entering and/or occupying and improperly exiting college facilities that are locked, closed, or restricted for use to certain or all persons. **(Probation, Community Service, Suspension, Fine, or Expulsion)**

4.50 Weapons/Firearms.

The use, possession, consumption, or display of weapons, firearms, or explosives is strictly prohibited on the premises of the college. Weapons include but are not limited to, the following: rifles, shotguns, ammunition, handguns, air guns, BB guns, bowie knives, daggers, switchblade knives, butcher knives, metallic or brass knuckles, explosives (including dangerous chemicals), water guns, play guns, firecrackers, propelled missiles, fireworks. The possession or use of items that resemble guns, knives, or other weapons is also strictly prohibited. When course content and classroom assignments require the use of such items, Divisional Deans should give prior written approval to the Vice President of Student Affairs and Information Services, as a matter of record. **(Expulsion)**

Disciplinary Procedure for Trenholm State Community College

Authority

By virtue of the approved by-laws and policies of the Trenholm State Community College, the President of the college is charged with the responsibility of maintaining "appropriate standards of conduct" for students. This duty has been delegated to the Dean of Student Affairs and Information Services or his designee. The Dean of Student Affairs and Information Services or his/her representative is further authorized to expel, dismiss, suspend and place limitations on continued attendance and to levy penalties for disciplinary violations. The Dean of Student Affairs and Information Services is aided by judicial councils.

Judicial Council

Three committees are appointed to hold hearings for students accused of violating the regulations of the college:

Inter-Student Services Disciplinary Council:

Composed of Student Services professionals (Dean of Student Affairs and Information Services-presiding officer/ designee) hears all informal cases and in some instances cases of formal proceedings, involving infractions that will constitute sanctions of probation, fines, suspension from school in length, and/ or community service. The Council sometimes can be composed of various Student Services professionals that can hear a formal case, and also in rare cases in which the Administrative Judicial Council sends a case (s) back to a lower council. The Council also serves as an appellate council.

Student Judicial (Court) Council:

Composed of Student Government Association members (Chief Justice of the SGA-presiding officer; Faulty member and staff member advisor) Council hears cases that the Dean of Student Affairs and Information Services considers to be minor/ moderate infractions that will constitute sanctions of probation, fines, and/or community service. Council makes recommendation to the Dean of Student Affairs and Information Services to either uphold, reject, or modify sanctions imposed in the informal hearing.

Administrative Judicial Council:

Composed of a quorum of the executive cabinet of the college (Dean of Student Affairs and Information Services presiding officer-ex officio member), the Council hears cases that the Dean of Student Affairs and Information Services constitutes to be severe infractions that may lead to a recommendation of suspension or expulsion. Before proceedings began, council reserves the right to send the case back to a lower council based on the merit (s) of the infraction per reading all reports. Council also serves as an appellate council.

Note: The Dean of Student Affairs and Information Services also reserves the right to meet with students outside of council proceedings in an effort to minimize the volume of cases being referred. The Dean of Student Affairs and Information Services has the right to remove a student from campus and off campus sites until more official proceedings can materialize. In cases involving the Dean of Student Affairs and Information Services, the Dean's designee will be the presiding officer.

Disciplinary Procedures

The following rules of procedures for adjudicating alleged violations of the Trenholm State Community College Student Code of Conduct are established for use by the Student Services Disciplinary and Appeals Committees. The administration of sanctions at the college is an educational process that is not designed to be punitive, and will experientially demonstrate its intent to be of a fair, appropriate, truthful, and due processed procedure. Disciplinary procedures may be initiated by the college (Dean of Student Affairs and Information Services) or by the designee of the Dean of Student Affairs and Information Services. The complaint or an official incident report must be investigated prior to judicial proceedings being invoked. If a student is suspended for a semester or academic year, or expelled from the institution (permanent separation) the registrar, financial aid director, and fiscal affairs director will

be notified by the Dean of Student Affairs and Information Services to administratively withdraw the student from the College. However, a permanent file will be maintained by the office of the Dean of Student Affairs and Information Services and the Office of the Registrar.

