



NORTH CENTRAL TEXAS COLLEGE
CATALOG 2013-14

Official Bulletin Volume LXXVII

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NORTH CENTRAL TEXAS COLLEGE

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

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

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District**

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

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

This We Believe...

Statement of Core Values

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

Affordable, Quality Education

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

Stimulating Learning Environments

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

Integrity

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

Innovation

NCTC embraces creative ideas and challenging initiatives.

Cohesive Relationships

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

Encouragement

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

GRADUATE GUARANTEE PROGRAM

Transfer Credit

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

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

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

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

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

Guarantee for Job Competency

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

conditions which apply to the guarantee include the following:

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

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

IMPORTANT NOTICE TO ALL STUDENTS

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

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

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

FAMILY EDUCATIONAL RIGHTS AND RECORDS

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

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

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

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

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

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

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

INCLEMENT WEATHER AND CLOSING OF THE COLLEGE

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

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

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

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

ACADEMIC CALENDAR

<u>Calendar Event</u>	<u>Fall 2013</u>
June 15	Registration Begins
August 9	Staff General Assembly-College Closed
August 19-24	Late Registration – All Campuses
August 19	Faculty In-Service
August 26	Classes Begin
August 26 & 27	Add/Drop for Current Students Only*
September 2	Labor Day Holiday – College Closed
September 9	Official Date of Record
November 16	Last day to drop a class with a “W”
November 27	Thanksgiving Holiday – College closes at 3:00 p.m.
November 28 - November 30	Thanksgiving Holiday - College Closed
December 2	Classes Resume after Thanksgiving Holiday
December 7	Final exams for Saturday courses
December 9-12	Final exams (see final exam schedule)
December 12 & 13	Commencement Ceremonies
December 16	Final Grades, Attendance Rosters & Grade Rolls due at Noon
December 19 - January 1	Christmas & New Year’s Holiday – College Closed Except for Corinth Campus

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

<u>Calendar Event</u>	<u>Mini-Mester 2013</u>
June 15	Registration Begins
December 9-14	Late Registration – All Campuses
December 16	Classes Begin
December 17	Official Date of Record
December 25	Christmas Holiday Observed-College Closed
December 28	Last day to drop with a “W”
December 31	Final Exams – administered during class; Term ends
January 3	Final Exams-online classes; Term ends
January 6	Final Grades, Attendance Rosters & Grade Rolls due at Noon

<u>Calendar Event</u>	<u>Spring 2014</u>
November 15	Registration Begins
January 1	New Year’s Holiday Observed – College Closed
January 6-11	Late Registration – All Campuses
January 13	Classes begin
January 13 & 14	Add/Drop for Current Students Only*
January 20	Martin Luther King Holiday Observed
January 27	Official Date of Record
March 10 - 16	Spring Break – College Closed
April 12	Last day to drop a class with a “W”
May 3	Final exams for Saturday courses
May 5-8	Final exams (see final exam schedule)
May 8,9	Commencement Ceremonies
May 12	Final Grades, Attendance Rosters & Grade Rolls due at Noon

*Add/Drop period is officially scheduled for Tuesday and Wednesday of the first week of classes. However, extensions may be granted to students who meet pre-approved causes for exceptions: (1) a course has not yet met; (2) NCTC error; (3) student formerly attended another

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

**Calendar
Event**

November 15	Registration Begins
May 5-10	Late Registration – All Campuses
May 12	Classes Begin
May 13	Official Date of Record
May 24	Last day to drop with a “W”
May 26	Memorial Day Holiday - Classes Dismissed – College Closed
May 28	Final Exams – administered during class; Term ends
May 29	Final Grades, Attendance Rosters & Grade Rolls due at Noon

**Calendar
Event**

April 15	Registration Begins
May 27-31	Late Registration – All Campuses
June 2	Classes Begin
June 5	Official Date of Record
June 28	Last day to drop with a “W”
July 3	Final exams administered during class; Term ends
July 4	4th of July Holiday Observed-College Closed
July 7	Final Grades, Attendance Rosters & Grade Rolls due at Noon

**Calendar
Event**

April 15	Registration Begins
June 30-July 5	Late Registration – All Campuses
July 4	4th of July Holiday Observed- College Closed

July 7	Classes Begin
July 10	Official Date of Record
August 2	Last day to drop with a “W”
August 7	Final exams administered during class; Term ends
August 11	Final Grades, Attendance Rosters & Grade Rolls due at Noon

**Calendar
Event**

April 15	Registration Begins
May 27-31	Late Registration – All Campuses
June 2	Classes Begin
June 17	Official Date of Record
July 4	4th of July Holiday Observed – College Closed
July 26	Last day to drop with a “W”
August 7	Final exams administered during class; Term ends
August 11	Final Grades, Attendance Rosters & Grade Rolls due at Noon

Summer III 2014 (10-Week Session)

COLLEGE PERSONNEL

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Kim Birdwell, Director of Graham Campus

B.S., Texas Tech U.

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A.A., Del Mar College; B.A., Corpus Christi State U.;
M.P.A., U. of North Texas

Jessica DeRoche, Director Flower Mound Campus

B.A., M.Ed., U. of North Texas B.A., M.Ed., U. of Texas
at El Paso

Tracey Fleniken, Director of Counseling & Testing

B.A., McNeese State Univ., M.A., Texas Woman's Univ.

Kari Ford, Director of Admissions & Registration

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Univ., M.S., Texas A&M U.-Commerce

Djuna Forrester, Dean of Lifelong Learning

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

Daisy Garcia, Director of Student Life

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

Dr. Larry Gilbert, Dean of Instruction

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Texas Tech U.

Van Hedrick, Athletic Director, Head Softball Coach, Dept Chair Physical Education

A.S., Vernon Regional Jr. College; B.A., M.A., Tarleton
State U.

Debbie Huffman, Dean of Instruction

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

Catherine J. Keeler, Director of Small Business Dev. Center

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

Ermie Kemp, Director of Financial Services

B.S., U. of San Carlos

Mary Martinson, Director of Student Support Services

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Dr. Michael Robertson, Director of eLearning

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

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B.S., Texas Tech U.

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Tiffany McQuien, Vocational Nursing

Shirley Meek, Program Coordinator, Cosmetology

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Moses Omane-Boateng, Economics, Sociology, Government

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Marla Owens, College Preparatory Mathematics

B.S., Langston U.

James Page, History, Government

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

Toni Perkins, Vocational Nursing

Certificate, Amedd Center & School; A.A.S., North Central Texas College

Rebecca Personett, Associate Degree Nursing

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

Gloria Prince, Cosmetology

Certificate, Amarillo College of Hairdressing

Dr. Terry Province, Program Coordinator, Computer Science

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

Jennifer Ratcliff, College Preparatory English

B.A., Oklahoma Baptist U.; M.A., Oklahoma State U.

Judith Rodgers, Program Coordinator, Surgical Technology

Diploma Mary Meek School of Nursing; B.S., Texas Woman's U.

Kimberly Rodgers, Associate Degree Nursing

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

Maria Cecilia Salisbury, Spanish

B.A., M.A., Universidad de Los Andes

Danielle Searles, English

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

David Smith, Vocational Nursing

B.S.N., New York Univ.

Janis Smith, Surgical Technology

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

Sherry Smith, Biology

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

James Staples, Department Chair Visual Arts

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

Stacie Stoutmeyer, Behavioral & Cultural Sciences

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

Shane Studdard, Music

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

Jill Swarner, Speech

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

Lynn Swisher, Associate Degree Nursing

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

Thom Talbott, Dept. Chair, Drama, Dance

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

Becky Terrell, Equine Science

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

Erica Thompson, English

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

Chaminda Unantenne, Associate Degree Nursing

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

Dr. Pietro Vargas, Spanish

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

Brian Waddell, Tennis Coach

B.S., Cumberland College

Tiffani Walker, Radiological Technology

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

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

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

Dr. Emily White, English

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

Aziel Wilson, Dept. Chair Math & Physics

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

Amy Wise, Vocational Nursing

Certificate, North Central Texas College

Kevin Wood, Chemistry

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

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

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

Eric Wright, Asst. Baseball Coach, Physical Education

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

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

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

Jill Yoder, Math

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

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

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

Darin Allred, Media/Communications Specialist

B.B.A, Texas Tech U.

Nimia Amaya, Bilingual Retention Specialist

B.S., Univ. of North Texas

Magen Bunyard, Counselor-Graham

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

Jennifer Burrows, Counselor - Bowie

M.A., Hardin Simmons

Cheryl Capuchina, Learning Resources Specialist

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

Jessica Carlile, Drop-out Recovery Coordinator

B.S., M.Ed.,

Melinda Carroll, Associate Registrar

B.S., U. of Texas-Arlington

Janet Cox, Registration Systems Specialist

B.A., U. of North Texas

Karen Davis, Coordinator of Bowie Campus Operations

A.A.S., North Central Texas College

Desire DeMange, Counselor-Flower Mound

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

Dan Doss, Tech/Director Facilities Coordinator

B.S., M.A., Sul Ross State U.

Deborah Endres, Dual Credit Coordinator

M.S., Walden Univ

Doris Floyd, Science Lab Facilitator

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

Sara Gay, Science Lab Facilitator

B.S., Texas Woman's U.

Janie Grimes, TRIO Direction Counselor

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

Glen Hearell, Network Administrator

A.A.S., North Central Texas College

Michael Jacob, SBDC Consultant

B.B.A., Texas Christian U.

Courtney Jaimes, Associate Director of Advisement - Corinth

M.Ed., U. of North Texas

Andrew Klement, Science Lab Facilitator

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

Amy Klohn, Quality Enhancement Plan (QEP) Coordinator

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

Pam Livingston, SBDC Business Counselor

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

Dianne Mannion, Workforce Coordinator

M.L.A., Baker Univ.

Michelle McLaughlin, Librarian

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

Sabrina McKethan, Librarian

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

Amy Mitchell, Project REV Coordinator

B.S., Oklahoma State Univ.; M.S., Univ. of Central Oklahoma

Crystal Mohamed, TRIO Coordinator

B.S., M.Ed., Univ of Central Oklahoma

Sandy Otto, Assistant to President and Board of Regents

A.A., North Central Texas College

Lynn Peters, Senior Director of Payroll & Human Resources

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

Shedrick Pittman-Hassett, Associate Director Library Services

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

Scott Pulte, TRIO Transfer Specialist

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

Yvonne Sandmann, OSD Coordinator

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

Mike Scott, Counselor, Corinth

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

Angela Sharp, Lifelong Learning

B.S., Lubbock Christian Univ.

Kenneth Smith, Vocational Training Coordinator

Certificate, Grayson County College; A.A.S.; North Central Texas College

K. Wayne Smith, OSD Coordinator

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

Becky Solley, Instructional Designer

B.SEd., Abilene Christian U.; M.S., Univ. of North Texas

Dax Stokes, Librarian

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

Robin Studdard, Librarian

B.S. Baylor U.; M.L.S., Texas Woman's U.

Donna Uptergrove, Director of Grants

B.B.A., Texas Tech

Pamela Van Hook, Webmaster

B.S., Missouri Western State U.; M.S., University of North Texas;

M.B.A., U. of Phoenix

Dianne Walterscheid, Director of Marketing & Public Relations

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

Jill Willi, Science Lab Facilitator

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

Stanja Zywloski, Associate Director of Financial Aid

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

Support Staff

Name	Office/Department
Shawna Ayers	Vice President of Instruction/Chief Academic Officer
Michelle Andreas	Library
Eva Beck	Ag Department
Meredith Bentley	Marketing & Public Relations
Teresa Benton	Maintenance
Nancy Bramlet	Admissions/Registrars Office
DeeAnn Brown	Admissions/Registrars Office
Amy Brown	Institutional Advancement
Karen Bynum	Business Office
W.Cris Calhoun	Advisor

Melisa Cisneros	Math Department	Nancy Kirk	Vice President of Student Services
Misty Clark	Allied Health Department		
Penny Cogbill	TRIO/OSD	Sara Merlene Kluth	Flower Mound Campus
Nycole Comeaux	Admissions/Registrars Office	Karen Lampson	Visual Arts
		Claudia Leuschner	Emergency Medical Services
Iris Cook	Financial Aid		
Jason Cook	Information Systems	Rita Lusk	Business Office
Casey Cove	Health Sciences	Stephanie Martin	Financial Aid
Barbara Cox	Cosmetology	Janet Mathis	Dean of Instruction, Corinth
Jennifer Davis	Admission/Registrars Office	Cheryl McDonald	Dean of Instruction, Corinth
		Chris McLaughlin	Information Systems
Toni Deweber	Institutional Advancement	Susan Miller	Information Systems
Matt Eddington	Information Systems	Arvona Mills	Business Office
Bridget Eddowes	Counseling and Testing	Michelle Mitcheltree	Information Services
Jeanette Farr	Human Resources	Kayra Morgan	Lifelong Learning
Debbie Frost	Marketing & Public Relations	Sharon Murphree	Administrative Services
		Wendy Perkins	Admissions/Registrars Office
Lynn Garrett	Human Resources		
Barbara Gibson	Small Business Development Center	Dawn Porter	College Preparatory Studies
		Joan Pulte	Admissions/Registrars Office
Beverly Goddard	Admissions/Registrars Office		
		Linda Reid	Corinth Maintenance
Regan Gore	Teacher Education	Kate Richardson	Admissions/Registrars Office
Cristina Gottardi	Advisor		
Sasha Hampton	Student Success	Cheryl Roberts	QEP/S3 Grant Office
Franklin Haskins	Financial Aid	Karen Roos	Information Services
Dana Hawkins	Graham Campus	Tangee Rucker	Dean of Operations Office-Corinth
Angela Hearell	Business Office		
Alex Holland	Information Services	Diana Saliah	Advisor
Wanda Holyfield	Business Office	Lemuel Sapien	eLearning
Ashley Hubbard	Admissions/Registrars Office	Sharon Simmons	Library
		Barbara Simpson	Student Success
Chris Hubbard	Financial Aid	Beverly Smith	Business Office
Blanca Hull	Admissions/Registrars Office	Tiffany Smith	Equine Farm
		Rodney St. John	Beef Center
Preciosa Johnson	Admissions/Registrars Office	Brenda Stephens	Bowie Campus
Mary Kaden	Business Office	Dona Taylor	English, Speech, Foreign Language
Jonah King	Information Services	Judy Taylor	History/Humanities/Philoso

	phy
Jennifer Warmbrodt	Government, Economics, Anthropology, Sociology, Psychology
Casey Weatherly	Vocational Nursing
Lawana Woodlock	Performing Arts
Nicole Wheat	Admissions/Registrars Office
Deborah Woolf	Business Office
Amanda Worth	Counseling and Testing

Maintenance Personnel

David Belz	Assistant Plant Superintendent
Jack Cable	Plant Superintendent
Greg Freeman	Corinth Campus
Homer Holliday	Gainesville Campus
Jerry Jones	Gainesville Campus
John Kidd	Gainesville Campus
Milton Knauf	Gainesville Campus
Val Lile	Gainesville Campus
Larry Muller	Gainesville Campus
Kenneth Reed	Gainesville Campus
Doug Tillery	Corinth Campus

GENERAL INFORMATION

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

Mission:

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

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

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

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

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

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

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

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

Vision:

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

Values:

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

Affordable, Quality Education

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

Stimulating Learning Environments

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

Integrity

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

Innovation

NCTC embraces creative ideas and challenging initiatives.

Cohesive Relationships

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

Encouragement

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

History

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

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

Gainesville Campus

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

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

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

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

The college also maintains a 110-acre Experimental Farm and Beef Cattle Evaluation Center near Gainesville, as well as an Equine Center adjacent to the main campus with facilities including stables, barns, indoor and outdoor arenas, paddocks and pasture. Our new Elnora Smith Greenhouse opened in the spring of 2005.

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

Corinth Campus

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

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

Pinnell Square and Satellite Campuses

While the Corinth Campus is centrally located in Denton County, NCTC also has satellite locations throughout the area to better serve students. NCTC has expanded to Pinnell Square, directly across from the Corinth Campus. Located in Pinnell Square are NCTC’s Surgical

Technology Program and Lifelong Learning & Business Development Center. Additionally, academic credit courses for the general public are offered in the evenings at Northwest High School and Little Elm High School.

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

Bowie Campus

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

Opening in January 2000, the Bowie Campus provides students with modern classrooms, computer and science labs, Learning Resource Center and student services. Through the support of local employers, donors, the City of Bowie and other key partners, the campus was recently expanded to house a larger library and workforce training programs, such as Oil & Gas Technology.

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

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

Graham Campus

The Graham Campus is located in the rolling hills of North Texas. Considered by the founder of the community, Colonel Edwin S. Graham, as the “Gem City of the West,” Graham is historically known to be the first pre-planned community in North Texas and was established in 1872. Surrounded by the beautiful Possum Kingdom Lake and the Brazos River, this community has long been led by visionary people with education as a high priority. In November 2009, the citizens voted to join the NCTC service area and to approve a branch campus maintenance tax to support the maintenance and operations of the campus.

The Graham Knowledge Base Foundation funded the renovation of the former Shawnee Elementary Campus and created the facilities the technology and distance education

capabilities for instruction and workforce training. The facility has over 49,800 square feet of instructional and administrative space, including a large lecture hall, performance stage, distance education classrooms, state-of-the-art culinary arts center, and a computer lab.

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

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

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

Kim Birdwell, Director of Graham Campus
email: kbirdwell@nctc.edu

Flower Mound Campus

Located between I-35E and FM 2499 on Cross Timbers Road (Main Street) in Flower Mound, the Parker Square location serves as a centralized higher education center in the southern portion of Denton County. It complements the NCTC Corinth Campus located in central Denton County.

The Flower Mound campus is a 32,000 square foot building located in the beautiful Parker Square destination. This modern and sophisticated campus provides students with a technologically advanced learning environment. In addition to the library and general access computer lab, bookstore, testing center and student study areas, the campus also includes 10 classrooms, a lecture hall, two computer labs and a universal science lab. Students attending this campus can receive a full-range of support services including academic advising, counseling, financial aid and tutoring.

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

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

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

Jessica DeRoche
Director of Flower Mound
jderoche@nctc.edu

Small Business Development Center

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

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

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

Career Development Services

Career development services are made available, on request, to students, alumni and employers. They may, for example, utilize the Career Library or free online career exploration resources made available by the Counseling and Testing Centers at each campus. Requests for such services, as well as a more detailed description of available services and resources, should be directed to the NCTC Counseling and Testing Center at your campus.