Judicial Process

1. The student (s) involved shall be notified within three (3) working days in writing by the Dean of Student Affairs and Information Services that a report has been filed involving him/her in an incident that is in direct violation of the Trenholm State Community College code of conduct. The notification will outline the time and place of the informal hearing, and if the student does not attend he/she invokes his/her rights to formal proceedings.
2. The student, at the informal hearing, is presented with charges, given an opportunity to respond to the charges presented, given an opportunity to confront his/her accuser, and an opportunity to accept/reject the proposed discipline (sanction) by the appropriate council via a signed document materialized by the Division of Student Services.
3. If sanctions are necessary and the student does not accept the discipline (sanction), based on evidence and/or witnesses that are requested by the accused to be presented/heard in formal proceedings, hearing procedures are then invoked within three (3) working days of signing the form invoking rights to formal proceedings. A time and place of the hearing will be sent to the student (s) and the appropriate council will hear the case. If the student does not sign the disciplinary form, the student automatically invokes his/her rights to formal proceedings that could lead to probation, suspension, or expulsion, for disrespecting the code of student conduct and the judicial process of Trenholm State Community College. If the student (s) fails to appear before any council, the council will make a decision in his/her absence, and the student shall be notified in writing of the council's decision, which will stand as record for the student (s) involved. The Dean of Student Affairs and Information Services will notify the student (s) of the council's decision in writing to be mailed to the student's (s) address which was submitted on the application to the college.
4. The student can bring witnesses, an advisor, and/ or an attorney to the formal hearing, but the student (s) has to notify in writing the office of the Dean of Student Affairs and Information Services two (2) days (48 hours) prior to the hearing but can only be heard at the discretion of the presiding officer. If a witness that is a student of the college is present and engages in false testimony or misrepresentation/ falsification, the student (s) will at that time become a part of the judicial process of the college and sanctions may be imposed,
5. When a student is accused of violating the Student or Collegiate Codes of Conduct and criminal charges are pending against the student, an attorney may be present. In this instance, the role of the attorney is limited and passive. The attorney cannot actively participate in the hearing or ask questions of the witnesses or judicial council members. The attorney's role is to advise the student regarding self-incrimination and to observe the proceedings. If a student does not have present criminal charges pending, an attorney, however, will not be permitted to be present during any disciplinary proceedings.
6. When the judicial process of college officials involves a ward of the State, residence of a living/ treatment facility, a felon, an individual that poses a threat to others, or an individual already a part of a criminal case and/or investigation, the Dean of Student Affairs and Information Services at discretion will contact and cooperate with the cooperating agency whether it be state, federal, or local.

Disciplinary Hearing Procedures

A. A. To ensure that Trenholm State Community College is strictly adhering to FERPA Laws, disciplinary hearings are private and confidential involving the student and the council. Hearings are closed to the campus community, media, and the general populous.
B. The Dean of Student Affairs and Information Services' assignment of cases to the appropriate judicial council determines the hearing officer.
C. The format begins with the presentation of charge (s) and proceeds with:
D. Call for the accused to respond to the charge(s), present witnesses and/or evidence

E. Supporting testimony and information on the charge (s),
F. Presentation of the accuser's testimony, witnesses, and/or evidence
G. Examination and questioning of accused, accuser, and possibly the witness/advisor by the members of the council
H. Deliberation by the council
I. Decision by the council to include:
J. Recall of precedent of prior sanctions made on like infraction (s)
K. Finding on a question of guilt or innocence
L. Sanctions, if any rendered to the presiding officer
M. Presiding officer renders the decision verbally to the accused, then the accuser (both parties are bound to strict confidentiality rules; if not, student (s) will be subjected to disciplinary proceedings)
N. Transcript will be transcribed and submitted to all parties involved
O. Transcript will be filed in the Office of the Dean of Student Affairs and Information Services

Due Process

The following due process procedures are afforded to all ID card carrying students at Trenholm State Community College who are involved in cases which may result in disciplinary sanctions:

The student (s) shall be notified in writing that he/she has been perceivably involved in an incident that is in violation of the Trenholm State Community College code of conduct. The notification will be submitted to the student (s) within three (3) working days and will provide the date, time, and place of the judicial hearing.

A. The individual will be permitted to face and question his/her accuser (s) and witnesses testifying against him/her at the hearing. At the discretion of the hearing officer, both the accused and the accuser have the right to provide evidence and witnesses to prove otherwise or to speak on their behalf.
B. After due consideration of the appropriate judicial council, the council shall render to the presiding officer a verbal and/or written decision.
C. The student, if opposed to the sanction (s) rendered by a council, has the right to reject the sanction and invoke appeal proceedings.
D. The student has to provide in writing within three (3) working days of the hearing, to the Dean of Student Affairs and Information Services, the basis of the appeal, new evidence, and/or new witnesses. An appeal will not be granted, unless the aforementioned are not evident.
E. The Dean of Student Affairs and Information Services will decide if an appeal is warranted, and if so, notify the student and the appropriate council to schedule a date, time and location within three (3) working days of the hearing, and send the case to the appropriate council for an appeal hearing.
F. If an appeal hearing is granted, and the appellate council makes the recommendation to the Dean of Student Affairs and Information Services, the student has the right to submit his/her case to the President of the college. The President will then advise the Dean of Student Affairs and Information Services of a recommendation to be carried out regarding the case or correspond with the student (s) directly.
G. If the student is still not satisfied with the decision, the student has the right to submit their case to the Office of the Chancellor for the Alabama Community

College System (please see ACCS Policy on the of conduct, the student's (s) case outside of the college will determine the fate of the student's (s) matriculation at Trenholm State Community College. The college will continue its case involving the student (s) after the external case against him/her is settled, and said student (s) might be suspended until that time.

Note: In cases in which the Dean of Student Affairs and Information Services constitutes an emergency, Due Process proceedings will be foregone temporarily, and the student (s) will be removed from all premises of Trenholm State Community College until order is restored. Infractions of the college's rules, regulations, and sanctions consisting of fines, reprimands, probation, and work assignments will not become a part of a student's permanent record.

Rights of Victims

In a judicial hearing, both the accused student and the victim have rights.

The rights of the victim are listed below:

- To choose whether to charge the student with a violation of the law. The victim may also formally charge him/her with a violation of the Student or Collegiate Code of Conduct, resulting in an informal hearing with a judicial council or formal hearing before the appropriate Student Services Disciplinary Council.
- To have a person(s) of their choice accompany them throughout the judicial process.
- To submit a victim impact statement to the hearing officer of the Student Life Disciplinary Council prior to a penalty being imposed.
- To have past unrelated behavior excluded from the hearing.
- To be informed of the results of disciplinary hearing, in compliance with the Campus Police and Student Right to Know Act with the permission of the Dean of Student Affairs and Information Services.
- To have adjustments made in residence hall living arrangements if necessary. Trenholm State Community College has an obligation to protect members of the college community from physical harm or from a student whose continued presence on campus presents a clear and present danger to themselves or others. Notwithstanding the victim's right to bring charges, the college reserves the right to investigate and take appropriate action against a student accused of a violent physical or verbal assault.

Responsibility of the Accused Student

- A student accused of alleged violations of the Student or Collegiate Codes of Conduct is notified to appear in the Office of Judicial Affairs for an informal hearing (conference) with the Dean of Student Affairs and Information Services or notification is given in reference to a specific date and time to appear before the appropriate committee for a formal hearing.
- If the student accepts responsibility for the violation, he/she may request to waive all further hearings and accept the decision of the Judicial Officer (Dean of Student Affairs and Information Services/ designee) as final and binding for all purposes.
- The student may request that his/her case be heard by the appropriate council. In the event that the request is approved for a formal hearing, the Dean of Student Affairs and Information Services will conduct a hearing to determine responsibility if the student denies the charges, and /or impose a penalty when responsibility is determined. The option to have a case heard by a council is not available during holidays, between semesters, or when a council is not available to meet.
- The student may request that the Dean of Student Affairs and Information Services to adjudicate his/her case. The Dean of Student Affairs and Information Services will conduct a hearing to determine responsibility if a student denies the charge(s), and/or to impose a sanction when responsibility is determined.