Employers are encouraged to post job opening announcements both on campus and online by contacting the Student Services Administrative Assistant, located at the Gainesville Campus. Please call (940) 668-4240 if you would like to advertise a job opportunity on our Student Employment boards.

Public Service

North Central Texas College responds to the special needs and interests of the public, but it realizes that all these needs and interests cannot be served solely in a formal classroom setting through the traditional academic curricula. Members of the community at large are welcome on campus at any time and are given access to many college facilities and services, such as the library, free of

charge. Other facilities and services, including space for meetings, workshops and similar activities, are made available at minimal charges. For information contact the office of the Dean of Administrative Services at (940)668-4201. Or you may visit the NCTC website, www.nctc.edu.

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

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

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

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

Family Educational Rights and Records Access Annual Notice

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

Directory information is defined as:

1. Name, address, telephone number;

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

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

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

Tobacco-Free Campus

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

ADMISSIONS INFORMATION

General Admission Policy

North Central Texas College is committed to providing quality education to the community and the students who wish to attend to pursue higher education. Students may begin their studies in the Fall (August), Spring (January), Summer I (June), Summer II (July), or Summer III (June/July) semesters. NCTC has an “open admission” policy that allows all students to be admitted, regardless of previous academic history. We encourage students from a wide range of diverse backgrounds to attend North Central Texas College to meet their educational goals.

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

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

Admission Requirements

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

1. **Application For Admissions:** Forms may be submitted by using the online application at: www.nctc.edu under the admissions link or by using the ApplyTexas Application at: www.applytexas.org. Paper applications can be downloaded from the admissions page of the NCTC website or obtained from the Admissions Office.
2. **Official Transcripts:** As applicable, an official high school transcript or notarized home school academic record with date of graduation, documentary proof of GED certification or, in the case of a transfer student, official transcript(s) reflecting all work taken from all regionally accredited institutions of higher education must be on file in the Admissions Office by the official date of record at North Central Texas College. When documents are submitted to the NCTC Office of Admission and Registrar, the records become the property of North Central Texas College and will not be returned to the prospective applicants. Copies of the documents will be able to be supplied upon request.
3. **Residency :** For tuition purposes, students who enroll in North Central Texas College will be classified in one of three categories: in-district resident, out-of-district resident, or non-resident of Texas. The residency status of each student applying at NCTC is determined during the admissions process, based upon documentary evidence available to make that decision. The following definitions briefly describe the residency requirements specified in Texas statutes and in rules and regulations of the Texas Higher Education Coordinating Board. **In-District Residents** resides in Cooke County or Graham ISD and who has been a resident of Texas (as defined by the State of Texas) for the 12 months preceding the date of registration. **Out-of-District Resident** resides in a Texas county other than Cooke County or Graham ISD and who has been a resident of Texas (as defined by the State of Texas) for the twelve months preceding the date of registration. **Non-Resident of Texas** — a student under eighteen years of age who lives away from his family and whose family resides in another state or whose family has not resided in Texas for the twelve months preceding the date of registration, or a student eighteen years of age or over who resides out of Texas or who has not been a resident of the state for the twelve months preceding the date of registration. Residency reclassifications must be completed prior to the official date of record of the current semester. Failure to provide such documentary proof will result in the applicant being classified as a non-Texas resident for tuition/fee assessment purposes. Students needing additional information about residency determination should contact the campus Admissions and Registrar’s Office.
4. **Texas Success Initiative (TSI):** Students may be granted a partial exemption for TSI placement testing based on scores stated above (ACT, SAT, Exit-Level TAKS, or STAAR) for either Reading/Writing or Math. Partial exemptions are only granted on tests taken on or after April 2004. Composite or combined scores (ACT or SAT) MUST be met first on the same test date, then scores in subject areas are reviewed to determine a partial exemption.
5. All new students to North Central Texas College must complete the College 101/New Student Orientation.
6. **Health Records:** North Central Texas College acknowledges the Texas Department of Health’s request that ALL students have proper health inoculations and records. The College stresses the importance for all students to update their personal inoculations, especially those for mumps, measles, and rubella. The College reserves the right to request from each student such inoculation records to be placed in their personal student file should the Texas Department of Health mandate such a requirement. Students in Health Occupations programs are required to be immunized against Hepatitis B. Students enrolled in a

specific course may be required to show proof of major medical health insurance.

Important Note on Bacterial Meningitis

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

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

Methods of Admission

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

be eligible for dual credit courses during the summer prior to their junior year of high school.

d. Home or private schooled student may enroll in dual credit courses. All Dual Credit requirements apply.

e. All potential Dual Credit students that are enrolled in a Texas Public high school must pass the section of the THEA (or new statewide TSI Assessment) that is associated with the course they are wanting to take. All potential Dual Credit students must meet TSI eligibility requirements. Most students enter using high school 10th or 11th grade TAKS scores of 2200/3. If students are not able to enter using the TAKS scores they may become eligible using scores from any of the following tests THEA, Compass, SAT, ACT, PSAT, or PLAN. THEA standards for eligibility are:

1. Students must score 270 on the THEA math portion of the test in order to take a college level math course.
2. Students must score 230 on the reading portion of the test to take a college level English course.
3. Students must score 230 on the reading and 220 on the essay portion of THEA or take any other college level course.
4. Minimum passing scores for the new statewide TSI Assessment, beginning September, 2013, are:

Mathematics — 350

Reading — 351

Writing — Essay Score of 5, Essay Score of 4, and Multiple Choice Score of 363

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

3. **Individual Approval:** This method of admission may be selected by non-high school graduates. Students admitted through individual approval must sign a waiver stating that they understand they will be

ineligible for financial aid without a GED or high school diploma. In addition there are certain programs that require a GED or high school diploma. It is the student's responsibility to check the requirements for the program to which they are applying.

4. **Special Admission** : Special Admissions refers to Sophomores who wish to apply through a special admit process. They must pass all portions of the TSI, submit an official high school transcript or notarized home or private school academic record to date, along with written approval from their high school principal and/or counselor. Collegiate Academy Special Admissions refers to partnerships between NCTC and designated schools. These students must meet the Admission requirements for this program as agreed upon with the following partnered schools: Gainesville, Aubrey, and Lake Dallas.

- a. **Early Admissions** : Early Admissions refers to students who have successfully completed their junior year of high school. Students must submit an official high school transcript or notarized home or private school academic record to date, along with written approval from their high school principal or counselor. Students must also meet requirements for TSI. Students can choose Early Admissions or Dual credit, but cannot be in both programs at the same time. (See Dual Credit below for more information regarding the TSI requirements).

5. **College Transfer**: Students previously enrolled at another accredited institution of higher education are eligible for admission. Credit will be awarded for prior course work according to the following conditions:

- a. Transfer applicants are considered for admission to North Central Texas College first on the basis of having received sufficient credit to demonstrate ability to make satisfactory progress.
- b. Official transcript(s) reflecting all work taken from all regionally accredited institutions of higher education, as well as THEA scores or TSI status, MUST be on file in the NCTC Admissions office by the official day of record of the student's first semester.
- c. Students with credit from non-regionally accredited institutions of higher education should submit an official transcript with course descriptions and syllabi to the Admissions office for instructional review. The official transcript from institutions not regionally accredited only need to be submitted if a transcript evaluation for equivalent courses is needed.
- d. Credit for courses equivalent to those listed in the NCTC catalog will be given for credit earned at a regionally accredited institution of higher

education. Students need to turn in a "Degree Audit/Transcript Evaluation" form to the Admissions Office.

- e. Credit for equivalent courses will be awarded, according to the previously mentioned procedure, for courses that are specific to the student's degree program. A minimum of 18 semester hours must be taken in residence before a degree can be awarded by North Central Texas College.
 - f. Official course descriptions from out-of-state colleges previously attended may be needed to determine transfer credit.
 - g. The Office of Admissions & Registrar determines the total number of semester hours as well as grade points to be transferred. Students who complete the "Degree Audit/Transcript Evaluation" form will be informed of their transfer credit six to eight weeks after submitting the request. Student's transcripts may be evaluated administratively for financial aid purposes.
 - h. Grades of "D" may be accepted from other institutions, depending upon departmental requirements. Grades of "F" and "Incomplete" do not transfer.
 - i. PE courses may be waived for military service or for medical reasons. Required documentation include the student's DD214 indicating six months of active duty or a written statement from a physician.
 - j. Credit will be evaluated for military courses and/or experiences based upon the evaluation recommendations as outlined in the American Council on Education Guide to the Evaluation of Educational Experiences in the Armed Services manual.
6. **Readmission**: Students wishing to return after a break of enrollment for two long semesters must reapply through the Admissions and Registrar's Office. Applicants who have attended any other institution of higher education since last enrollment at NCTC must submit official transcripts from those institutions along with scores from a state-approved assessment by the official date of record. If transcripts are not received by this time, then there will be an academic hold placed on the student's account.

Application for Admission

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

1. Apply on-line by going to the NCTC website at www.nctc.edu and following the directions for electronic submission using the ApplyTexas application.
2. Filling out a paper application that can be downloaded off the NCTC website or picked up at any NCTC campus.

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

Admission to Health Science/Nursing Programs

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

1. Students seeking admission to Health Science programs (Emergency Medical Services, Radiological Technology, or Surgical Technology) or Nursing programs (Associate Degree Nursing or Vocational Nursing) must apply for admission to the college and to the individual program.
2. The Health Science or Nursing program faculty will advise students of special pre-admission requirements to each program. The requirements vary but may include a mandatory advisement session, a pre-admission test, recommendations and immunization and physical examination records. Refer to specific programs for additional requirements.
3. Applicants will be notified concerning their status with the individual program by the Health Science or Nursing program coordinator prior to the registration period in which the program starts.

Other Regulations Affecting Admissions

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

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

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

International Students

International Students

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

Attn: International Admissions Office

North Central Texas College

Administration Bldg. Room 105B

1525 W. California Street

Gainesville, TX 76240

940-668-7731 ext. 4404

international@nctc.edu

All international students must contact the International Admissions Office for specific information regarding educational and financial requirements for admission to North Central Texas College.

Practical Training

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

General Admission Requirements

Students Applying from Outside the United States

- Application for admission
- Complete College 101/New Student Orientation
- Documentation of permanent physical residence address in home country
- Copy of photo ID page of valid passport
- Satisfactory scores on the TOEFL proficiency test. Minimum TOEFL score requirement of 525(PBT), 197(CBT) or 71(IBT). NCTC code for reporting purposes is 6245.

- Official copies of complete academic records. Out-of-country transcripts must be submitted in English and accompanied by a general evaluation completed by an accredited service within the U.S. Contact International Admissions Office for a listing of accredited services.
- Affidavit of Support – original financial statements indicating funds available to cover expenses for one full academic year. Contact the International Admissions Office for specific financial requirements.
- Proof of meningitis vaccination
- NCTC Guidelines Agreement – contact International Admissions Office
- Valid passport photo ID on any dependent who will accompany student to U.S. NOTE: The Form I-20 will not be issued until **all** requirements have been satisfied.

Specific Requirements For Students Applying from Outside the United States.

1. Evidence of proficiency in the English language is required and can be satisfied by submitting results from the Test of English as a Foreign Language (TOEFL) with a minimum score of 525 on the written exam, 197 on the computerized exam, or 71 on the internet-based exam. NCTC code for reporting purposes is 6245.
2. Submit official copies (in English) of complete academic records. These records should describe the course of instruction in terms of years spent in school and types of subjects, and a description of the grading system. Out-of-country transcripts must be accompanied by a general evaluation completed by an accredited evaluation service, such as World Evaluation Services (www.wes.org) or International Academic Credential Evaluators, Inc. (www.iacei.net) The evaluation must indicate the student has completed the equivalent of a high school education in the U.S. for admission eligibility.
3. Submit an original, notarized Affidavit of Support (Immigration Form I-134) with supporting evidence dated within six months of the beginning of the semester for which the student is applying. Financial statements must indicate the sponsor has adequate funds readily available to cover all expenses the student might incur while studying at North Central Texas College. Contact the international advisor at international@nctc.edu for current tuition rates and other expense estimates. The Form I-134 may be printed at http://www.nctc.edu/Forms/pdfs/11_intstudentsupport.pdf.

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

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

Specific Requirements For International Transfer Students

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

Students Transferring from another U.S. College or University

- Application for admission
- Documentation of permanent physical residence in home country
- Official transcripts from all colleges or universities attended. A current minimum GPA of 2.00 is required for admission to NCTC. A final transcript

from current institution must be submitted at the end of the semester.

- Students enrolled in an Intensive English Program at another institution must provide a certificate of completion or must meet our minimum TOEFL score requirement of 525(PBT), 197(CBT) or 71(IBT).
- Copy of photo ID page of valid passport, student visa, and I-94 card (front and back)
- Copy of current I-20 and all previous I-20s issued
- Copy of passport photo, I-20, visa, and I-94 card on all F-2 dependents (if applicable)
- Affidavit of Support – original financial statements indicating funds available to cover expenses for one full academic year. Contact the International Admissions Office for specific financial requirements.
- Transfer Clearance Form completed by current international student advisor. Must indicate the student is in status and eligible for transfer – contact International Admissions Office regarding completion of this form.
- Proof of meningitis vaccination
- TSI Assessment scores (THEA, Compass, or new statewide test) or proof of exemption
- NCTC Guidelines Agreement – contact International Admissions Office

NOTE - Students will not be accepted for transfer until all requirements have been satisfied

Specific Requirements For International Students Applying for Concurrent Enrollment

Students Applying for Concurrent Enrollment

- Application for admission
- Copy of photo ID of valid passport, current I-20, and student visa
- Concurrent Enrollment Form from current international advisor indicating the semester student is approved for enrollment at North Central Texas College
- TSI Assessment scores (THEA, Compass, or new statewide test) or proof of exemption
- Official transcripts from all colleges or universities attended

- Proof of meningitis vaccination

NOTE - Students will not be accepted for admission until all requirements have been satisfied

Specific Requirements: Temporary And Permanent Resident Aliens

Temporary and Permanent Resident Aliens

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

Student Correspondence Policy (Student email)

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

North Central Texas College will use various and appropriate media and delivery methods for communication and corresponding with prospective, accepted and currently enrolled students. These may include but are not limited to electronic mail (email), web site and portal announcements, conventional mail delivery, paper documents and publications, and campus postings.

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

Social Networking Policy

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

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

Technical Support

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

On-Line Registration

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

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

Who is eligible to register online through MyNCTC?

- Students who have met Admissions requirements, including advising for first-time college students
- Students who are enrolled in an Associate's degree program

Who Is NOT eligible to register On-Line?

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

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

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

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

- First-time college students (including students who were previously Dual Credit students but are now at NCTC full or part-time)
- Students who are not TSI (Texas Success Initiative) complete in one or more areas (see next section for description of TSI requirements)
- Students who are enrolled in a certificate program

- Students who need to have transfer credits applied from another institution
- Students on Academic or Financial Aid Suspension (if appeal has been submitted and approved)

Academic Advising

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

All students should request to have a Degree Audit saved in MyNCTC by an advisor or counselor. Degree audits are extremely important because they show both students and advisors exactly what courses still need to be taken for students to achieve their educational goals. (Note that transcripts from all previously attended colleges/universities must be submitted to the Admissions Office along with a Transcript Evaluation Form in order for transfer work to be applied and an accurate Degree Audit saved.) Transcript Evaluation Forms should be submitted well in advance of an appointment with an advisor to allow time for processing. Students who qualify for online registration and who have completed college-level coursework already are not required to see an advisor, but it is recommended for students who have questions or need information about important issues regarding transferring, college majors, graduation requirements, etc. Students who wish to get a better idea of what major to choose and/or what courses to take should go to the Counseling and Testing Center to speak with an advisor or counselor or call one of the campus office locations:

Corinth Counseling and Testing Center (940) 498-6499

Gainesville Counseling and Testing Center (940) 668-4216

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

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

Graham Counseling and Testing Center (940) 521-7120

Academic Fresh Start: Students applying to the institution or to a specific program (e.g., LVN, ADN, Paramedicine, etc.) may choose to invoke Academic Fresh Start. Academic Fresh Start permits course work that is at least 10 years old to be ignored for application purposes and determination of grade point average (GPA). The student must complete the Request for Academic Fresh Start form available in the Registrar's Office at the time of

admission. Although grades on a student's NCTC transcript are not altered, the cumulative hours earned and cumulative GPA are set to 0 and an explanatory note is added. Academic Fresh Start applies to all course work in a given semester, regardless of the grades earned, and semesters chosen must be consecutive.

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

Texas Success Initiative (TSI)

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

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

Students may be exempt from TSI if they:

Students who have graduated with an Associate's degree or higher from an accredited institution within the U.S.

Students who earned a degree outside the U.S. must submit transcripts accompanied by a general evaluation completed by an accredited service. The evaluation must verify their degree to be the equivalent of an associate degree or higher earned at an accredited institution within the U.S. A list of accredited evaluation services may be found at the following link - www.naces.org/members.htm.

Any student wishing to enroll in a THEA-waived certificate program. Such "Level One" certificates are programs of one year or less that require at least 15 but no more than 42 semester credit hours.

Students who are serving on active duty as a member of the U.S. armed forces, or serve as a member of a reserve component of the U.S. armed forces, or National Guard for at least three years preceding enrollment. All THEA rules apply when the student is discharged from the military.

Students who were honorably discharged, released or retired from active duty as a member of the U.S. armed forces, the Texas National Guard, on or after August 1, 1990.

Students who transfer from private or out-of-state institutions may use transferred courses for which college credit is earned in the areas of Reading, Mathematics, and Writing. (Intro to General Psychology, History to 1865 or History from 1865 or American State and local Government 2301 or American National Government 2302 can be used for Reading TSI scores, College Algebra, College Mathematics and Trigonometry can be used for Math TSI scores and Composition I and Composition II can be used for Writing TSI Scores.)

Students with the following scores: (Partial Exemptions available on tests taken on or after April 2004)

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

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

TAKS - For a period of three(3) years from the date of testing, a student who is tested and performs at or above the following standards of the Eleventh grade Texas Assessment of Knowledge and Skills (TAKS) may be exempted for the corresponding section: minimum scale score of 2200 on the mathematics section, minimum scale score of 2200 on the English Language Arts section with a writing subsection score of 3.

Students who meet the new STAAR EOC testing requirements (scores have not yet been determined)

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

An accepted TSI placement test (THEA, Compass, or the new statewide assessment) is also required of all dual credit/early admission students from area high schools unless they are exempt.