Rights of the Accused Student Violator

When a student is charged with violation of the Student or Collegiate Codes of Conduct, disposition of the student's case shall be according to constitutional requirements of due process and in keeping with the judicial procedures outlined below.

Students charged with violations of the Trenholm State Community College Student or Collegiate Codes of Conduct are entitled to:

A. Be presented a written specification of charges.
B. Have a fair and impartial hearing.
C. Know the nature of the evidence against them and names of witnesses scheduled to appear at the time of the hearing.
D. Present evidence and witnesses in their behalf
E. Be accompanied at a hearing by an advisor of their choice. When a student is accused of violating the Student or Collegiate Codes of Conduct and criminal charges are pending against the student, an attorney may be present. If a student does not have present criminal charges pending, however, an attorney will not be allowed to be present during any disciplinary proceedings. When an attorney is present, his/her role is limited and passive. The attorney cannot actively participate in the hearing or ask questions of the witnesses or

judicial council members. The attorney's role is to advise the student regarding self incrimination and to observe the proceedings.

F. Be present at the hearing during the presentation of any evidence or material on which a decision will be made. If the student fails to attend the hearing, it will be held in the student's absence. Failure to appear after proper notification may result in suspension from the college.
G. Refuse to answer questions.
H. Ask questions of witnesses through the hearing officer only.
I. Have a decision based on evidence presented and the vote of the committee.
J. Be presented a written notice of results of the hearing.
K. A Student Advisor. Students who are alleged to have violated the Trenholm State Community College Student or Collegiate Codes of Conduct can request assistance in the identification of an advisor by contacting the Office of the Dean of Student Affairs and Information Services. Students may seek advice from an individual chosen by the student. Advisors may aid the accused student in the following ways:
    - Develop a fair and logical defense.
    - Inform the accused student on hearing procedures.
    - Be present at the hearing. Space will be made available for the advisor to sit with the accused.
    - Advise the accused during the hearing at the appropriate time only and on appropriate matters relating to the hearing. The advisor is not allowed to speak during the hearing proceedings, and may not conduct the defense of in any way actively participate in the hearing.
L. Request an appeal of a decision of suspension or exclusion from the college, according to established guidelines.

Judicial Sanctions

Terms And Definitions

Admonishment. A warning to the student to refrain from any and all actions that may result in disciplinary action. No sanctions are given, unless the student violates the Trenholm State Community College rules and regulations or Student or Collegiate Codes of Conduct.

Campus-Community Service. A sanction imposed upon a student as a result of a violation of the Student or Collegiate Codes of Conduct. Service is provided by the student to a specific on-campus area or department of the college for a specific amount of hours as imposed by the judicial body. Monetary compensation is not provided. A service contract is to be signed detailing the tenets of the service to completed. NOTE: Failure to complete required campus service will result in the student being placed on a disciplinary hold, fine, or suspension from the college.

Exonerate. To clear the accused of any and all blame, with all charges being dismissed or dropped.

Fine. A monetary payment imposed as punishment for an offense. Payment must be made to the college for violations of the Student or Collegiate Codes of Conduct. NOTE: A disciplinary fine may range from $25.00 (twenty-five dollars) to $500.00 (five hundred dollars), depending upon the severity of the offense(s).

Probation. A specified amount of time, involving restrictions, after which college authorities will determine if the student's behavior has improved. During this time period, the student may receive additional disciplinary measures resulting in suspension, if he/she is involved in violations of any type of the college Student or Collegiate Codes of Conduct and /or the breaking of any laws. The types of probation are Regular and Indefinite. NOTE: Probationary statuses range from one (1) semester through graduation. A violation of a probationary status may result in the student being immediately suspended from the college

Loss Of Privileges. A student who receives a judicial sanction will be notified in writing of the specific privilege(s), which he/she has lost. The privileges may include removal/eviction from on-campus facilities, events, sporting, activities, and restrictions from affiliation and or representing the college. The written notification shall include the time period for which the student has lost certain privileges.