Minimum Passing Standards

The following minimum passing standards shall be used by NCTC to determine a student's readiness to enroll in freshman-level academic coursework:

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

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

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

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

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

New statewide TSI Assessment:

Mathematics — 350

Reading — 351

Writing — Essay Score of 5, Essay Score of 4, and Multiple Choice Score of 363

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

Students are required to enroll in at least one area of remediation each semester until all remediation has been completed. Regular and punctual attendance is expected of all students in all developmental classes for which they have registered. There are **NO** excused absences. After **THREE** hours of absenteeism, a student may be warned and referred to the Director of College Preparatory Studies. After **SIX** hours of absenteeism, a student may be dropped from his/her College Preparatory class. If the student is dropped from the only College Preparatory class in which he/she is enrolled, the student may be **DROPPED** from all remaining courses for that semester. Students must

complete all required courses in a College Preparatory area with a "C or better" before proceeding to college-level course work in that area. (Example - If a student's scores place him/her in Beginning Algebra, that student must be continuously enrolled in a College Preparatory math course each semester until he/she completes the College Preparatory sequence in math). However, students may choose to enroll in more than one College Preparatory area each semester. (NOTE: It is **STRONGLY** encouraged that students who fail the Reading section of any test begin by enrolling in College Preparatory Reading courses.)

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

Transfer Students

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

Writing

ENGL1301 Composition I

ENGL1302 Composition II

Reading

HIST1301 US History to 1865

HIST1302 US History from 1865

Any sophomore-level Literature

PSYC2301 Introduction to General Psychology

GOVT2301, 2306 American, State & Local Government

GOVT2302, 2305 American National Government

Math

MATH1314 College Algebra

MATH1316 Plane Trigonometry

MATH1332 Math for Liberal Arts

MATH 1342 Elementary Statistics

MATH 2412 Pre-Calculus (or any sophomore-level Calculus course)

General Notes Regarding the Texas Success Initiative (TSI)

Placement Testing

The NCTC Counseling and Testing Office offers the THEA (Texas Higher Education Assessment), and beginning in September, 2013, will offer the new statewide TSI Assessment test for those students who are not TSI exempt and are required to have placement testing. An appointment to take the THEA or other TSI Assessment testing may be made by contacting the Counseling and Testing Office at your preferred campus. Current THEA testing fees are \$29 (\$10 paid in advance to reserve a seat, and \$29 on actual test date). Fees for the new TSI Assessment have not yet been determined. THEA results are available about 10 business days after testing and will be mailed directly to the student, who must then submit the scores to the NCTC Admissions Office. The new statewide TSI Assessment is computer based, and results will be available immediately upon completion of all required sections.

The Counseling and Testing Office also offers the Compass, a computer-based placement exam which is available at scheduled days and times during periods of regular and late registration. The full \$39 testing fee is required on the day you arrive to take the Compass, and results are available immediately after completing the exam.

Starting in September 2013, the new statewide TSI Assessment test will be the only accepted placement test available in Texas. Students tested and enrolled by August 26th, 2013, will be grandfathered in and can continue to use their current test scores and/or exemptions to qualify them for continued enrollment. Any first-time college student who did not enroll in classes prior to August 26th, 2013, will be subject to the new TSI Assessment test (unless previously listed exemptions are met).

Students who do not pass/meet NCTC and TSI standards in one or more sections of the THEA, Compass, or new TSI Assessment test will be prohibited from enrolling in the following courses:

READING: passing score required to enroll in HIST 1301, HIST 1302, GOVT 2305, GOVT 2306, PSYC 2301, and any sophomore level Literature course.

WRITING: passing score required to enroll in ENGL 1301 and ENGL 1032

MATH: NCTC minimum passing score required to enroll in ANY college-level Math, possible lower score requirement for MATH 1332 (depending on placement test taken)

College 101/New Student Orientation Policy

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

Corinth Counseling and Testing Center (940) 498-6499

Gainesville Counseling and Testing Center (940) 668-4216

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

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

Graham Counseling and Testing Center (940) 521-0720

Advanced Placement and Credit by Examination/Experience

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

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

1. May not be used to reduce the 18 semester hours required in residence for any degree or certificate;
2. May not be earned in any course the student is enrolled in after the official date of record or has previously attempted (W or F grades) or completed;
3. State laws specifies that the degree requirement of 6 semester hours in American history and 6 semester hours may not be reduced below 3 semester hours in each area by examination credit.
4. Credit is awarded only in areas offered within the current curriculum of NCTC, and is appropriately related to the student's educational program;
5. Credit by examination may be attempted only once for any given course;
6. Students utilizing AP credit are required to do so at the beginning of their first long semester at NCTC.

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

1. Student who have served on active duty in the military service of the United States for a period of at least six (6) months and who have been honorably discharged or released, as verified by the DD214, will receive four (4) semester hours of credit for physical activity courses. Personnel on active duty with at least six (6) months in the military service may also receive this credit by presenting a certified letter from their commanding officer attesting to their period of active service.
2. Partial degree requirements may be waived for industry certifications such as A+, Linux+, Network+, Security+, CCNA, or similar certifications issued by a qualified authority (COMPTIA, Microsoft, Cisco, etc.). The appropriate Program Coordinator will maintain a list of the appropriate equivalent NCTC courses.

Professional certifications must meet current industry standards, be equivalent to the current college course that is requested, and have the appropriate number of classroom training hours required of the college course.

Documentation must include a syllabus or other documents that specify topics taught, learning outcomes, and the number of clock hours required for the certification. Credit will be granted only for documented learning that demonstrates achievement of all outcomes for specific courses in an approved degree program. Program faculty will conduct evaluations of all requests and make

recommendations for the amount of credit to be awarded. Recommendations will be forwarded to the Vice President of Instruction for final approval.

All student requests for CLEP examinations must be made prior to registration into the class for which credit is being requested. Once registration has been completed, no credit by industry certification or by CLEP examinations will be allowed.

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

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

NCTC Credit for AP Examination

AP EXAM	SCOR E	NCTC COURSE NAME	COURS E NUMB ER	CRED IT HOUR S
History of Art	3, 4, or 5	Art History I & II	ARTS 1303, 1304	6
Biology	3, 4, or 5	General Biology	BIOL 1408	4
Chemistr y	3, 4, or 5	General Chemistry I & II	CHEM 1411, 1412	8
Compute r Science	3, 4, or 5	Business Computer Applications	BCIS 1305	3
Macro Economi cs	3, 4, or 5	Principles of Macroecono mics	ECON 2301	3
Micro Economi cs	3, 4, or 5	Principles of Microeconom ics	ECON 2302	3
Engl- Lang & Comp	3 or 4	Composition I	ENGL 1301	3
Engl- Lang & Comp	5	Composition I & Composition	ENGL 1301 & ENGL	6

		II	1302		Math- Calculus BC	3, 4, or 5	Calculus II	MATH 2414	4
French Language	3, 4, or 5	Elementary French	FREN 1411,14 12	8	Music Theory	3, 4, or 5	Music Theory I & II	MUSI 1311, 1312	6
German Language	3, 4, or 5	Elementary German	GERM 1411,14 12	8	Psycholo gy	3, 4, or 5	Intro to General Psychology	PSYC 2301	3
Govt &US Politics	3, 4, or 5	American National Govt	GOVT 2305	3	Spanish Lang	3, 4, or 5	Elementary Spanish I & II	SPAN 1411,14 12	8
History - US	3, 4, or 5	US History to 1865	HIST 1301	3	Physics B	3, 4, or 5	General Physics I & II	PHYS 1401, 1402	8
History - US	3, 4, or 5	US History from 1865	HIST 1302	3					
Statistics	3,4, or 5	Elementary Statistics	MATH 1342	3					
Math- Calculus AB	3, 4, or 5	Calculus I	MATH 2413	4					

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

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

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

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

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

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

NCTC Credit for CLEP Examination

CLEP EXAM	ACE RECOMMENDED CREDIT-GRANTING SCORE	NCTC REQUIRED SCORE	AMOUNT OF CREDIT GRANTED	EQUIVALENT SCORE
American Literature	50	50	6	ENGL 2327,2328
College Composition	50	50	6	ENGL 1301,1302

Modular

English Literature	50	50	6	ENGL 2322,2323
College Algebra	50	50	3	MATH 1314
Biology	50	50	4	BIOL 1408
Chemistry	50	50	4	CHEM 1411
Calculus	50	N/C	N/C	N/C
College Mathematics	50	50	3	MATH 1332
Precalculus	50	50	3	MATH2412
Foreign Languages				
French, Level I	50	50	8	FREN 1411,1412
French, Level II	59	59	14	FREN 1411,1412,2311,2312
German, Level I	50	50	8	GERM 1411,1412
German, Level II	60	60	14	GERM 1411,1412,2311,2312
Spanish, Level I	50	50	8	SPAN 1411,1412
Spanish, Level II	63	63	14	SPAN 1411,1412,2311,2312
History & Social Sciences				
History of US to 1877	50	50	3	HIST 1301
History of US from 1877	50	50	3	HIST 1302
Human Growth & Development	50	50	3	PSYC 2314
Macroeconomics, Principles of	50	50	3	ECON 2301
Microeconomics, Principles of	50	50	3	ECON 2302
Psychology, Introduction	50	50	3	PSYC 2301
Sociology, Introduction	50	50	3	SOCI 1301
Western Civilization I	50	50	3	HIST 2321
Western Civilization II	50	50	3	HIST 2322
Business				
Info Sys & Comp	50	50	3	BCIS 1305

Appl Management, Principles of	50	50	3	BMGT 1303
Marketing, Principles of	50	50	3	MRKG 1311

NCTC Credit for IBD Examination

IB EXAMINATION	SCORE	NCTC COURSE	CREDIT HOURS
BIOLOGY (SL)	4, 5, 6 or 7	No credit given at this time, pending further consideration	0
BIOLOGY (HL)	4, 5, 6 or 7	No credit given at this time, pending further consideration	0
BUSINESS & MANAGEMENT	4, 5, 6 or 7	BMGT 1327	3
CHEMISTRY (SL)	4, 5, 6 or 7	CHEM 1411	4
CHEMISTRY (HL)	4, 5, 6 or 7	CHEM 1411 & 1412	8
COMPUTER SCIENCE	4, 5, 6 or 7	BCIS 1305	3
ECONOMICS (SL)	4, 5, 6 or 7	ECON 2301 & 2302	6
ECONOMICS (HL)	4, 5, 6 or 7	ECON 2301 & 2302	6
ENGLISH (SL) Language A1 or A2	4, 5, 6 or 7	ENGL 1301 & 1302	6
ENGLISH (HL) Language A1 or A2	4, 5, 6 or 7	ENGL 1301 & 1302	6
HISTORY OF THE AMERICAS (HL)	4, 5, 6 or 7	HIST 1301 & 1302	6
MATHEMATICS (HL)			
Mathematics (HL)	4, 5, 6 or 7	MATH 1314 & 1316	6
Mathematics with Further Mathematics	4, 5, 6 or 7	MATH 1314, 1316 & 1342	9
Mathematical Methods	4, 5, 6 or 7	MATH 2413	4
Mathematical Studies	4, 5, 6 or 7	MATH 1324	3

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MODERN LANGUAGES

Language A1 or A2 (SL)

French	4, 5, 6 or 7	FREN 1411 & 1412	8
German	4, 5, 6 or 7	No credit given at this time.	0
Portuguese	4, 5, 6 or 7	No credit given at this time.	0
Russian	4, 5, 6 or 7	No credit given at this time.	0
Spanish	4, 5, 6 or 7	SPAN 1411 & 1412	8

Language A1 or A2 (HL)

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

Language B (SL)

French	4, 5, 6 or 7	FREN 1411 & 1412	8
German	4, 5, 6 or 7	No credit given at this time.	0
Portuguese	4, 5, 6 or 7	No credit given at this time.	0
Russian	4, 5, 6 or 7	No credit given at this time.	0
Spanish	4, 5, 6 or 7	SPAN 1411 & 1412	8

Language B (HL)

French	4, 5, 6 or 7	FREN 1411, 1412, 2311 & 2312	14
German	4, 5, 6 or 7	No credit given at this time.	0
Portuguese	4, 5, 6 or 7	No credit given at this time.	0

Spanish	4, 5, 6 or 7	No credit given at this time.	0
Language AB Initio			
French	4, 5, 6 or 7	FREN 1411	4
German	4, 5, 6 or 7	No credit given at this time.	0
Portuguese	4, 5, 6 or 7	No credit given at this time.	0
Russian	4, 5, 6 or 7	No credit given at this time.	0
Spanish	4, 5, 6 or 7	SPAN 1411	4
MUSIC	4, 5, 6 or 7	MUSI 1306 & 1311	6
PHILOSOPHY	4, 5, 6 or 7	PHIL 1301	3
PHYSICS (SL)	4, 5, 6 or 7	PHYS 1401	4
PHYSICS (HL)	4, 5, 6 or 7	PHYS 1401 & 1402	8
PSYCHOLOGY	4, 5, 6 or 7	PSYC 2301	3
SOCIAL & CULTURAL ANTHROPOLOGY	4, 5, 6 or 7	ANTH 2351	3
THEATRE ARTS	4, 5, 6 or 7	DRAM 1310	3
VISUAL ARTS	4, 5, 6 or 7	ARTS 1301	3

TUITION AND FEES

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

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

Expense Categories

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

Credit Hour Tuition

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

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

Place of Residence

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

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

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

Notice

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

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

Tuition and Fee Costs

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

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

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

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

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

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

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

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

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

Tuition/Fees Installment Payment Plan

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

Tuition and Fees

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

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

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

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

TUITION RATES PER SEMESTER HOUR

See Summary Chart Below

In-District (Cooke County and Graham ISD) Residents

Tuition	\$36.00
General Use Fee	\$19.00
Student Services Fee	\$1.00
Total per Semester Hour*	\$56.00

Out-of-District Texas Residents:

Tuition	\$78.00
General Use Fee	\$19.00
Student Services Fee	\$1.00
Total per Semester Hour*	\$98.00

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

Tuition	\$135.00
General Use Fee	\$19.00
Student Services Fee	\$1.00
Total per Semester Hour*	\$155.00

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

FOR YOUR CONVENIENCE

Estimated Tuition and Fees Schedule — Fall 2013

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

Sem. Credit Hours	In-District (Cooke County)	Out-of- District (Denton County) (Montague County)	Out of State
1	\$56.00	\$98.00	\$155.00
2	112.00	196.00	310.00
3	168.00	294.00	465.00
4	224.00	392.00	620.00
5	280.00	490.00	775.00
6	336.00	588.00	930.00
7	392.00	686.00	1,085.00
8	448.00	784.00	1,240.00
9	504.00	882.00	1,395.00
10	560.00	980.00	1,550.00
11	616.00	1,078.00	1,705.00
12	672.00	1,176.00	1,860.00
13	728.00	1,274.00	2,015.00
14	784.00	1,372.00	2,170.00
15	840.00	1,470.00	2,325.00
16	896.00	1,568.00	2,480.00
17	952.00	1,666.00	2,635.00
18	1,008.00	1,764.00	2,790.00
19	1,120.00	1,862.00	2,945.00
20	1,120.00	1,960.00	3,100.00

Dual Credit

Dual Credit students residing in Cooke, Denton and Montague counties, and Graham ISD will be charged at a reduced rate.

Three Peat

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

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

Distance Education Fee

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

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

Virtual College of Texas

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

Tuition for CEU Enrollment Option

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

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

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

Laboratory Fee

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

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

Individualized Instruction Fees

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

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

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

Late Registration Fee

A \$10.00 fee is assessed for late registration.

Reinstatement Fee

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

DCTA Shuttle Fee

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

Books and Supplies

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

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

NOTE: Effective Fall 2011, NCTC bookstores are operated by Follett Higher Education Group. All campuses (Gainesville, Corinth, Flower Mound, Bowie and Graham) are serviced online by the eFollett.com virtual store site. On-site bookstores are located on the Gainesville, Corinth and Flower Mound campuses. Please check the NCTC website at www.nctc.edu and www.efollett.com for hours of operation and other pertinent information.

Room and Board

These costs are also difficult to forecast because they will vary according to WHERE the student will be living while going to NCTC. While not a major concern for students

living at home, it will be a significant expense item for those who plan to live either in on-campus housing or somewhere off campus in a private house or apartment. For information about on-campus housing costs, refer to the section on “Charges for Room & Board” on page 50 of this catalog.

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

Charges For Room and Board

Refund Schedule

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

Regular Spring/Fall Credit Classes:

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

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

Regular Summer Sessions:

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

During first 5 class days	70% Refund
During 6th & 7th class days	25% Refund
After 7th class day	No Refund

CEU Option Courses:

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

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

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

Flexible Entry and Non-Semester-Length Courses

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

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

Military Withdrawal

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

1. Refund the tuition and fees paid by the student for the semester in which the student withdraws;

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

Return of Title IV Aid

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

Pay Tuition and Fees in Full or Make Payment Arrangement Online

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

You Can Select from the Following Payment Options:

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

Avoid the line . . . Pay online!

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

Sign up EARLY! The longer you wait, the fewer choices you have. Get the specifics — stop by or call the NCTC Business Office at your campus (Gainesville or Bowie: 940-668-4200; Corinth: 940-498-6255). You can also get all the details by checking out the e-Cashier™ online — just log onto the NCTC web site at www.nctc.edu, choose MyNCTC and then click on the link to Campus Connect at the right side of the page. Do it TODAY!

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

STUDENT SERVICES

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

- Office of Admissions & Registrar
- Counseling & Testing Center
- International Student Services
- Office of Financial Aid
- Veterans Services
- Career and Transfer Services
- On-Campus Student Housing
- On-Campus Student Dining
- Student Activities, Clubs & Organizations

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

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

Financial Aid

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

Who Qualifies?

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

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

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

	In District	Out of District
In-State Tuition & Fees*	\$1,680.00	\$2,940.00
Books & Supplies	1,410.00	1,410.00
Room & Board*		5,645.00
Transportation**	2,232.00	2,232.00
Personal	1,665.00	1,665.00
TOTAL	\$12,632.00	\$13,892.00

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

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

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

Application and Eligibility

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

Parents and students should be aware that FAFSA applications are free to all students. Be wary of scams that require payment for the submission of a FAFSA application. FAFSA applications are processed by the U. S. Department of Education. Students are notified by email and/or regular mail as to the status of their financial aid application. Any additional documentation required to complete the financial aid process will be requested through the NCTC Financial Aid Office, also by email or regular mail. Eligibility for financial assistance is established by the data that students and parents input on their FAFSA application. All students who are eligible to

receive Federal Financial Aid must be admitted to the college as regular degree-seeking students and show proof that they have graduated from an accredited high school or received a GED.