Pre-Hearing Suspension. The Dean of Student Affairs and Information Services or designee may suspend students from the college pending a scheduled judicial hearing, given the severity of the infraction.

Research Assignments. Based on the nature of the offense, students may be required to complete a research assignment as a part of the service agreement on a topic related to the offense committed. The research assignment must be typed, completed and submitted by the deadline specified. It must be thorough, comprehensive, and scholarly. The completed project must also conform to other specifications that may be given by the Dean of Student Affairs and Information Services or judicial body. NOTE: Failure to comply with the terms of this sanction will result in a fine or temporary suspension from the college until all matters are agreed upon by the student and the appropriate official or all requirements have been completed.

Restitution. Compensation, reimbursement of, or a required replacement of a loss, injury, or property (personal or private) by the student in violation. Restitution must be made within a specified time period. Failure to pay full restitution to the appropriate party will result in the student being placed on disciplinary hold and /or suspension. NOTE: Restitution is due in full, prior to or within the 30th day from official notification to the offender, unless otherwise approved by a judicial administrator.

Suspension. Dismissal from the college for a specific period of time following severe acts of violation of the Student or Collegiate Codes of Conduct or violation of a present probationary status. Suspensions are recorded on the student's permanent record. Students suspended from the college are required to return their student identification card and room keys and may not return to campus for the duration of their suspension, except to conduct official business with an administrative officer or faculty member, and then only with prior permission of the Dean of Student Affairs and Information Services/ designee.

If a student returns to the campus without permission during the period of suspension, his or her eligibility to return to Trenholm State Community College will be threatened and he/she will be subject to arrest. During the period of suspension, the student is not eligible or entitled to receive any college services. His or her name is deleted from the roster of enrolled students and from the faculty class roll. The student will not get credit for course assignment, papers, projects, make-up work, or other course-related work during the period of suspension. During the period of suspension, therefore, the student's relationship with the college is terminated, and he or she is, in fact persona non-gratis. If a student is suspended from the college, a letter will be sent to his or her parents and the registrar, financial aid personnel, and fiscal affairs will be notified to administratively withdraw the student. Following a fully served suspension period, a student who wishes to re-enter the college must make a written request to be re-admitted to the college. The student must present a typed letter to the Dean of Student Affairs and Information Services no later than (30) days prior to the beginning of the semester for which he/she is asking to be allowed to return (e.g. letter must be received 30 days before the fall semester is to begin if this is the semester the student wishes to return to the college.)

The Dean of Student Affairs and Information Services will review the file of the student and determine the student's eligibility to return to the college following a suspension period. Regardless of the fact that a student has served the specified amount of a suspension period, it is left to the Dean of Student Affairs and Information Services' discretion whether to allow re-admittance. The types of suspension are as follows: Suspension; Interim Suspension; Indefinite Suspension; Expulsion. They are defined below:

A. Suspension. Suspension period begins with an existing semester and continues through that semester or a portion of that semester; however, suspension may become effective at the beginning of a specified semester (usually the following semester) and continue through that semester and future ones.

   All students and student organizations returning to "active" status at Trenholm State Community College following a disciplinary suspension will be placed on mandatory "Probationary Status" for up to one calendar year. Any violations of the probationary status within this time period may result in an additional suspension effective immediately and continuing throughout the time period recommended by the appropriate judicial council.

B. Interim Suspension. Suspension that is immediately sanctioned when charges are alleged. The suspension will remain in effect until the disciplinary hearing is held or the student has completed requirements of the sanction imposed. Suspensions of this type are usually temporary; however, if the student is found guilty of the violation(s), or fails to satisfy the requirements of the sanction imposed, the interim suspension may be changed to another sanction, including suspension or expulsion.
C. Indefinite Suspension. Dismissal or Suspension from the college to be served for a period of not less than (1) one year.
D. Expulsion. Permanent separation from the college. Expulsion is the most severe sanction that can be imposed upon a student for a violation. The student who receives a sanction of expulsion is not eligible to apply for readmission to the college and will not be allowed on the main campus or off-site campus for any reason. When a student is expelled from the college, the student's relationship with the college is permanently severed, unless criminal acts and/ or restitution is pending and the student is persona non-gratis. The student (s) should understand that an arrest will be warranted if to be found on the premises of Trenholm State Community College.

Special Notation to Students

Each violation of the Trenholm State Community College Student or Collegiate Codes of Conduct is treated separately from any other case. Disciplinary sanctions will vary accordingly, depending upon the severity of each offense. All sanctions will be determined on an individual basis; however, all mitigating circumstances are reviewed and taken into consideration by the appropriate Judicial Council, the Dean of Student Affairs and Information

Services or designee. Therefore, students may or may not receive similar sanctions for offenses of the same or similar nature.

Disabled Student Services Grievances

A grievance is defined as the claim of an individual employee or student that there has been a violation, misinterpretation or misapplication of a rule, policy or procedure in relation to policies or the laws. The grievance procedures outlined in the faculty, staff, and students handbooks may be used by any faculty, staff, or student to resolve disability complaints.

Trenholm State Community College assures prompt and impartial consideration of any complaints, which an individual may experience in the college environment. When the circumstances require, faculty, staff, or students are encouraged to submit complaints or grievances in accordance with the procedures outlined below. Faculty, staff, or students may use this procedure without penalty or fear of reprisal. Particular attention must be given to the time period shown for each step of the grievance process. For example:

- Request for accommodations, academic adjustments, auxiliary aids, and services for individuals with disabilities are as follows:
- Request for accessible location for classrooms or offices due to a physical disability.
- Request for extended time due to a learning disability.
- Request for a sign language interpreter due to a hearing impairment, etc.

Informal Grievance Procedure (Disabled Student Services)

1. A grievance should be filed in writing, with the name and address of the person filing it and a briefly description of the alleged violation.
2. A grievance should be filed within 60 days of the alleged violation or such time after the complainant becomes aware of the alleged violation. (Processing of allegations of discriminations, which occurred before this grievance procedure was in place, will be considered on a case-by case basis in a prompt and equitable manner.)
3. The investigation shall be conducted by the Dean of Student Affairs and Information Services, consulting the American with Disabilities Act Compliance Officer. The investigation shall be informal but thorough, affording all interested persons and their representatives an opportunity to submit evidence relevant to a grievance.
4. A written determination as to the validity of the grievance and a description of the resolution, if any, shall be issued by the Americans with Disabilities Act Compliance Officer and a copy forwarded to the complainant no later than 10 days after its filing.
5. The Dean of Student Affairs and Information Services and the Americans with Disabilities Act Compliance Officer shall maintain the files and records of Trenholm State Community College relating to the complaints filed.

Formal Grievance Procedure (Disabled Support Services)

If the informal grievance process has not led to a mutually satisfactory resolution of the problem at the written request of the faculty, staff, or student, the Dean of Student Affairs and Information Services will refer the matter to the Administrative Council. The Administrative Council will be comprised of three full-time, non-academic employees appointed by the Dean of Student Affairs and Information Services. The committee's purpose is to review the grievance thoroughly and render a decision. The committee's decision can be appealed to the Dean of Student Affairs and Information Services and an appeals process shall be invoked within three (3) business of the request.

After a thorough review of the grievance, the committee shall have five (5) working days to render a written decision to the Dean of Student Affairs and Information Services. The Dean shall review the recommendation and make a written recommendation to the President. The decision will be communicated within ten (10) working days to the faculty, staff, or student that filed the grievance or the appeal. The decision of the President shall be final for the college. The student has the right to submit their case to the Office of the Chancellor of the Alabama Community College System (ACCS).

For Assistance (Disabled Student Services)

When faculty, staff or students have concerns related to the ADA or Section 504, they should address this information to:

Ms. Monica Robinson
ADA Coordinator
Trenholm State Community College
Post office Box 10048
Montgomery, AL 36108
(334) 420-4418

The ADA Compliance Office is located in Building F, Student Services Building, on the Trenholm Campus.

VA Complaint Policy

Any complaint against the school should be routed through the VA GI Bill Feedback System by following the link: http://www.benefits.va.gov/GIBILL/Feedback.asp. The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily.