Financial Aid Distribution

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

Award amounts must be accepted by the student by going online to the MyNCTC student portal. Financial aid grant and loan awards will be applied toward the amounts owed for tuition, fees, and books. If a balance due remains, students will be responsible for making payment at the NCTC Business Office before classes begin. Residual financial aid award amounts will be reimbursed to the student within the first thirty (30) days of class. First time students who are first time loan borrowers must wait thirty (30) days for their first loan disbursement. All refunds will be disbursed to the NCTC Student ID-debit Master card.

Satisfactory Academic Progress Policy

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

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

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

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

NEW! Repeated Coursework

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

Student Loan Repayment

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

Application Deadlines

Students must apply for financial aid each academic year. Federal application deadlines are January 1 of the current year through June 30 of the following year. Priority deadlines may be set by each state or college. NCTC Financial Aid priority deadlines are as follows: June 1 - Fall registration, November 1 - Spring registration, April 1 - Summer registration. Students who do not meet these deadlines run the risk of paying out of pocket for tuition, fees, and books because of a late or incomplete financial aid application. Please note, to be considered complete, a

FAFSA application must include any and all requested supporting documents as well as have been received and been processed no later than the priority deadlines mentioned above. Normal processing time for a FAFSA application is four to six weeks, beginning with the actual online submission to school file completion. Late or incomplete financial aid applications will be accepted and processed past the semester priority deadlines, but students must make arrangements to pay for the semester prior to school starting or at the time of actual registration.

Financial Aid Late Awards – Late awards will be processed and disbursed during the appropriate semester for students whose FAFSA applications are incomplete or

late. Students whose applications are completed after semester exams will receive their awards and disbursements during the next semester and after attendance has been verified. Financial Aid disbursements are based on student attendance as of the term census date.

Summer Awards – Financial aid for summer classes is generally limited to students with remaining grant or loan eligibility and available need-based work study employment. NCTC considers the summer semester as part of the preceding award year and all summer sessions are considered as one semester for determining enrollment status, grant and loan eligibility.

Programs Available

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

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

PROGRAM	DESCRIPTION	ELIGIBILITY	VALUE	TO APPLY
Federal PELL Grant	Available to eligible students with an established need. (Grant program)	Undergraduate & U.S. citizen or eligible non-citizen. Established financial need.	Up to \$5,645 per year paid	1. Complete the FAFSA (Free Application for Federal Student Aid) online at: www.fafsa.gov . Check with the NCTC Financial Aid Office upon receipt of your Student Aid Report from the Department of Education. 3. Follow up with any other documentation that may be required.
Federal Supplemental Educational Opportunity Grant (FSEOG)	Reserved for students with EXCEPTIONAL financial need. Priority given to Pell recipients	Undergraduate & U.S. citizen enrolled at least half-time, with minimal family contributions.	Approximately \$400	
Federal College Work-Study Program	Part-time employment (up to 19 hours weekly) on campus, need-based.	Enrolled at least half-time, U.S. citizen or eligible non-citizen.	\$8/hr	
Direct Loans: Subsidized, Unsubsidized and PLUS	Federal Loan Program	Must be enrolled at least half-time and amount awarded must		

		not be over Cost of Attendance.		
Mary Josephine Cox Scholarship	Scholarship does not require repayment.	Cooke County resident under age 21, scholastic excellence, special competency in given field.	Tuition/fees only, maximum \$100 per semester.	Scholarship applications available at Gainesville Campus in the Financial Aid Office and NCTC Foundation Office. Corinth Campus in the Financial Aid Office. Bowie Campus in the Dean's Office. Online application: http://www.nctc.edu/Student_Services/FinAid/scholarships.html Deadlines: April 15 - Fall Semester October 15 - Spring Semester
NCTC Foundation Scholarships	Donors have established these scholarships that do not require repayment.	Criteria for these scholarships are varied including academic achievement, certain residency, financial need, specific major, etc.	Up to \$1,400 Average Scholarship \$600.	
"Best Seat in the House" Scholarships	Scholarships do not require repayment.	Students majoring in the Performing & Visual Arts.	Up to \$500.	
NCTC Foundation Scholarships	Leo & Mabel Scott Dual Credit Scholarships	Must be attending high school in the college's service area or Love County, Okla. Preference given to underprivileged .	\$200.	Scholarship applications available at Gainesville Campus in the Financial Aid Office and NCTC Foundation Office. Corinth Campus in the Financial Aid Office. Bowie Campus in the Dean's Office or with your high school counselor.
Friends of Agriculture Scholarship: "Taking Stock in Education"	Scholarships do not require repayment.	Enrolled full- time major in agriculture, equine science or related field; preference given to Cooke, Denton, Montague County residents.	\$500 per semester (Fall/ Spring)	Scholarship applications available at Gainesville Campus with the Agriculture Dept. or in the NCTC Foundation Office. Deadline: April 1
NCTC Departmental	Scholarship	Enrolled in the	Vary depending	Contact department chairs for the various

Scholarships	s are available from various NCTC depts., including music, drama, dance, art, athletics	specific dept. at NCTC	on program	departments.
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For more detailed information about these and other financial assistance programs, call or write:

Office of Financial Aid – North Central Texas College

1525 W. California, Gainesville, TX 76240

(940)668-4242 (940)498-6294

North Central Texas College Foundation

1525 W. California, Gainesville, TX 76240

(940)668-4213

Student Financial Aid - Return of Title IV Aid Policy

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

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

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

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

Veteran Educational Benefit Service

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

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

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

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

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

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

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

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

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

Exemptions for Texas Veterans (Hazlewood Exemption)

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

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

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

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

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

Scholarships

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

Students may complete an on-line scholarship application located on the college webpage at www.nctc.edu. To complete your application you must print and sign the certificate statement and send with your transcript to the NCTC Foundation Office, 1525 W. California St., Gainesville, Texas 76240. Students may also request a

scholarship application form from the NCTC Foundation Office or Financial Aid Office on the Gainesville Campus; the Financial Aid Office on the Corinth or Flower Mound Campuses; or the Counseling Office at the Bowie or Graham Campuses. Application deadlines are April 15 for the Fall semester and October 15 for the Spring semester.

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

Career Services

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

Technical Program Faculty

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

Counseling and Testing

Each campus' Counseling and Testing Center posts full and part-time job vacancy announcements on bulletin boards located in common areas. Additional job postings can be viewed online under the "Student Employment" link located on the Counseling and Testing website. Resume and cover letter assistance are also available to job-seeking students through online resources such as Career Cruising, and also through NCTC's Writing Center. Contact a counselor or advisor for more information about resources to assist you with your job search.

Job Search Resources

Each campus' Counseling and Testing Center posts full and part-time job vacancy announcements on bulletin boards located in common areas. Additional job postings can be viewed online under the "Student Employment" link located on the Counseling and Testing website. Resume and cover letter assistance are also available to job-seeking students through online resources such as Career Cruising and Grade Results, and also through NCTC's Writing Center. Contact a counselor or advisor for

more information about resources to assist you with your job search.

Counseling & Testing Center

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

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

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

Academic Advising

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

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

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

Students who qualify for online course registration are not required to see an advisor or counselor, however it is highly recommended for students who have questions or need information about important issues such as course

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

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

Transfer Services

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

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

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

On-Campus Housing Services

NCTC provides on-campus housing for men and women in two facilities, one of them a modern apartment-style facility. Hays Hall accommodates 32 students in a two-

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

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

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

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

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

Charges For Room and Board

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

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

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

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

payment at registration will have their room/board charges discounted to:

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

Installment Schedule : Students wishing to pay room/board charges in installments must make arrangements through the NCTC Business Office prior to registration. Failure to meet installment obligations will result in severe penalties, including the student's immediate withdrawal from school when accounts become 30 days past due. The installment schedules for 2013-2014 are as follows:

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

Spring Semester:

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

Summer Semester :

Due prior to move-in \$250 per summer session.

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

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

Resident Assistants : Both residence halls at NCTC employ student Resident Assistants (RAs) to help the Coordinator of Residence Life with security, supervising

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

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

Student ID Card

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

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

Photo Policy

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

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

excuse themselves from photo/video sessions and inform the NCTC photographer that they do not wish to be included.

Student Activities/Organizations

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

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

Clubs and Organizations

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

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

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

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

Christians in Action

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

Cosmetology Student Association

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

Drama Club

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

Esthetician Student Association

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

Fellowship

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

Gainesville Program Council

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

History Club

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

Horticulture Society of North Central Texas College

This organization focuses on horticulture education while promoting the NCTC Horticulture Program and its students. The society participates in horticulture programs and activities such as the annual plant sale and field trips as well as campus beautification projects. The society also pursues opportunities to partner with Master Gardener and local interest groups within the NCTC service area. This organization is open to any student, supporter of the Horticulture Program, or community member.

Lambda Epsilon Chi

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

National Society of Leadership & Success

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

Martial Arts Club

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

Outdoor Adventure

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

Phi Theta Kappa Society

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

Residence Hall Association

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

Roarin' Rowdy

This "rowdy" group is the official spirit organization of the College. Members of Roarin' Rowdy attend all home games (and many away games, too) of the Lions and Lady Lions athletic teams to cheer them to victory. When you

see Leonard, the Lion mascot, you know that the Roarin' Rowdies are on the prowl. Participation in this fun organization is open to all interested students.

Student Government Association (SGA)

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

Student Nursing Association

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

United Students

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

Acting-Performance

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

Dance-Performance and Technique

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

Musical Organizations

The performing groups associated with NCTC's Music Department provide exciting learning opportunities for students as well as cultural enrichment for the North Central Texas area. Ensembles include the NCTC Singers, the NCTC Jazz Band, and the NCTC Wind Ensemble. All ensembles are open to both music and non-music majors, and most students receive scholarship assistance.

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

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

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

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

Publications

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

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

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

Athletics

The NCTC athletics program supports the institutional mission through assisting students in meeting their educational goals by making available quality student support services, including intercollegiate athletics. Each athletic program provides an opportunity for student athletes to pursue academic success, physical and emotional well being and social development. Specifically, NCTC athletes pursue academic excellence, participate in well organized sports activities, promote a positive public image for the College and advance their personal and professional objectives.

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

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

Intercollegiate Sports

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

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

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

Department of Student Success

The Department of Student Success provides a Math Lab, a Writing Center, and Study/Tutor Groups accessible for use by all NCTC students. The Math Lab is a drop-in lab. Tutors circulate among students and answer questions as students work through various algebraic or mathematical problems. The Writing Center is an appointment only

center. Students make an appointment to meet with a writing tutor who can guide students through all stages of the writing process. Tutors can assist with structure, style, and grammar, and they empower students to become their own editors.

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

Office for Students with Disabilities

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

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

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

Mary Martinson, M.A.
 Director of Student Success
 Gainesville Campus, ASC Building, Room 111

Gainesville, TX 76240
 (940) 668-7731, ext. 4377 • mmartinson@nctc.edu

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

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

Please refer to the OSD Website for more information:
<http://www.nctc.edu/StudentServices/SupportServices/OSD.aspx>

TRIO Program

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

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

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

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

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

Networks Program

The Networks Program provides services for students enrolled in one of NCTC's Technical Programs and students who qualify based on one or more of the following categories: Nontraditional Learner; Limited

English Proficiency Learner; Learners who are economically disadvantaged; or Learners who are single parents or displaced homemakers. Services include: Non-traditional Career Awareness, Career Assessment, Referrals to Campus and Community Services, Academic, Career, and Individual Counseling Services, Tutoring Services, and Child Care Assistance. For more information, please contact:

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

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

ACADEMIC POLICIES

Academic Freedom

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

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

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

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

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

Academic Honors

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

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

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

Academic Load

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

Attendance Regulations

Faculty at NCTC establish their own attendance policies, which are published in the course syllabi. However, general regulations regarding class attendance are as follows*:

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

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

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

Course Cancellation Policy

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

Dropping Courses

If a student's personal circumstances dictate that he or she needs to reduce his/her academic load, that student should confer with his/her advisor for assistance in adjusting the number of courses being taken. A grade of "W" will be given to students who officially withdraw from a course, or "drop", at least by Friday of the 12th week of a Fall or Spring semester, or a proportional number of weeks prior to the end of a flex-entry course or summer session. Any drops after this will be made with the approval of the instructor and the Department Chair.

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

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

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

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

Important information you need to know about withdrawing from courses. Effective 2007, section 51.907 of the Texas Education Code applies to first-time freshman students who enroll in a Texas public institution of higher education in the fall semester of 2007 or thereafter. High school students currently enrolled in the North central Texas College Dual Credit and Early Enrollment program are waived from this requirement until they graduate from high school.

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

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

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

Course Drop Definition

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

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

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

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

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

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

Drops that will count towards the 6 drop limit include:

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

SB 1231 Section 51.907 b.3 Withdraw from the Institution

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

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

Faculty Withdrawals

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

Medical Withdrawal

a. Policy

1. The Registrar (or designated representative) may grant medical withdrawals to students who must withdraw for medical reasons from all courses for which they are registered at NCTC. It is expected that the appeal will be filed as soon as possible, no later than the end of the semester in which courses are being taken.
2. Students who receive medical withdrawals after the last day to withdraw without receiving a grade shall receive either an I or a W in each course for which they were registered.

b. Procedures

1. Students (or their appointed representatives if they are unable to act for themselves) who seek to withdraw for medical reasons from all courses for which they are registered at NCTC shall, as soon as possible, request medical withdrawals in writing from the Registrar, submitting all appropriate documentation, including a statement from a physician or psychologist, with their written requests.
2. The Registrar (or designated representative) shall:
3. review each request and its accompanying documentation.
4. make inquiries and seek recommendations from instructors of record and others as appropriate,
5. decide whether to approve or deny the request, and
6. inform both the student and the instructors of the decision in writing if the request is approved.

Complete Withdrawal

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

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

Grades and Reports

Grades are reported and made a part of the official record (filed in the Registrar's Office) at the end of each semester. Students may view their grades online by accessing the NCTC Student Portal or alternate access in the NCTC Student Portal.

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

Incomplete Grades

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

1. To receive an "I" in any course, a student must be in good standing in the course through the last day to drop.
2. The student must petition the instructor in writing, and if the instructor agrees that the incomplete grade is reasonable, he or she will detail in writing the requirements necessary to complete the course and attach the Petition for Change of Grade form to the final grade roll.
3. It is the student's responsibility to comply before the end of the next Fall or Spring semester, or the the grade will revert to "F".
4. In the Campus Connect Final Grade Submission process, the option of issuing the grade of "I" will not be available.
 - a. Instructors who wish to issue a grade of "I" must submit the Petition for Change of Grade with appropriate documentation to the Department Chair or Dean for approval.
 - b. The Registrar's Office will issue the grade of "NR" for all grades that have not been reported. Then, once grades have been moved to history, the appropriate instructors, department chairs, and deans will receive a listing of all students who received an "NR" grade.
 - c. Once an Incomplete is finished, the instructor must submit a new Petition for Change of Grade.

System of Grading

The standing of a student in each course is expressed by the following grades which are assigned for class work,

examinations and general classroom performance according to criteria set by the instructor. Interpretations of these grades are:

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

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

Pass/Fail Option

North Central Texas College permits enrollment in selected courses on a pass/fail option basis. In courses where this option is available to the student, the instructor will provide the necessary forms for selecting the pass/fail option during the first week of class. (Forms are available in the Registrar's Office at any NCTC Campus location). The forms must be completed by the student and instructor and returned to the Registrar's Office by the second Tuesday of the second week of the current semester. The pass/fail option will not be extended beyond this date. **ONCE YOUR DECISION IS MADE, YOU CANNOT CHANGE YOUR OPTION.** It is not a good idea to select the pass/fail option if the course in which you are enrolled is to be included as a part of your college major and you expect to transfer that course to a senior college or university.

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

Grade Points

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

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

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

A student's cumulative GPA is determined by dividing the total college-level grade points earned by the total number of college-level credit hours attempted. To illustrate, a student who has attempted 30 college-level credit hours, earning 60 college-level grade points, would have a cumulative GPA of 2.0. College Preparatory (remedial) coursework is not use in the calculation of the cumulative

GPA, however the grades earned and hours attempted are used in the calculation of the current term GPA (ex. Spring, Fall, or Summer GPA).

Minimum Grades For Good Academic Standing

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

Academic Probation

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

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

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

Academic Suspension

A student who is already on Academic Probation status will move to Suspension status if his/her cumulative GPA remains below 2.0 at the end of the next Fall or Spring semester in which the student is enrolled, AND his/her term GPA for that Fall or Spring semester is also below 2.0. A student on Suspension is notified of this status through a mailed letter, NCTC and ANGEL e-mail, and a

notation on the transcript. A student placed on Academic Suspension is required to sit out the next semester in which he/she intended to enroll at NCTC, unless the student completes the Appeal process AND is approved in one of the ways listed below.

<http://nctc.smartcatalogiq.com/2012-2013/Catalog/Academic-Policies/Grades-and-Reports/Scholastic-Suspension-Appeal-Process>

A student placed on Academic Suspension status whose Appeal has been denied or who does NOT Appeal but rather sits out the next semester(s) (i.e. sits out Summer and/or Fall if placed on Suspension after Spring, or sits out Spring if placed on Suspension after Fall), will have a Registration Hold placed on his/her account and MUST meet with an Academic Advisor in order to re-enroll for the next eligible semester. Also, this student will automatically be placed on Academic Probation status when he/she does re-enroll at NCTC, and therefore MUST earn a term GPA of at least 2.0 in the first semester back at NCTC in order to avoid returning to Suspension status.

Academic Suspension Appeal Process

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

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

After reviewing the appeal, Suspension Appeal Committee will reach a decision regarding enrollment and may recommend or require a student: (1) to undergo testing and/or counseling and/or (2) to enroll in specified courses and/or (3) to enroll only for a limited number of hours. The Committee may also deny enrollment, in which case the student will be required to serve out the suspension prior to enrollment. Students allowed to enroll will be placed on probation.

Permanent Suspension – NCTC does not permanently suspend students for poor academic performance.

Student Grade Appeal

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

1. Collect all tests, assignments, class notes and other relevant materials and request a conference with the instructor of the course in question.
2. Present the case for grade appeal directly to the instructor.
3. If not satisfied with the decision of the instructor, the student has 15 calendar days to appeal to the instructor's Department Chair or Program Coordinator (see listing in College Personnel section of the Catalog). All tests, assignments, class notes and other relevant materials must be presented to the Department Chair or Program Coordinator.
4. If not satisfied with the decision of the Department Chair or Program Coordinator, the student has 15 calendar days to appeal to the appropriate instructional Dean. All tests, assignments, class notes and other relevant materials must be presented to the instructional Dean.
5. If not satisfied with the decision of the instructional Dean, the student has 15 calendar days to appeal to the Vice President of Instruction. All tests, assignments, class notes and other relevant materials must be presented to the Vice President of Instruction.
6. If not satisfied with the decision of the Vice President of Instruction, the student has 15 calendar days to appeal to the President of the College. All tests, assignments, class notes and other relevant materials must be presented to the President.

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

Late Registration

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

Numbering of Courses

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

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

Student Classification

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

Student Responsibilities

Campus Behavior

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

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

College Debts

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

Check Cashing

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

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

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

Student Records

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

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

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

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

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

Student Rights Concerning Educational Records Under FERPA

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

Right to Review Records – NCTC students have the right to inspect and review their education records within 45 days of the day the College receives a request for access.

Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the students of the time and place where the records may be inspected.

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

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

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

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

Transfer of Courses to Senior Colleges

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

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

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

Resolution of Transfer Disputes For Lower Division Courses

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

- a. The following procedures shall be followed by public institutions of higher education in the resolution of credit transfer disputes involving lower-division courses:
 1. If any institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course credit is denied.
 2. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Board rules and/or guidelines.
 3. If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the institution whose credit is denied for transfer shall notify the Commissioner of the denial.
- b. The Commissioner of Higher Education or the Commissioner's designee shall make the final determination about the dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.

DEGREE REQUIREMENTS

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

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

Overview of Degree Requirements

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

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

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

Degree	Requirements	Semester Credit Hours
Associate of Arts (AA)	Core Curriculum Courses	43-45
	Electives*	12
	Sophomore Level Literature Course	3
	Proficiency with Computers**	3
	Total Minimum Required Hours	61
Associate of Science (AS)	Core Curriculum Courses	43-45
	Electives*	12
	Mathematics Course	3
	Proficiency with Computers**	3
	Total Minimum Required Hours	61
Associate of Arts in Teaching (AAT)	Specific degree requirements for grades EC-6, 4-8, and Secondary are listed in current catalog	
Associate of Applied Sciences (AAS)	General Education Courses	15
	Technical Courses (per degree plan)	Varies
	Proficiency With Computers (per degree plan)	Varies

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

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

Educational Intent

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

Graduation Requirements

Application For Graduation

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

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

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

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

regarding the award. Diplomas will not be automatically issued, however they may be requested.

Graduation Honors

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

4.0 GPA	Summa cum laude
3.90	3.99 GPA Magna cum laude

Catalog Restrictions

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

Official Transcripts

Official college transcripts may be requested from the Office of the Registrar on the Gainesville Campus or the Admissions Office on the Corinth Campus. A signed, written request is required for transcripts to be mailed to an individual or place of business. Transcripts going to another educational institution can be requested online, or by fax or email. Students may request up to 10 official transcripts per year at no charge. After the limit of 10 is reached, there will be a \$2.00 charge per transcript.

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

INSTRUCTIONAL DIVISION

Instructional Division Organization

The Instructional Division at NCTC is made up of four major instructional areas: Arts Sciences, Advanced and Applied Technologies, Health Sciences and Lifelong Learning. Also included in the Instructional Division is the Library, eLearning and Honors Studies.

Arts and Sciences

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

Department of English, Speech & Foreign Language:

- English
- Foreign Language
- Speech

Department of Performing Arts:

- Dance
- Drama
- Music

Department of Visual Arts:

- Art

Department of Mathematics & Physics:

- Math
- Physics

Department of Science:

- Biology
- Chemistry

Department of Physical Education/Athletics

Department of Teaching (AAT)-Teacher Education

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

Department of Social Science

- Economics

- Philosophy
- History
- Psychology
- Government
- Sociology
- Humanities
- Anthropology

Department of College Preparatory Studies

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

Career and Technical Education

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

- Agriculture
- Business Management
- Computer Information Systems & Technology
- Drafting & Design
- Equine Science
- Farm & Ranch Management
- Horticulture
- Office Systems Technology
- Petroleum Technology

Health Sciences

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

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

Dual Credit Program

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

eCampus

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

Online courses require students to have an Internet connection to complete coursework. Students may use a personal computer from home (or other location), or they may use NCTC General Access Lab computers on-campus. (Check lab schedules.) NCTC uses the ANGEL Learning Management System for all online courses. Students are assigned a password-protected ANGEL account and required to change their pre-set password upon first login.

An online course is one in which 80-100% of course content is provided using the Internet. Most online courses

are conducted totally online; however, some do require students to come to campus for testing, etc. (Students should check specific course information by visiting: <http://NCTCeCampus.info> and clicking *Online Courses*.)

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

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

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

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

Honors Studies at NCTC

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

Honors coursework emphasizes academic rigor and the development of both critical thinking and communication skills. Honors faculty develop courses in a variety of ways—course content can be organized topically or thematically, according to instructor expertise, and/or with an interdisciplinary focus. Regardless of approach, the instructional goal is to offer students competing perspectives within a global context, while engaging student intellectual curiosity. Honors subsections of core curriculum courses are offered each semester. Students who need coursework beyond what is offered may develop an even more personalized plan of study. Honors options can be created by contract with faculty and student collaboration. All honors coursework arrangements, whether contracts or subsections, need to be finalized by

the second week of the semester. More information and the appropriate forms can be found in the Honors Handbook (go to www.nctc.edu/Honors).

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

For more information, visit www.nctc.edu/Honors or contact the Office of Honors Studies:

Dr. Rochelle Gregory

Honors Program Coordinator, English

Office 331, Corinth Campus

(940) 498-6297 • rgregory@nctc.edu

or Jill Swarner

e Honors Program Coordinator, Speech

Office 119, Gainesville Campus

(409) 498-4301 • jswarner@nctc.edu

Professor

Associate

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Resources/Library Services

NCTC has a main library on the Gainesville campus and Learning Resource Centers on the other campuses. Students use the on-line catalog to identify materials and, if the item needed is on another campus, the student can request the item through the on-line catalog. A courier service between campuses ensures rapid delivery of materials.

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

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

Saturday College

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

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

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

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

Students may find it possible to complete degree requirements in two years, but must commit to going to class each weekend and also enroll for several online classes. Attending summer sessions will most likely be required in order to complete a degree in two years. Missing one class in Saturday College can put the student behind and it will be difficult to make up the missed work. Tuition and fees are the same as in the regular session credit program. Saturday College courses also use the same books as weekday credit courses. Saturday College offers a full complement of student services at the Corinth campus. Library services and open computer labs are available to weekend students.

Virtual College Of Texas (VCT) Courses

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

1. Students MUST register for online courses at NCTC as long as they are open. If the course is full, then students may register for a VCT course.

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

Lifelong Learning

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

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

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

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

Cultural/personal enrichment courses range from art, fitness, and gardening, to home décor, music, financial

management, and language studies. Topics are modified regularly in alignment with popular trends. Students may even opt to pursue their personal interests using the distance education venue.

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

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

Conversion of Non-Credit to Credit

A student may enroll in select technical credit courses but choose to earn continuing education units (CEUs) instead of academic credit (referred to as concurrent enrollment). Upon satisfactory course completion, the concurrently enrolled student receives a “satisfactory” (S) or “unsatisfactory” (U) rating, rather than a conventional letter grade; the CEUs are posted to the student's combined transcript.

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

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

Lifelong Learning Frequently Asked Questions

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

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

- All course topics require minimum enrollment for implementation.

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

Lifelong Learning Registration

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

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

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

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

Learning Resource/Library Services

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

Online, Web-Accessible Catalog

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

Circulation Desk for reference assistance, interlibrary loan services, and TexShare services.

Hours of Operation

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

General Access Computer Labs

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

Other Resources and Programs

Photocopiers, videocassette/DVD players and monitors are available to students for In-Library Use Only in the Learning Resource Center/Library. The Library sponsors various programs, such as the Gainesville Campus Brown Bag Book Review, throughout the academic year. Announcements of the Brown Bag Book Review and other public programs are posted on the Learning Resource Center/Library's webpage and/or on bulletin boards at each campus.

Courier Learning Resources/Library Services

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

ASSOCIATE OF ARTS IN TEACHING

The Associate of Arts in Teaching (AAT) degree offers the first two years of classes towards initial teacher certification. This degree is approved by the Texas Higher Education Coordinating Board approved collegiate degree program consisting of lower division courses intended for transfer to baccalaureate programs that lead to initial Texas teacher certification. North Central Texas College has particular transfer agreements for this degree program with the University of North Texas, Texas Woman’s University, Midwestern State University and Southeastern Oklahoma State University. Early Childhood—Grade 6 degree program is also designed to help teacher aides and paraprofessionals who seek college credit hours to comply with the No Child Left Behind Act . Substitute teachers would also benefit from the education courses offered in the degree program.

The AAT degree includes the complete core degree requirements as well as field of study and additional math and science courses. All courses lead to initial teacher certification programs at the four year university. Students are strongly encouraged to seek advisement for all AAT degree programs.

**NOTE: The education curriculum at North Central Texas College is designed for transfer to four-year institutions. It is recommended that all students seek advisement from the university/college of their choice to determine if all courses recommended by North Central Texas College are the best choice for transfer to that institution’s College of Education.*

Most university teacher education programs require a 2.50 overall GPA and a 3.0 or higher in field of study courses. Each university also specifies a required minimum THEA score for entrance to the college of education.

The AAT Early Childhood-Grade 6 degree is appropriate for students who seek teacher certification in the following areas:

- EC-6 Generalist
- EC-6 Bilingual Generalist
- EC-6 ESL Generalist
- EC-6 other content area teaching fields/academic disciplines/interdisciplinary majors

AAT Grades 4-8 degree is appropriate for students who seek teacher certification in the following areas:

- 4-8 Generalist
- 4-8 Bilingual Generalist
- 4-8 ESL Generalist
- 4-8 English Language Arts and Reading

- 4-8 English Language Arts and Reading/Social Studies
- 4-8 Mathematics
- 4-8 Mathematics/Science
- 4-8 Science
- 4-8 Social Studies
- 4-8 other content area teaching fields/academic disciplines/interdisciplinary majors

AAT Secondary (Grades 8-12) degree is appropriate for students who seek teacher certification in the following areas:

- Mathematics
- Science (Chemistry, Physics, Physical Science, or General Science)
- English Language Arts and Reading
- History
- Foreign Language

In order to successfully complete any of the AAT degree programs, students will be required to pass a criminal background check and complete a field experience lab component in each of their field of study courses.

Early Childhood to Grad 6 (EC-6), Grades 4-8, and Secondary degree plans:

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

WRITTEN COMMUNICATION (Take BOTH courses; Total of 6 hours required)			Check when Completed
ENGL	1301	3 hours	O
ENGL	1302	3 hours	O
ORAL COMMUNICATION (Select			

ONE course)

SPCH 1311, 1315, 1318, 1321 3 ho
ur
s O

MATHEMATICS

MATH 1314 3 ho
ur
s O

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

BIOL **1408**, 1411, 1413, 2401, 2402, **2406**, 2420

CHEM 1411, 1412, 1413, 2423, 2425 4 ho
ur
s O

HORT 1401 4 ho
ur
s O

PHYS 1401, 1402, 1412, **1415**, 2425, 2426

HUMANITIES (Select ONE course)

ENGL 2307, 2322, 2323, 2327, 2328, 2332, 2333, 2341, 2342, 2343 3 ho
ur
s O

PHIL 1301, ITAL 2312, SPAN 2312, FREN2312

HUMA 1301

VISUAL & PERFORMING

ARTS (Select ONE 3 credit course -- or 3 one credit courses)

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

DANC 1151, 1152, 2151, 2152, 2303 3 ho
ur
s O

DRAM 1310, 1330, 1351, 1352, 2331, 2366

MUSI 1131, 1141, 1154, 1171, 1301, 1306

HISTORY (Take BOTH courses; Total of 6 hours required)

HIST 1301 3 ho
ur
s O

HIST 1302 3 ho
ur
s O

GOVERNMENT (Take BOTH courses; Total of 6 hours required)

GOVT 2305 3 ho
ur
s O

GOVT 2306 3 ho
ur
s O

SOCIAL AND BEHAVIORAL SCIENCES (Select ONE course)

ANTH 2346, 2351 ECON 2301, 2302 HIST 2301, 2321, 2322 3 ho
ur
s O

PSYC 2301, 2306, 2314, 2315, SOCI 1301, 1306, 2301, 2319

INSTITUTIONALLY DESIGNATED OPTION (Select 1 option)

Option 1 - BIOL 1322 or PHED 1301 or PHED 1338

Option 2 - Two (2) physical activity courses (see choices on back) 2-3 ho
ur
s O

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

Associate of Arts in Teaching (Early Childhood Grade 6) requires the above Core Curriculum *in addition to* the following for a minimum of 62 hours:

ADDITIO (Suggested Courses: BIOL 4 O

NCTC Core Curriculum and Field of Study Requirements for Grades 4 - 8					
NAL LAB SCIENCE	1408, BIOL 2406, PHYS 1415)	hours			
FIELD OF STUDY	EDUC 1301*	3 hours	O	WRITTEN COMMUNICATION (Take <u>BOTH</u> courses; Total of 6 hours required)	Check when Completed
	EDUC 2301*	3 hours	O	ENGL 1301	3 hours O
FUNDAMENTALS OF MATH I and II (prerequisite: MATH 1314 with Grade of "C")	MATH 1350	3 hours	O	ENGL 1302	3 hours O
				ORAL COMMUNICATION (Select <u>ONE</u> course)	
				SPCH 1311, 1315, 1318, 1321	3 hours O
	MATH 1351	3 hours	O	MATHEMATICS	
Additional 3-4 hour elective	(TECA courses suggested)	3-4 hours	O	MATH 1314	3 hours O
Additional Courses Available (not required for AAT):	TECA 1303*, TECA 1318*, TECA 1311*,TECA 1354			NATURAL SCIENCE - with LAB (Select <u>TWO</u> courses; Total of 8 hours required; Bold faced numbers are recommended course selections) BIOL 1408, 1411, 1413, 2401, 2402, 2406, 2420 CHEM 1411, 1412, 1413, 2423, 2425	4 hours O
Please see an advisor in the Teacher Education Department about transferability of the TECA courses.				HORT 1401	4 hours O
*Students are required to pass a criminal background check and complete a 16 hour Field Experience Lab in a Texas public school classroom. Details are given at the beginning of the semester.				PHYS 1401, 1402, 1412, 1415, 2425, 2426 HUMANITIES (Select <u>ONE</u> course)	
				ENGL 2307, 2322, 2323, 2327, 2328, 2332, 2333, 2341, 2342, 2343	3 hours O

		ur s		2315, SOCI 1301, 1306, 2301, 2319		
PHIL 1301, ITAL 2312, SPAN 2 312, FREN2312				INSTITUTIONALLY DESIGNATED OPTION (Select 1 option)		
HUM 1301 A				Option 1 BIOL 1322 <u>or</u> PHED 1301 <u>or</u> PHED 1338		
VISUAL & PERFORMING ARTS (Select <u>ONE</u> 3 credit course -- or 3 one credit courses)				Option 2 Two (2) physical activity courses (see choices on back)	2 -3 ho ur s	O
ARTS 1301, 1303, 1304, 1311, 1316, 2316, 2326, 2341, 2346						
DANC 1151, 1152, 2151, 2152, 2303	3 ho ur s	O		Option 3 - Two (2) dance technique courses (see choices on back)		
DRAM 1310, 1330, 1351, 1352, 2331, 2366				Associate of Arts in Teaching (Early Childhood Grade 6) requires the above Core Curriculum <u>in addition</u> to the following for a minimum of 62 hours:		
MUSI 1131, 1141, 1154, 1171, 1301, 1306				ADDITIO (Suggested NAL LAB Courses: BIOL 1408, SCIENCE BIOL 2406, PHYS 1415)	4 ho ur s	O
HISTORY (Take <u>BOTH</u> courses; Total of 6 hours required)				FIELD OF STUDY		
HIST 1301	3 ho ur s	O		EDUC 1301*	3 ho ur s	O
				EDUC 2301*	3 ho ur s	O
HIST 1302	3 ho ur s	O				
GOVERNMENT (Take <u>BOTH</u> courses; Total of 6 hours required)				FUNDAM MATH 1350 ENTALS OF MATH I and II	3 ho ur s	O
GOVT 2305	3 ho ur s	O		(prerequisi MATH 1351 te: MATH 1314 withGrade of "C")	3 ho ur s	O
GOVT 2306	3 ho ur s	O		Additional (TECA course suggested) 3-4 hour elective	3- 4 ho ur s	O
SOCIAL AND BEHAVIORAL SCIENCES (Select <u>ONE</u> course)						
ANTH 2346, 2351 ECON 2301, 2302 HIST 2301, 2321, 2322	3 ho ur s	O		Additional Courses Available (not required		
PSYC 2301, 2306, 2314,				TECA 1354		

for
AAT):

ho
urs

HORT 1401 4 ho
urs O

PHYS 1401, 1402, 1412, **1415**, 2425,
2426

HUMANITIES (Select ONE course)

ENGL 2307, 2322, 2323, 2327, 2328,
2332, 2333, 2341, 2342, 2343 3 ho
urs O

PHIL 1301, ITAL 2312, SPAN 2
312, FREN 2312

HUMA 1301

VISUAL & PERFORMING

ARTS (Select ONE 3 credit course -- or 3
one credit courses)

ARTS 1301, 1303, 1304, 1311, 1316,
2316, 2326, 2341, 2346 3 ho
urs O

DRAM 1310, 1330, 1351, 1352, 2331,
2366

MUSI 1131, 1141, 1154, 1171, 1301,
1306

HISTORY (Take BOTH courses; Total of
6 hours required)

HIST 1301 3 ho
urs O

HIST 1302 3 ho
urs O

GOVERNMENT (Take BOTH courses;
Total of 6 hours required)

GOVT 2305 3 ho
urs O

GOVT 2306 3 ho
urs O

Please see an advisor in the Teacher Education Department
about transferability of the TECA courses.