General Policies

Equal Opportunity/Equal Access

It is the official policy of the Alabama Community College System and H. Councill Trenholm State Community

College that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. If you have a disability, and may require accommodations, notify the ADA Coordinator at 420-4418.

Alabama Gun Law and State Board Policy

The Alabama Act 3013-283, commonly referred to as Alabama's "Gun Law," that takes effect August 1, 2013 does not apply to Trenholm State Community College, its buildings or property identified as such. Board of Trustees Policy 511.01: Firearms on Campus, prohibits firearms on campus or on any other facility operated by Alabama Community College System institutions. The policy expressly lists the limited exceptions to this policy, and they are limited to the following:

1. Law enforcement officials legally authorized to carry such weapons who are officially enrolled in classes or are acting in the performance of their duties; or
2. An instructional program in which firearms are required equipment.

Violations of this policy shall lead to disciplinary action or removal from the premises by law enforcement.

This policy applies to all points of public entry in all buildings operated by Trenholm State Community College. If there are questions, please call the Coordinator of Safety & Security at 334-420-4275. (DPE Memorandum 82013-EXE-051)

Americans with Disability Act

H. Councill Trenholm State Community College complies with the provisions of the Americans with Disabilities Act of 1990 (ADA), which makes it illegal to discriminate against individuals with disabilities in employment, public accommodations, public services, transportation, and telecommunications. For additional information contact the ADA Coordinator at 334-420-4418.

The Clery Act

H. Councill Trenholm State Community College abides by the Jeanne Clery Act, a consumer protection law passed in 1990, which requires all colleges and universities who receive federal funding to share information about crime on campus and their efforts to improve campus safety as well as inform the public of crime in or around campus. At Trenholm, this information is made publicly accessible through the college's annual security report.

Under the Act, Trenholm must provide survivors of sexual assault, domestic violence, dating violence, and stalking with options such as changes to academic, transportation, or living, or working situations, and assistance in notifying local law enforcement, if the student or employee chooses to do so. It also provides both parties in a campus disciplinary process certain rights.

Trenholm outlines specific policies and procedures within their annual security reports, including those related to disseminating timely warnings and emergency notifications, options for survivors of sexual assault, domestic violence, dating violence, and stalking, and campus crime reporting processes.

Rehabilitation Act

H. Councill Trenholm State Community College complies with equal opportunity in its employment, admissions, and educational programs and activities in compliance with Section 504 of the Rehabilitation Act of 1973. For additional information contact the ADA Coordinator at 334-420-4418.

Drug-Free Schools and Campuses Act

H. Councill Trenholm State Community College is a public educational institution of the State of Alabama and, as such, shall not permit on its premises, or at any activity which it sponsors, the possession, use or distribution of any alcoholic beverage or any illicit drug by any student, employee or visitor.

In the event of the confirmation of such prohibited possession, use, or distribution by a student or employee the College shall, within the scope of applicable Federal and State due process requirements, take such administrative or disciplinary action, which may include, but shall not be limited to suspension or expulsion. For an employee, such administrative or disciplinary action may include, but shall not be limited to: Reprimand, suspension, termination of employment, or requirement that the employee participates in and/or successfully completes an appropriate rehabilitation program. Any visitor engaging in any act prohibited by this policy shall be called upon to immediately cease from such behavior.

If any employee, student or visitor shall engage in any behavior prohibited by this policy which is also a violation of Federal, State or local law or ordinance, that employee, student or visitor shall be subject to referral to law enforcement officials for arrest and prosecution.

Computer Crime Act

The provisions of the Alabama Computer Crime Act are applicable at H. Councill Trenholm State Community College. This act provides for criminal prosecution of any person(s) who knowingly, willingly and without authorization destroy or manipulate intellectual property.