*Students are required to pass a criminal background
check and complete a 16 hour Field Experience Lab in a
Texas public school classroom. Details are given at the
beginning of the semester.

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

WRITTEN COMMUNICATION (Take
BOTH courses; Total of 6 hours required)

ENGL 1301 3 ho
urs O

ENGL 1302 3 ho
urs O

ORAL COMMUNICATION (Select
ONE course)

SPCH 1311, 1315, 1318, 1321 3 ho
urs O

MATHEMATICS (Select ONE course)

MATH 1314, 1316, 1324, 1325, 1332,
1342, 2412, 2413, 2414 3 ho
urs O

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

BIOL **1408**, 1411, 1413, 2401, 2402,
2406, 2420

CHEM 1411, 1412, 1413, 2423, 2425 4 O

SOCIAL AND BEHAVIORAL SCIENCES (Select ONE course)

AN	2346, 2351	ECON	2301,	3	O
TH	2302	HIST	2301, 2321, 2322	hours	

PSY	2301, 2306, 2314,
C	2315, SOCI 1301, 1306, 2301, 2319

*Students are required to pass a criminal background check and complete a 16 hour Field Experience Lab in a Texas public school classroom. Details are given at the beginning of the semester.

INSTITUTIONALLY DESIGNATED OPTION (Select 1 option)

Option 1 - BIOL 1322 or PHED 1301 or PHED 1338

Option 2 - Two (2) physical activity courses (see choices on back)	2-3 hours	O
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Option 3 - Two (2) dance technique courses (see choices on back)

Associate of Arts in Teaching Secondary requires the above Core Curriculum in addition to the following for a minimum of 62 hours:

ADDITIONAL LAB SCIENCE (Suggested Courses: BIOL 1408, BIOL 2406, PHYS 1415)	4 hours	O
FIELD OF STUDY EDUC 1301 *	3 hours	O
EDUC 2301 *	3 hours	O

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

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

NCTC Core Curriculum

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

2013-2014

Communication - 2 courses

ENGL 1301	COMPOSITION I	3
ENGL 1302	COMPOSITION II	3

6 credit hours - Take each course listed above.

Additional Communication - 1 course

SPCH 1311	INTRODUCTION TO SPEECH COMMUNICATION	3
SPCH 1315	PUBLIC SPEAKING	3
SPCH 1318	INTERPERSONAL COMMUNICATION	3
SPCH 1321	BUSINESS AND PROFESSIONAL SPEECH	3

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

Mathematics - 1 course

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

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

Natural Science - 2 courses

BIOL 1406	GENERAL BIOLOGY FOR MAJORS	4
BIOL 1407	GENERAL BIOLOGY FOR MAJORS	4
BIOL 1408	GENERAL BIOLOGY	4
BIOL 1411	GENERAL BOTANY	4

BIOL 1413	GENERAL ZOOLOGY	4
BIOL 2401	HUMAN ANATOMY AND PHYSIOLOGY I	4
BIOL 2402	HUMAN ANATOMY AND PHYSIOLOGY II	4
BIOL 2406	ENVIRONMENTAL BIOLOGY	4
BIOL 2420	MICROBIOLOGY	4
CHEM 1411	GENERAL CHEMISTRY I	4
CHEM 1412	GENERAL CHEMISTRY II	4
CHEM 1413	CHEMISTRY FOR THE HEALTH SCIENCES	4
CHEM 2423	ORGANIC CHEMISTRY I	4
CHEM 2425	ORGANIC CHEMISTRY II	4
HORT 1401	HORTICULTURE	4
PHYS 1401	GENERAL PHYSICS I	4
PHYS 1402	GENERAL PHYSICS II	4
PHYS 1415	PHYSICAL SCIENCE	4
PHYS 2425	ENGINEERING PHYSICS I	4
PHYS 2426	ENGINEERING PHYSICS II	4

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

Some courses require a prerequisite course.

Humanities - 1 course

ENGL 2307	CREATIVE WRITING	3
ENGL 2322	BRITISH LITERATURE I	3
ENGL 2323	BRITISH LITERATURE II	3
ENGL 2327	AMERICAN LITERATURE I	3
ENGL 2328	AMERICAN LITERATURE II	3
ENGL 2332	WORLD LITERATURE I	3
ENGL 2333	WORLD LITERATURE II	3
ENGL 2341	FICTION, FILM, POETRY, OR DRAMA	3
ENGL 2342	CLASSICAL BACKGROUNDS I	3
ENGL 2343	CLASSICAL BACKGROUNDS II	3
FREN 2312	INTERMEDIATE FRENCH II	3
HUMA 1301	INTRODUCTION TO THE HUMANITIES I	3
PHIL 1301	INTRODUCTION TO	3

PHILOSOPHY

SPAN 2312 INTERMEDIATE SPANISH II 3

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

Visual and Performing Arts - 1 course

ARTS 1301 ART APPRECIATION 3

ARTS 1303 ART HISTORY I 3

ARTS 1304 ART HISTORY II 3

ARTS 1311 DESIGN I 3

ARTS 1316 DRAWING I 3

ARTS 2316 PAINTING I 3

ARTS 2326 SCULPTURE I 3

ARTS 2341 JEWELRY AND METALWORKING I 3

ARTS 2346 CERAMICS I (POTTERY) 3

DANC 1151 DANCE PERFORMANCE I 1

DANC 1152 DANCE PERFORMANCE II 1

DANC 2151 DANCE PERFORMANCE III 1

DANC 2152 DANCE PERFORMANCE IV 1

DANC 2303 DANCE APPRECIATION I 3

DRAM 1310 THEATER APPRECIATION 3

DRAM 1330 STAGECRAFT 3

DRAM 1351 ACTING I 3

DRAM 1352 ACTING II 3

DRAM 2331 STAGECRAFT II 3

DRAM 2366 FILM APPRECIATION 3

MUEN 1131 WIND ENSEMBLE 3

MUEN 1141 NORTH CENTRAL TEXAS CHORUS 1

MUEN 1154 COLLEGE SINGERS 1

MUEN 1171 JAZZ BAND 1

MUSI 1301 MUSIC FUNDAMENTALS 3

MUSI 1306 MUSIC APPRECIATION 3

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

History

HIST 1301 U.S. HISTORY TO 1865 3

HIST 1302 U.S. HISTORY FROM 1865 3

6 credit hours - Take each course listed above.

Government - 2 courses

GOVT 2305 AMERICAN NATIONAL GOVERNMENT 3

GOVT 2306 AMERICAN, STATE AND LOCAL GOVERNMENT 3

6 credit hours - Take each course listed above.

Social and Behavioral Sciences - 1 course

ANTH 2346 GENERAL ANTHROPOLOGY 3

ANTH 2351 CULTURAL ANTHROPOLOGY 3

ECON 2301 PRINCIPLES OF ECONOMICS (MACRO) 3

ECON 2302 PRINCIPLES OF ECONOMICS (MICRO) 3

HIST 2301 TEXAS HISTORY 3

HIST 2321 WORLD CIVILIZATIONS I 3

HIST 2322 WORLD CIVILIZATIONS II 3

PSYC 2301 INTRODUCTION TO GENERAL PSYCHOLOGY 3

PSYC 2306 HUMAN SEXUALITY 3

PSYC 2314 LIFESPAN GROWTH AND DEVELOPMENT 3

PSYC 2315 PSYCHOLOGY OF ADJUSTMENT 3

SOCI 1301 INTRODUCTION TO SOCIOLOGY 3

SOCI 1306 CONTEMPORARY SOCIAL PROBLEMS 3

SOCI 2301 MARRIAGE AND FAMILY RELATIONS 3

PSYC 2319 SOCIAL PSYCHOLOGY 3

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

Institutionally Designated Option 1

BIOL 1322 BASIC NUTRITION 3

PHED 1301 FOUNDATIONS OF PHYSICAL FITNESS & SPORT 3

PHED 1338 CONCEPTS OF PHYSICAL FITNESS 3

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

Institutionally Designated Option 2

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

Choose one of the three options.

Institutionally Designated Option 3

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

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

Choose one of the three options.

CURRICULA - TECHNICAL

To earn either an Associate of Applied Science Degree or a Certificate, students must achieve an overall grade point average of at least 2.0 and complete the minimum number of semester hours specified for each program. Eighteen of the semester hours required for completion of the degree/certification must be taken at NCTC. Refer to each individual program section in the following pages for requirements specific to those programs. For additional information, contact the Department Chair, Program Coordinator, or the Dean of Instruction for Career and Technical Education.

Agriculture Management (Certificate)

The following are required for certification.

Degree Requirements

First Semester

AGRI 2317	INTRODUCTION TO AGRICULTURAL ECONOMICS	3
	OR	
AGRI 1325	MARKETING OF AGRICULTURE PRODUCTS	3
	OR	
AGMG 2301	LIVESTOCK BUSINESS MANAGEMENT	3
AGRI 1309	COMPUTERS IN AGRICULTURE	3
AGRI 1407	AGRONOMY	4
	OR	
HORT 1401	HORTICULTURE	4
AGAH 1397	AGRICULTURAL SPANISH	3
AGAH 1453	BEEF CATTLE PRODUCTION	4

Subtotal: 17

Agriculture Business: choose one from Ag. Economics, Marketing of Ag Products, or Ranch Business.

Plant or Crop Science: Choose one from either AGRI 1407, Agronomy or HORT 1401 Horticulture.

Second Semester

AGAH 1290	ARTIFICIAL INSEMINATION	2
	OR	
AGAH 1291	SPECIAL TOPICS IN ANIMAL SCIENCES, General	2

AGRI 2321	LIVESTOCK EVALUATION I	3
AGRI 2301	AGRICULTURAL POWER UNITS	3
	OR	
AGRI 2303	AGRICULTURAL CONSTRUCTION I	3
AGCR 1441	FORAGE AND PASTURE MANAGEMENT	4
AGMG 2480	COOPERATIVE EDUCATION- AGRICULTURAL BUSINESS AND MANAGEMENT, GENERAL	4

Subtotal: 16

Agriculture Elective

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

Subtotal: 33

**AGMG2480 will constitute the capstone experience.*

Total Credit Hours: 33

Sustainable Agriculture Production Certificate

Degree Requirements

Gainesville Campus

Graduation Requirements: A minimum of 16 semester hours is required for graduation earning the Sustainable Agriculture Production Certificate.

First Semester

AGRI 1371	LOCAL NEEDS	3
AGRI 2330	WILDLIFE CONSERVATION AND MANAGEMENT	3
HALT 1392	NATURALISTIC GARDENING (SPECIAL TOPICS IN HORTICULTURAL SCIENCE)	3
HALT 2307	FOOD CROPS	3
HALT 2321	SMALL FARMING	3

Subtotal: 15

Subtotal: 15

Total Credit Hours: 15

Business Management (Degree)

This program is designed to equip students with knowledge and skills directly applicable to a career in management or supervision, as well as to update and sharpen personal management skills. It is also aimed at providing quality workforce education for positions of managerial responsibility in business and industry. In addition to providing classroom-based course work, the College works with local and area employers to provide on-the-job training experiences to bridge the gap between theory and practice.

All students are to conduct themselves in a manner appropriate to a professionally oriented learning atmosphere. Each student is expected to respect the rights of others. Because students may be in contact with business professionals from outside the college, it is imperative that performance in and out of the classroom reflect the student's desire to become a part of the business professional community. In addition to behavior, dress in the classroom should be appropriate.

Graduation Requirements: A minimum of 62 semester hours is required for graduation with an Associate of Applied Science, Business Management Degree. BUSG 2380 Cooperative Education – Business General is a capstone experience and may not be substituted. It should be taken the last semester before graduation.

Degree Requirements

First Year - First Semester

ACNT 1303	INTRODUCTION TO ACCOUNTING I	3
BUSG 1304	PERSONAL FINANCE	3
HRPO 2301	HUMAN RESOURCE MANAGEMENT	3
BUSG 1301	INTRODUCTION TO BUSINESS	3
MRKG 1301	CUSTOMER RELATIONS	3

Subtotal: 15

First Year - Second Semester

ACNT 1311	INTRODUCTION TO COMPUTERIZED ACCOUNTING	3
POFT 2312	BUSINESS CORRESPONDENCE AND COMMUNICATION	3
MRKG 1311	PRINCIPLES OF MARKETING	3
BMGT 1327	PRINCIPLES OF MANAGEMENT	3
BMGT 2309	LEADERSHIP	3
POFT 1220	JOB SEARCH SKILLS	2

Subtotal: 17

Second Year - First Semester

BCIS 1305	BUSINESS COMPUTER APPLICATIONS	3
IBUS 1305	INTRODUCTION TO INTERNATIONAL BUSINESS AND TRADE	3
HRPO 2307	ORGANIZATIONAL BEHAVIOR	3
BUSG 2305	BUSINESS LAW/CONTRACTS	3

Subtotal: 12

Second Year - Second Semester

ENGL 1301	COMPOSITION I	3
SPCH 1315	PUBLIC SPEAKING	3
ECON 2301	PRINCIPLES OF ECONOMICS (MACRO)	3
MATH 1342	ELEMENTARY STATISTICS	3
ARTS XXXX	VISUAL & PERFORMING ART CORE	3
BUSG 2380	COOPERATIVE EDUCATION - BUSINESS, GENERAL	3

Subtotal: 18

**BUSG2380 will constitute the capstone experience.*

Subtotal: 62

** BUSG 2380 will constitute the capstone experience.*

Total Credit Hours: 62

Business Management (Certificate)

Degree Requirements

First Year - First Semester

ACNT 1303	INTRODUCTION TO ACCOUNTING I	3
BUSG 1304	PERSONAL FINANCE	3
HRPO 2301	HUMAN RESOURCE MANAGEMENT	3
BUSG 1301	INTRODUCTION TO BUSINESS	3
MRKG 1301	CUSTOMER RELATIONS	3

Subtotal: 15

First Year - Second Semester

ACNT 1311	INTRODUCTION TO COMPUTERIZED ACCOUNTING	3
POFT 2312	BUSINESS CORRESPONDENCE AND COMMUNICATION	3

MRKG 1311	PRINCIPLES OF MARKETING	3
BMGT 1327	PRINCIPLES OF MANAGEMENT	3
BMGT 2309	LEADERSHIP	3
POFT 1220	JOB SEARCH SKILLS	2

Subtotal: 17

**POFT1220 will constitute the capstone experience.*
Subtotal: 32

**A comprehensive exam will constitute the capstone experience for this certificate.*

Total Credit Hours: 32

Computer Information - Systems and Technology

The Computer Information Systems & Technology (CITE) curriculum is designed to prepare students for careers in the Information Technology segment of the workforce. Each area of the curriculum provides entry level skills, or prepares the student for industry certification in the chosen field of study. The CITE program curriculum has been developed with the assistance and advice of an advisory council which is composed of service area industry professionals.

The degree and certificate programs will provide the student with skills in industry standard software and hardware. The program provides skills in computer applications, performing critical thinking, and the application of ethics in their daily operations.

The CITE degree program provides study in Computer Maintenance, Computer Programming, Web Page Design and Development, Digital Graphics, Operating Systems, Database Design and Development, and Microsoft Applications. The degree program also provides the student with academic classes designed to provide the student with a well-rounded education.

The Certificate in Game Design provides study in Game Design, Game Development, Animation, Artificial Intelligence, and Game Programming using a variety of programming languages and platforms. Also provides study in Android and iOS app design.

The Certificate Programs for CITE, Networking, and CISCO provide similar classes to the degree program, however there are no academic classes in those individual curricula. A student that commences study as a certificate student and later desires to complete the degree program will find that the classes taken for a certificate will readily transfer to the degree program.

Prerequisite: Students in this program must be able to keyboard at a minimum rate of 40 words per minute

(WPM). Those who cannot meet this requirement must take a keyboarding class to improve their skills prior to enrollment.

Graduation Requirements: A minimum of 62 hours is required for graduation with an Associate of Applied Science degree in CITE. A minimum of 60 hours is required for graduation with an Associate of Applied Science degree in Networking Technology.

The minimums for each of the Certificate programs are: 30 hours for Computer Information Systems & Technology; 30 hours for Computer Information Systems & Technology Game Design; 30 hours for Networking Technology Networking Operating Systems Major; 31 hours for Networking Technology CISCO Major, 16 hours for CISCO Basic

**A comprehensive exam will constitute the capstone for certificates.*

Degree Requirements

First Year - First Semester

ETWR 1302	TECHNICAL WRITING	3
IMED 1316	WEB PAGE DESIGN I (DREAMWEAVER)	3
ITNW 1358	NETWORK+	3
ITSE 1302	COMPUTER PROGRAMMING (VISUAL BASIC)	3
ITSC 1325	PERSONAL COMPUTER HARDWARE	3

Subtotal: 15

First Year - Second Semester

ARTC 1325	INTRODUCTION TO COMPUTER GRAPHICS	3
EECT 1300	TECHNICAL CUSTOMER SERVICE	3
ITSE 2302	INTERMEDIATE WEB PROGRAMMING (PHP)	3
ITSW 1307	INTRODUCTION TO DATABASE (ACCESS)	3
GAME 1343	GAME AND SIMULATION PROGRAMMING I	3

Subtotal: 15

Second Year - First Semester

ARTC 1302	DIGITAL IMAGING I (PHOTOSHOP)	3
ITSC 1316	LINUX INSTALLATION AND CONFIGURATION	3

IMED 1345	INTERACTIVE MULTIMEDIA I (FLASH)	3
INEW 2334	ADVANCED WEB PROGRAMMING (HTML 5)	3
ITSE 2317	JAVA PROGRAMMING	3

Subtotal: 15**Second Year - Second Semester**

ENGL 1301	COMPOSITION I	3
MATH 1332	MATH FOR LIBERAL ARTS	3
ARTS 1301	ART APPRECIATION	3
GOVT 2305	AMERICAN NATIONAL GOVERNMENT	3
SPCH 1318	INTERPERSONAL COMMUNICATION	3
ITSC 2280	COOPERATIVE EDUCATION	2

Subtotal: 17

Subtotal: 62

**ITSC2280 will constitute the capstone experience.*

Total Credit Hours: 62

Computer Information Systems and Technology (Certificate)

A minimum of 30 semester hours is required for graduation with a certificate in Computer Information Systems and Technology.

Degree Requirements**First Semester**

ETWR 1302	TECHNICAL WRITING	3
IMED 1316	WEB PAGE DESIGN I (DREAMWEAVER)	3
ITNW 1358	NETWORK+	3
ITSE 1302	COMPUTER PROGRAMMING (VISUAL BASIC)	3
ITSC 1325	PERSONAL COMPUTER HARDWARE	3

Subtotal: 15**Second Semester**

ARTC 1325	INTRODUCTION TO COMPUTER GRAPHICS	3
EECT 1300	TECHNICAL CUSTOMER SERVICE	3

ITSW 1307	INTRODUCTION TO DATABASE (ACCESS)	3
GAME 1343	GAME AND SIMULATION PROGRAMMING I	3
ITSE 2302	INTERMEDIATE WEB PROGRAMMING (PHP)	3

Subtotal: 15

Subtotal: 30

**Capstone for this course will consist of passing a comprehensive departmental exam.*

Total Credit Hours: 30

Networking Technology (Degree) - Network Operating Systems Major

Attention: This degree is being phased out. All students completing this degree must do so by August 2015. No new students are currently being accepted into the program.

Graduation Requirements : A minimum of 60 semester hours is required for graduation with an Associate of Applied Science Degree in Networking Technology.

Prerequisite : Students in this program must be able to keyboard at a minimum rate of 40 words per minute (WPM). Those who cannot meet this requirement must take a keyboarding class to improve their skills prior to enrollment.

Degree Requirements**First Year - First Semester**

ITSC 1316	LINUX INSTALLATION AND CONFIGURATION	3
ITSC 1325	PERSONAL COMPUTER HARDWARE	3
ITNW 1358	NETWORK+	3
POFI 1349	SPREADSHEETS	3
ITNW 1308	IMPLEMENTING AND SUPPORTING CLIENT OPERATION SYSTEMS	3

Subtotal: 15**First Year - Second Semester**

ITSY 1342	INFORMATION TECHNOLOGY SECURITY	3
ITNW 1353	SUPPORTING NETWORK SERVER INFRASTRUCTURE	3

ENGL 1301	COMPOSITION I	3
EECT 1300	TECHNICAL CUSTOMER SERVICE	3
ITNW 1354	IMPLEMENTING AND SUPPORTING SERVER ENVIRONMENT	3

Subtotal: 15**Second Year - First Semester**

SPCH 1318	INTERPERSONAL COMMUNICATION	3
GOVT 2305	AMERICAN NATIONAL GOVERNMENT	3
ITCC 1401	EXPLORATION 1: NETWORK FUNDAMENTALS	4
ITCC 1404	EXPLORATION 2: ROUTING PROTOCOLS AND CONCEPTS	4

Subtotal: 14**Second Year - Second Semester**

ITCC 2408	EXPLORATION 3: LAN SWITCHING AND WIRELESS	4
ITCC 2410	EXPLORATION 4: ACCESSING THE WAN	4
ARTS 1301	ART APPRECIATION	3
MATH 1332	MATH FOR LIBERAL ARTS	3
ITSC 2280	COOPERATIVE EDUCATION	2

Subtotal: 16

Subtotal: 60

**ITSC2280 will constitute the capstone experience.*

Total Credit Hours: 60

Computer Information Technology — Game Design (Certificate)

A minimum of 30 semester hours is required for graduation with a certificate in Computer Information Systems and Technology — Game Design.

Degree Requirements**First Semester**

ARTC 1325	INTRODUCTION TO COMPUTER GRAPHICS	3
GAME 1306	DESIGN AND CREATION OF GAMES	3
ITSE 1391	SPECIAL TOPICS IN ANDROID	3

PROGRAMMING**OR**

GAME 1303	INTRO TO GAME DESIGN AND DEVELOPMENT	3
ITSW 1307	INTRODUCTION TO DATABASE (ACCESS)	3
IMED 1345	INTERACTIVE MULTIMEDIA I (FLASH)	3

Second Semester

GAME 1343	GAME AND SIMULATION PROGRAMMING I	3
ITSE 2317	JAVA PROGRAMMING	3
1328	VIDEO GAME DESIGN	
	OR	
ITSE 2310	iOS Application Programming	
GAME 1309	INTRODUCTION TO ANIMATION PROGRAMMING	3
GAME 2342	GAME DEVELOPMENT USING C++	3

Subtotal: 15

**A comprehensive program exam will constitute the capstone experience for this certificate.*

Total Credit Hours: 30

Networking Technology - Network Operating Systems Certificate**Corinth and Flower Mound Campuses Only**

A minimum of 31 hours is required for graduation with a certificate in Networking Technology.

Degree Requirements**First Semester**

ITSC 1316	LINUX INSTALLATION AND CONFIGURATION	3
	OR	
ITMT 2422	WINDOWS SERVER 2008 APPLICATIONS INFRASTRUCTURE CONFIGURATION	4
ITSC 1325	PERSONAL COMPUTER HARDWARE	3
ITNW 1358	NETWORK+	3
POFI 1349	SPREADSHEETS	3

ITNW 1308	IMPLEMENTING AND SUPPORTING CLIENT OPERATION SYSTEMS	3
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Subtotal: 15

Second Semester

ITSY 1400	FUNDAMENTALS OF INFORMATION SECURITY	3
	OR	
ITMT ITMT2350	Fundamentals of Information Security	4
ITSY 1342	INFORMATION TECHNOLOGY SECURITY	3
ITNW 1353	SUPPORTING NETWORK SERVER INFRASTRUCTURE	3
EECT 1300	TECHNICAL CUSTOMER SERVICE	3
ITNW 1354	IMPLEMENTING AND SUPPORTING SERVER ENVIRONMENT	3

Subtotal: 16

Subtotal: 31

*Capstone for this course will consist of passing a comprehensive departmental exam.

Total Credit Hours: 31

Networking Technology (Certificate) - Cisco Systems

Corinth and Flower Mound Campuses Only

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

Degree Requirements

First Year - First Semester

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

Subtotal: 17

First Year - Second Semester

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

Subtotal: 14

Subtotal: 31

*Capstone for this course will consist of passing a comprehensive departmental exam.

Total Credit Hours: 31

Network Technology-Certificate-CISCO Basic

Degree Requirements

First Semester

ITCC 1401	CISCO EXPLORATION 1: NETWORK FUNDAMENTALS	4
ITCC 1404	CISCO EXPLORATION 2: ROUTING PROTOCOLS AND CONCEPTS	4

Subtotal: 8

Second Semester

ITCC 2408	CISCO EXPLORATION 3: LAN SWITCHING AND WIRELESS	4
ITCC 2410	CISCO EXPLORATION 4: ACCESSING THE WAN	4

Subtotal: 8

Subtotal: 16

Total Credit Hours: 16

Drafting Technology (Degree)

Gainesville and Corinth Campuses

The Drafting Department at NCTC offers training in drafting using Autodesk software, an industry standard used around the world. Students can work toward a drafting certificate consisting of thirty (30) credit hours of drafting courses like basic CAD, architecture, mechanical, and 3D solid modeling. Generally students can finish the certificate program in one year as a full time student.

Working students can go part-time and take one or two classes per semester and finish over a longer period of time. An Associate of Applied Science degree is also offered in Drafting and Design. The AAS degree is sixty (60) credit hours in length. Included in the degree program are English, Math, and other core academic courses. All the courses completed in the certificate program are part of the degree option. So if after completing the certificate a student wanted to work toward a degree all the work from the certificate would count toward the degree. Also the work done at NCTC may be transferred to local universities for those students wishing to get a BAAS degree. The degree program offers the student choices in degree path with several advanced drafting electives. The electives allow the student to focus their training in areas of interest that best fit their career goals. Of course students may work beyond the 60 hour degree requirement and take extra drafting electives or core academic courses. Transferring students should check with the university they plan to transfer to as to the number of classes that can be transferred.

Graduation Requirements : A minimum of 60 semester hours is required for graduation with an Associate of Applied Science Degree.

Degree Requirements

First Year - First Semester

DFTG 1305	TECHNICAL DRAFTING	3
DFTG 1309	BASIC COMPUTER-AIDED DRAFTING	3
DFTG 1317	ARCHITECTURAL DRAFTING/RESIDENTIAL	3
DFTG 1333	MECHANICAL DRAFTING	3
DFTG 2317	DESCRIPTIVE GEOMETRY	3

Subtotal: 15

First Year - Second Semester

DFTG 1391	SPECIAL TOPICS IN DRAFTING-INTELLIBUILD SOFTWARE APPLICATION IN ARCHITECTURE	3
DFTG 2300	INTERMEDIATE ARCHITECTURALDRAFTING-RESIDENTIAL	3
DFTG 2302	MACHINE DRAFTING	3
DFTG 2319	INTERMEDIATE COMPUTER-AIDED DRAFTING	3
DFTG 2340	SOLID MODELING/DESIGN	3

Subtotal: 15

Second Year - First Semester

DFTG 2306	MACHINE DESIGN	3
DFTG XXXX	ADVANCED DRAFTING ELECTIVE	3
DFTG XXXX	ADVANCED DRAFTING ELECTIVE	3
ECON 2301	PRINCIPLES OF ECONOMICS (MACRO)	3
ARTS 1301	ART APPRECIATION	3

Subtotal: 15

Second Year - Second Semester

DFTG 2338	FINAL PROJECT-CAPSTONE	3
DFTG XXXX	ADVANCED DRAFTING ELECTIVE	3
MATH 1314	COLLEGE ALGEBRA	3
SPCH 1315	PUBLIC SPEAKING	3
GOVT 2305	AMERICAN NATIONAL GOVERNMENT	3

Subtotal: 15

DFTG2338 will constitute the AAS Degree capstone experience.

**Advanced Drafting Electives:*

DFTG1358 Electrical/Electronic Drafting, DFTG2330 Civil Drafting, DFTG2323 Pipe Drafting, DFTG2332 Advanced Computer-Aided Drafting, DFTG2358 Advanced Machine Design, DFTG2328 Architectural Drafting-Commercial, DFTG2330 Civil Drafting

DFTG2338 will constitute the capstone experience.

Total Credit Hours: 63

Advanced Drafting Certificate

Degree Requirements

First Semester

DFTG 1305	TECHNICAL DRAFTING	3
DFTG 1309	BASIC COMPUTER-AIDED DRAFTING	3
DFTG 1317	ARCHITECTURAL DRAFTING/RESIDENTIAL	3
DFTG 1333	MECHANICAL DRAFTING	3
DFTG 2317	DESCRIPTIVE GEOMETRY	3

Subtotal: 15

Second Semester

DFTG 1391	SPECIAL TOPICS IN DRAFTING- INTELLIBUILD SOFTWARE APPLICATION IN ARCHITECTURE	3
DFTG 2300	INTERMEDIATE ARCHITECTURALDRAFTING- RESIDENTIAL	3
DFTG 2302	MACHINE DRAFTING	3
DFTG 2319	INTERMEDIATE COMPUTER- AIDED DRAFTING	3
DFTG 2340	SOLID MODELING/DESIGN	3
Subtotal: 15		

Separate comprehensive departmental examinations will constitute the "**Basic Drafting** Certificate" & "**Advanced Drafting** Certificate" capstone experiences.

Subtotal: 30

Total Credit Hours: 30

Basic Drafting

Degree Requirements

First Semester

DFTG 1305	TECHNICAL DRAFTING	3
DFTG 1309	BASIC COMPUTER-AIDED DRAFTING	3
DFTG 1317	ARCHITECTURAL DRAFTING/RESIDENTIAL	3
DFTG 1333	MECHANICAL DRAFTING	3
DFTG 2317	DESCRIPTIVE GEOMETRY	3
Subtotal: 15		

A separate comprehensive departmental examinations will constitute the "**Basic Drafting** Certificate" & "**Advanced Drafting** Certificate" capstone experience.

Subtotal: 15

A separate comprehensive departmental examinations will constitute the "**Basic Drafting** Certificate" & "**Advanced Drafting** Certificate" capstone experience.

Total Credit Hours: 15

Equine Science (Degree)

Gainesville Campus

The Equine Program is designed to give students hands-on experience, real industry application, and a well-rounded curriculum that includes science, business, riding, and training. Located in the heart of horse country, students not only work within the program but directly with many of

the outstanding professionals and facilities in the area thereby gaining important work experience and contacts within the industry. The diverse student population encompasses individuals from many levels of experience, disciplines, and background including international students that come to study in the program.

Important Notice: Students should also note that this is a very rigorous program that requires a large amount of time, significant class loads, and extra work experiences out side of class.

Graduation Requirements: A minimum of 68 semester hours is required for graduation with an Associate of Applied Science Degree.

Degree Requirements

First Year - First Semester

ENGL 1301	COMPOSITION I	3
	EQUESTRIAN I REQUIREMENT	3
AGEQ 1319	HORSEMANSHIP I	3
	OR	
AGEQ 1300	ENGLISH EQUITATION I	3
	OR	
AGEQ 1370	LOCAL NEEDS - PRINCIPLES OF RANCH HORSE RIDING I	3
AGEQ 1411	EQUINE SCIENCE I (HORSE PRODUCTION AND MANAGEMENT)	4
AGEQ 1305	EQUINE ENTERPRISE MANAGEMENT	3
AGRI 1309	COMPUTERS IN AGRICULTURE	3

Subtotal: 16

Equestrian I Requirement: AGEQ 1319 or AGEQ 1300 or AGEQ 1370

First Year - Second Semester

AGEQ 1315	HORSE EVALUATION I	3
	AGRICULTURAL COURSE	3
AGRI 2317	INTRODUCTION TO AGRICULTURAL ECONOMICS	3
	OR	
AGMG 2301	LIVESTOCK BUSINESS MANAGEMENT	3
	EQUESTRIAN II REQUIREMENT	3
AGEQ 2339	HORSEMANSHIP II	3
	OR	

AGEQ 2359	ENGLISH EQUITATION II	3
	OR	
AGEQ 1371	LOCAL NEEDS - PRINCIPLES OF RANCH HORSE RIDING II	3
	OR	
AGEQ 2370	LOCAL NEEDS - REINING	3
	INSTITUTIONAL CORE REQUIREMENT	3
GOVT XXXX	GOVERNMENT CORE	3
	OR	
HIST XXXX	HISTORY CORE	3
	OR	
	SOCIAL AND BEHAVIORAL SCIENCE	3
	VISUAL AND PERFORMING ARTS	3
AGEQ 2311	EQUINE SCIENCE II (ADVANCED HORSE PRODUCTION AND MANAGEMENT)	3

Agricultural Course: Choose one from: AGRI2317 or AGMG2301

Equestrian II Requirement: AGEQ 2339 or AGEQ 2359 or AGEQ 1371 or AGEQ2370

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

Visual & Performing Arts: Choose one course from the Core Visual & Performing Arts

First Year - Third Semester

	AGRICULTURE MECHANICS	3
AGRI 2301	AGRICULTURAL POWER UNITS	3
	OR	
AGRI 2303	AGRICULTURAL CONSTRUCTION I	3
	OR	
AGME 1415	FARM AND RANCH SHOP SKILLS I	4
	CORE COLLEGE MATH	3
AGEQ 1401	EQUINE BEHAVIOR AND TRAINING I	4
	NATURAL SCIENCE	4

AGAH 1397	AGRICULTURAL SPANISH	3
	<i>Agriculture Mechanics: Choose one from: AGRI2301, AGRI2303 or AGME1415</i>	
	<i>Core College Math: Choose one course from the Core Curriculum in Mathematics</i>	
	<i>Natural Science: Choose one course from the Core Curriculum in Natural Science</i>	
	First Year - Fourth Semester	
AGRI 1419	INTRODUCTORY ANIMAL SCIENCE	4
AGEQ 1450	EQUINE REPRODUCTION	4
AGEQ 2310	EQUINE BUSINESS MANAGEMENT	3
AGEQ 2386	INTERNSHIP - EQUINE SCIENCE	3
SPCH 1311	INTRODUCTION TO SPEECH COMMUNICATION	3
	OR	
SPCH 1315	PUBLIC SPEAKING	3
	OR	
SPCH 1318	INTERPERSONAL COMMUNICATION	3
	OR	
SPCH 1321	BUSINESS AND PROFESSIONAL SPEECH	3

Subtotal: 68

**AGEQ2386 will constitute the capstone experience.*

Total Credit Hours: 68

Equine Husbandry-Marketable Skills Award

Degree Requirements

Graduation Requirements: A minimum of 14 semester hours is required for graduation earning the Equine Husbandry Marketable Skills Award.

First Semester

AGEQ 1411	EQUINE SCIENCE I (HORSE PRODUCTION AND MANAGEMENT)	4
AGEQ 1401	EQUINE BEHAVIOR AND TRAINING I	4

AGEQ 1315	HORSE EVALUATION I	3
AGEQ 2311	EQUINE SCIENCE II (ADVANCED HORSE PRODUCTION AND MANAGEMENT)	3

Subtotal: 14

Subtotal: 14

Total Credit Hours: 14

Equine Business Management (Degree)

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

Degree Requirements

First Semester

AGEQ 1315	HORSE EVALUATION I	3
BMGT 1327	PRINCIPLES OF MANAGEMENT	3
ACCT 2301	PRINCIPLES OF ACCOUNTING I	3
	OR	
ACNT 1303	INTRODUCTION TO ACCOUNTING I	3
	EQUINE ELECTIVE	2
AGEQ 1322	FUNDAMENTALS OF RIDING INSTRUCTION	3
	OR	
AGEQ 1371	LOCAL NEEDS - PRINCIPLES OF RANCH HORSE RIDING II	3
	OR	
AGEQ 2315	HORSE EVALUATION II	3
	OR	
AGEQ 2401	EQUINE BEHAVIOR AND TRAINING II	4
	CORE COLLEGE MATH	3
ARTS	PERFORMING ARTS ELECTIVE	3

Subtotal: 18

Equine Elective: Choose one from: AGEQ1322, AGEQ1371, AGEQ2215, AGEQ2401

Visual & Performing Arts: Choose one course from the Core Curriculum Visual & Performing Arts.

Core Math: Choose one course from the Core Curriculum Mathematics.