Harassment Policy

It is the policy of H. Councill Trenholm State Community College that students be provided an academic atmosphere free of harassment, including sexual harassment. Every member of management is responsible for enforcement of this policy and for setting an example with respect to conduct. The exploitation of institutional, academic or supervisory authority to sexually harass students, faculty or staff is a form of illegal sex-based discrimination. Violation of this policy is a violation of Title XI of the Education Rights Act of 1972 and of Title VII of the Civil Rights Act of 1964. Furthermore, violation of this policy can lead to suspension or termination from employment, liability for H. Councill Trenholm State Community College, and civil or criminal liability for the harassing employee.

Sexual harassment is a form of sex discrimination. The common element of a variety of forms of sexual harassment is the inappropriate introduction of sexual activities or comments into the workplace or learning situation. While sexual harassment may involve relationships among equals, it often involves relationships of unequal power, giving rise to elements of coercion centered on sexual activity for opportunities of benefit such as improved job or academic status.

For additional information contact the Dean of Student Affairs and Information Services/ Title XI Coordinator at 334-420-4296.

Substance Abuse Prevention

In cooperation with agencies of the Alabama Department of Mental Health, Trenholm State Community College provides a Substance Abuse Prevention Program which includes the following components: one group seminar per semester; counseling services on a referral basis; pamphlets, posters, and other informational materials. For additional information contact the Office of the Dean of Student Affairs and Information Services on the Trenholm Campus at (334) 420-4320.

Internet Acceptable Use Policy

Purpose & Intent

The purpose and intent of the H. Councill Trenholm State Community College Internet Acceptable Use Policy, is to provide information specific to the appropriate use of the Internet at ANY computing device on either campus of Trenholm State. This Acceptable Use Policy (AUP) specifically addresses authorized users of the facilities and/or equipment of the college. Unauthorized users and violators of the policies are subject to the maximum penalties of local and state rules, regulations, and matters of law.

Institutional Purpose of Providing Internet Access

The Internet, via the Alabama Research and Education Network (AREN), is provided for the SOLE purpose of supporting the educational activities of the college. AREN has established its own Acceptable Use Policy and AREN's restrictions are in addition to the requirements of the Trenholm State AUP.

The Internet is specifically provided to authorized users for the purpose(s) of:

- supporting course enhancements requiring access to the Internet
- providing a means of e-mail communications for students and faculty
- enabling staff, faculty, administration, and students a means to research topics of interest in support of all areas of endeavor within the purview of the college conducting administrative operations of he college
- all use of the Internet within the auspices of Trenholm State MUST be consistent with the established goals as stated in the College Catalog
- all users of the Internet MUST be affiliated with the college as an employee or student
- it is NOT acceptable to use the Internet for illegal purposes, including but NOT LIMITED TO:transmitting threatening, obscene, harassing, or other offensive materials using the Internet for ANY purposes OTHER than authorized educational purposes using the Internet to search for and participate in chat groups downloading and/or storing and/or installing personal materials NOT specific to educational purposes or directly authorized by the instructor of record changing ANY settings on computer systems in ANY lab/classroom WITHOUT EXPRESS WRITTEN OR VERBAL CONSENT OF THE INSTRUCTOR OF RECORD
- gaming, IN ANY FORM
- viewing sites that are obscene, threatening, or violate any other policies of the Internet use of the college, and
- using the Trenholm State Internet connection for ANY other manner, application or purpose that violates the strict educational purposes of the college.

VIOLATION(S):

All incidents and/or infractions will result in loss of privileges to college Internet resources. If the Violation warrants, legal remedies may be pursued on behalf of the College. Such legal actions will result from, but are not limited to:

- illegal transmissions/receptions of a threatening nature
- illegal downloading of copyright materials for use and/or distribution
- illegal viewing of illicit materials

Trenholm State exclusively reserves the right to monitor, store, and review all Internet traffic on the Trenholm State Network for the purpose of determining violations of this AUP. ANY Internet user who is in violation of this policy is subject to appropriate disciplinary and/or legal action.

All AUP policy violations by students are subject to review by the Dean of Student Affairs and Information Services. Policy violations by employees are submitted to the college HR department for further comment and/or action. Issues of acceptable use that are in question should be submitted in writing to the Director of Information Technology for interpretation. Until questionable use is resolved, in writing, questionable use should be strictly considered as “not acceptable.”