Second Semester

AGEQ 2311	EQUINE SCIENCE II (ADVANCED HORSE PRODUCTION AND MANAGEMENT)	3
	OR	
AGRI 1419	INTRODUCTORY ANIMAL SCIENCE	4
	OR	
AGEQ 1450	EQUINE REPRODUCTION	4
	Business Elective	
POFT 1328	BUSINESS PRESENTATIONS	3
	OR	
BMGT 2303	PROBLEM SOLVING AND DECISION MAKING	3
	OR	
BUSG 2307	LEGAL AND SOCIAL ENVIRONMENT OF BUSINESS	3
AGEQ 2310	EQUINE BUSINESS MANAGEMENT	3
BMGT 2309	LEADERSHIP	3
AGEQ 2386	INTERNSHIP - EQUINE SCIENCE	3

Subtotal: 16-17

Agriculture Science Elective: AGEQ2311, AGRI1419 or AGEQ1450

Business Elective: POFT1328, BMGT2303 or BUSG2307

Third Semester

AGEQ 1319	HORSEMANSHIP I	3
	OR	
AGEQ 1300	ENGLISH EQUITATION I	3
	OR	
AGEQ 1370	LOCAL NEEDS - PRINCIPLES OF RANCH HORSE RIDING I	3
AGEQ 1411	EQUINE SCIENCE I (HORSE PRODUCTION AND MANAGEMENT)	4
AGRI 1309	COMPUTERS IN AGRICULTURE	3
AGEQ 1305	EQUINE ENTERPRISE MANAGEMENT	3
ENGL 1301	COMPOSITION I	3

Subtotal: 16-17

Equestrian Requirement: Choose AGEQ 1319 or AGEQ 1300 or AGEQ 1370

Fourth Semester

SPCH 1311	INTRODUCTION TO SPEECH COMMUNICATION	3
	OR	
SPCH 1315	PUBLIC SPEAKING	3
	OR	
SPCH 1318	INTERPERSONAL COMMUNICATION	3
	OR	
SPCH 1321	BUSINESS AND PROFESSIONAL SPEECH	3
AGAH 1397	AGRICULTURAL SPANISH	3
BUSG 1304	PERSONAL FINANCE	3
AGRI 1325	MARKETING OF AGRICULTURE PRODUCTS	3
	OR	
AGRI 2317	INTRODUCTION TO AGRICULTURAL ECONOMICS	3
	OR	
AGMG 2301	LIVESTOCK BUSINESS MANAGEMENT	3
GOVT XXXX	GOVERNMENT CORE	3
	OR	
HIST XXXX	HISTORY CORE	3
	OR	
	SOCIAL SCIENCE CORE	3
		Subtotal: 15

Institutional Core Requirement: Choose one course from the Core Curriculum in either GOVT, HIST or Social & Behavioral Sciences
Subtotal: 64

**AGEQ2386 will constitute the internship experience.*

Total Credit Hours: 64

Equine Management Certificate

Degree Requirements

Gainesville Campus

Graduation Requirements: A minimum of 26 semester hours is required for graduation earning the Equine Management Certificate.

First Semester

AGEQ 1411	EQUINE SCIENCE I (HORSE PRODUCTION AND MANAGEMENT)	4
AGEQ 1305	EQUINE ENTERPRISE MANAGEMENT	3
AGRI 1309	COMPUTERS IN AGRICULTURE	3
	EQUESTRIAN I REQUIREMENT	3
AGEQ 1319	HORSEMANSHIP I	3
	OR	
AGEQ 1300	ENGLISH EQUITATION I	3
	OR	
AGEQ 1370	LOCAL NEEDS - PRINCIPLES OF RANCH HORSE RIDING I	3
		Subtotal: 13

Second Semester

AGEQ 1315	HORSE EVALUATION I	3
AGEQ 2311	EQUINE SCIENCE II (ADVANCED HORSE PRODUCTION AND MANAGEMENT)	3
AGCR 1441	FORAGE AND PASTURE MANAGEMENT	4
AGEQ 2310	EQUINE BUSINESS MANAGEMENT	3
		Subtotal: 13

Subtotal: 26

Total Credit Hours: 26

Equine Science – Horse Management and Training (Certificate)

Graduation Requirements: A minimum of 45 semester hours is required for graduation with a Horse Training & Management Certificate.

Degree Requirements

First Semester

AGEQ 1305	EQUINE ENTERPRISE MANAGEMENT	3
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AGEQ 1411	EQUINE SCIENCE I (HORSE PRODUCTION AND MANAGEMENT)	4
AGEQ 1401	EQUINE BEHAVIOR AND TRAINING I	4
AGRI 1309	COMPUTERS IN AGRICULTURE	3
	EQUESTRIAN I REQUIREMENT	3
AGEQ 1319	HORSEMANSHIP I	3
	OR	
AGEQ 1300	ENGLISH EQUITATION I	3
	OR	
AGEQ 1370	LOCAL NEEDS - PRINCIPLES OF RANCH HORSE RIDING I	3
Subtotal: 17		

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

Second Semester

AGAH 1397	AGRICULTURAL SPANISH	3
	EQUESTRIAN II REQUIREMENT	3
AGEQ 2339	HORSEMANSHIP II	3
	OR	
AGEQ 2359	ENGLISH EQUITATION II	3
	OR	
AGEQ 1371	LOCAL NEEDS - PRINCIPLES OF RANCH HORSE RIDING II	3
	EQUINE ELECTIVE	2
AGEQ 1391	SPECIAL TOPICS III	3
	OR	
AGEQ 2370	LOCAL NEEDS - REINING	3
	OR	
AGEQ 2371	LOCAL NEEDS - ADVANCED RANCH HORSE RIDING	3
AGEQ 2386	INTERNSHIP - EQUINE SCIENCE	3
Subtotal: 12		

Equestrian II Requirement: AGEQ2339 or AGEQ2359 or AGEQ1371

Equine Elective: AGEQ 1391, AGEQ2370 or AGEQ2371

Third Semester

AGEQ 2310	EQUINE BUSINESS MANAGEMENT	3
AGEQ 2311	EQUINE SCIENCE II (ADVANCED HORSE PRODUCTION AND MANAGEMENT)	3
AGMG 2301	LIVESTOCK BUSINESS MANAGEMENT	3
AGEQ 2401	EQUINE BEHAVIOR AND TRAINING II	4
	AGRICULTURE MECHANICS	3
AGRI 2301	AGRICULTURAL POWER UNITS	3
	OR	
AGRI 2303	AGRICULTURAL CONSTRUCTION I	3

Subtotal: 16

Agriculture Mechanics: Choose one from: AGRI2301 OR AGRI2303

Subtotal: 42

**AGEQ2386 will constitute the capstone experience.*

Total Credit Hours: 42

Equine Science – Breeding Farm Management (Certificate)

Graduation Requirements: A minimum of 37 semester hours is required for graduation with a Breeding Farm Management Certificate.

Degree Requirements

First Semester

AGEQ 1305	EQUINE ENTERPRISE MANAGEMENT	3
AGEQ 1411	EQUINE SCIENCE I (HORSE PRODUCTION AND MANAGEMENT)	4
AGEQ 1401	EQUINE BEHAVIOR AND TRAINING I	4
AGRI 1309	COMPUTERS IN AGRICULTURE	3

Subtotal: 14

Second Semester

AGEQ 2310	EQUINE BUSINESS MANAGEMENT	3
AGEQ 2311	EQUINE SCIENCE II (ADVANCED	3

	HORSE PRODUCTION AND MANAGEMENT)	
AGCR 1441	FORAGE AND PASTURE MANAGEMENT	4
AGEQ 1450	EQUINE REPRODUCTION	4
Subtotal: 14		
Third Semester		
AGAH 1397	AGRICULTURAL SPANISH	3
AGEQ 2386	INTERNSHIP - EQUINE SCIENCE	3
	AGRICULTURE MECHANICS	3
AGRI 2301	AGRICULTURAL POWER UNITS	3
	OR	
AGRI 2303	AGRICULTURAL CONSTRUCTION I	3
Subtotal: 9		

Agriculture Mechanics: AGRI2301 OR AGRI2303

Subtotal: 42

**AGEQ2386 will constitute the capstone experience.*

Total Credit Hours: 42

Farm and Ranch Management (Degree)

Gainesville Campus

Graduation Requirements: A minimum of 61 semester hours is required for graduation with an Associate of Applied Science Degree.

Degree Requirements

First Semester

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

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

Second Semester

	CORE COLLEGE MATH	3
	INSTITUTIONAL CORE REQUIREMENT	3

SPCH 1311	INTRODUCTION TO SPEECH COMMUNICATION	3
	OR	
SPCH 1315	PUBLIC SPEAKING	3
	OR	
SPCH 1318	INTERPERSONAL COMMUNICATION	3
	OR	
SPCH 1321	BUSINESS AND PROFESSIONAL SPEECH	3
AGRI 1419	INTRODUCTORY ANIMAL SCIENCE	4
	AGRICULTURAL ELECTIVE	2

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

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

Third Semester

	VISUAL AND PERFORMING ARTS	3
AGAH 1397	AGRICULTURAL SPANISH	3
	AGRICULTURE MECHANICS	3
AGAH 1453	BEEF CATTLE PRODUCTION	4
	AGRICULTURAL ELECTIVE	2

Agriculture Mechanics: Choose one from: AGRI2303 or AGME2301

Agriculture Elective: Choose one from: AGAH1290, AGRI2321 or AGRI2330

Visual & Performing Arts: Choose one from the Core Curriculum Visual & Performing Arts

Fourth Semester

AGRI 1413	PLANT PROTECTION	4
AGCR 1441	FORAGE AND PASTURE MANAGEMENT	4
AGAH 2313	PRINCIPLES OF FEEDS AND FEEDING	3
AGMG 2480	COOPERATIVE EDUCATION- AGRICULTURAL BUSINESS AND	4

MANAGEMENT, GENERAL

Subtotal: 61

**AGMG2480 will constitute the capstone experience.*

Total Credit Hours: 61

Horticultural Management (Certificate)

The NCTC Horticulture Program is one of the few programs of its kind, providing a broad, technical education in the field of horticulture, emphasizing practical knowledge while preparing students to work in multiple facets of the industry, including landscaping, floristry, horticulture crop production and greenhouse management. Students learn a variety of horticultural techniques such as plant propagation, organic gardening, soil preparation, plant identification, and pest management. Courses are taught using a range of teaching methods consisting of hands-on labs, one-on-one instruction, fieldtrips, and lectures. A dynamic and diverse field, horticulture is among the few to bridge the gap between science, art, business, and technology. Horticulture is not only a multi-billion dollar industry that offers increasing job opportunities for students seeking careers in the area, but horticulture also offers countless opportunities for hobbyists.

The following curriculum must be completed for certification. Some courses may have an additional supply fee charged at the time of registration.

Degree Requirements**First Semester**

FMKT 1301	FLORAL DESIGN	3
HALT 1392	NATURALISTIC GARDENING (SPECIAL TOPICS IN HORTICULTURAL SCIENCE)	3
HALT 1331	WOODY PLANTS	3
HORT 1401	HORTICULTURE	4
	HORTICULTURE ELECTIVE	3
AGRI 2303	AGRICULTURAL CONSTRUCTION I	3
	OR	
HALT 1333	Landscape Irrigation	
	OR	
HALT 2331	ADVANCED LANDSCAPE DESIGN	3
	OR	
HALT 2307	FOOD CROPS	3

Subtotal: 16

Horticulture Elective: HALT2307 Food Crops, HALT2331 Advanced Landscape Design, HALT1333 Landscape Irrigation, AGRI2303 Agricultural Construction I

Second Semester

HALT 1303	HERBACEOUS PLANTS	3
HALT 1422	LANDSCAPE DESIGN	4
HALT 2308	GREENHOUSE MANAGEMENT	3
	HORTICULTURE ELECTIVE	3

Subtotal: 13

Horticulture Elective: HALT2307 Food Crops, HALT2331 Advanced Landscape Design, HALT1333 Landscape Irrigation, AGRI2303 Agricultural Construction I

Summer Semester

HALT 2280	COOPERATIVE EDUCATION	2
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Subtotal: 2

Subtotal: 31

HALT2280 will constitute the capstone experience.*Horticulture Management Electives***Select from list below:**AGRI2303 - Agricultural Construction I**HALT1333 - Landscape Irrigation**HALT2307 - Food Crops**HALT2331 - Advanced Landscape Design*

Total Credit Hours: 31

Landscape Design-Marketable Skills**Degree Requirements**

The following curriculum must be completed for certification. Some courses may have an additional supply fee charged at the time of registration.

First Semester

HALT 1422	LANDSCAPE DESIGN	4
HALT 1333	Landscape Irrigation	

Second Semester

HALT 2331	ADVANCED LANDSCAPE DESIGN	3
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Subtotal: 3

Subtotal: 3

Total Credit Hours: 3

Sustainable Horticulture Certificate

Degree Requirements

Gainesville Campus

Graduation Requirements: A minimum of 16 semester hours is required for graduation earning the Sustainable Horticulture Certificate.

First Semester

AGRI 1371	LOCAL NEEDS	3
AGRI 2330	WILDLIFE CONSERVATION AND MANAGEMENT	3
HALT 1392	NATURALISTIC GARDENING (SPECIAL TOPICS IN HORTICULTURAL SCIENCE)	3
HALT 2307	FOOD CROPS	3
HALT 2321	SMALL FARMING	3

Subtotal: 15

Subtotal: 15

Office Systems Technology (Degree)

The Office Systems Technology (OST) curriculum is designed to prepare students for a variety of careers related to office technology and to update and sharpen current skills. The program's flexibility allows the student to take classes over the Internet while continuing to work full-time. It is designed to equip students with the knowledge and skills directly related to their career and specifically targets existing occupational areas that are forecast by regional planning agencies to be growing ones.

The objectives of the OST program include preparing students to become employable through training in the occupational area; providing adequate information, learning opportunities, and hands-on practice to become proficient in using computer applications and office machines; and providing professional guidance and ethical foundations for the office environment.

Prerequisite : Use of the computer is essential for success in this program. Students enrolled in OST classes must be able to keyboard at a minimum rate of 30 words per minute (wpm), and they will be required to take a keyboarding test to verify that they meet this requirement. Those who cannot meet this requirement must take a keyboarding class to improve their skills prior to or concurrent with enrollment.

Graduation Requirements : A minimum of 62 semester hours is required for graduation with an Associate of Applied Science Degree in Office Systems Technology.

Degree Requirements

First Year - First Semester

POFT 1329	KEYBOARDING AND DOCUMENT FORMATTING	3
POFT 1309	ADMINISTRATIVE OFFICE PROCEDURES I	3
POFI 2301	WORD PROCESSING	3
POFT 1331	NUMERIC KEYPAD APPLICATIONS	3
ACNT 1303	INTRODUCTION TO ACCOUNTING I	3

Subtotal: 15

First Year - Second Semester

ACNT 1311	INTRODUCTION TO COMPUTERIZED ACCOUNTING	3
POFI 1349	SPREADSHEETS	3
POFT 1328	BUSINESS PRESENTATIONS	3
POFI 2331	DESKTOP PUBLISHING FOR THE OFFICE	3
POFT 1319	RECORDS AND INFORMATION MANAGEMENT I	3

Subtotal: 15

Second Year - First Semester

POFI 2350	DATABASES	3
ENGL 1301	COMPOSITION I	3
BCIS 1305	BUSINESS COMPUTER APPLICATIONS	3
POFT 1325	BUSINESS MATH AND MACHINE APPLICATIONS	3
POFT 2312	BUSINESS CORRESPONDENCE AND COMMUNICATION	3

Subtotal: 15

Second Year - Second Semester

MATH 1332	MATH FOR LIBERAL ARTS	3
POFT 2380	COOPERATIVE EDUCATION - ADMINISTRATIVE ASSISTANT AND SECRETARIAL SCIENCE	3
SPCH 1321	BUSINESS AND PROFESSIONAL SPEECH	3
ARTS 1301	ART APPRECIATION	3
ECON 2301	PRINCIPLES OF ECONOMICS (MACRO)	3

Subtotal: 15

Subtotal: 60

**POFT2380 will constitute the capstone experience.*

Total Credit Hours: 60

Office Systems Technology (Certificate)

Graduation Requirements: A minimum of 32 hours is required for graduation with a certificate of completion in Office Systems Technology.

Degree Requirements**First Semester**

POFT 1329	KEYBOARDING AND DOCUMENT FORMATTING	3
POFT 1309	ADMINISTRATIVE OFFICE PROCEDURES I	3
POFI 2301	WORD PROCESSING	3
POFT 1331	NUMERIC KEYPAD APPLICATIONS	3
ACNT 1303	INTRODUCTION TO ACCOUNTING I	3

Subtotal: 15**Second Semester**

ACNT 1311	INTRODUCTION TO COMPUTERIZED ACCOUNTING	3
POFI 1349	SPREADSHEETS	3
POFT 1328	BUSINESS PRESENTATIONS	3
POFI 2331	DESKTOP PUBLISHING FOR THE OFFICE	3
POFT 1319	RECORDS AND INFORMATION MANAGEMENT I	3
POFT 1220	JOB SEARCH SKILLS	2

Subtotal: 17

Subtotal: 32

**POFT1220 will constitute the capstone experience.*

Total Credit Hours: 32

Office Systems Technology - Technology Medical (Certificate)

Graduation Requirements: A minimum of 32 hours is required for graduation with a certificate of completion in Office Systems Technology.

Degree Requirements**First Semester**

ACNT 1303	INTRODUCTION TO ACCOUNTING I	3
POFT 1309	ADMINISTRATIVE OFFICE PROCEDURES I	3
POFT 1329	KEYBOARDING AND DOCUMENT FORMATTING	3
POFT 1331	NUMERIC KEYPAD APPLICATIONS	3
POFI 2301	WORD PROCESSING	3
HITT 1305	MEDICAL TERMINOLOGY	3

Subtotal: 18**Second Semester**

ACNT 1311	INTRODUCTION TO COMPUTERIZED ACCOUNTING	3
POFI 1349	SPREADSHEETS	3
POFM 1327	MEDICAL INSURANCE	3
POFT 1319	RECORDS AND INFORMATION MANAGEMENT I	3
POFT 2380	COOPERATIVE EDUCATION - ADMINISTRATIVE ASSISTANT AND SECRETARIAL SCIENCE	3

Subtotal: 15

Subtotal: 33

POFT1220 will constitute the capstone experience.*Office System Technology-Marketable Skills Award****Degree Requirements****First Semester**

This award is designed to provide training for individuals interested in obtaining marketable skills as a Microsoft Office Software Professional. Emphasis will be placed on preparation for Microsoft Office certification examinations.

POFI 2301	WORD PROCESSING	3
POFI 1349	SPREADSHEETS	3
POFT 1328	BUSINESS PRESENTATIONS	3
POFI 2350	DATABASES	3

Subtotal: 12

Subtotal: 12

Total Credit Hours: 12

Petroleum Technology (Degree)

Bowie Campus

Degrees and Certificates in the Petroleum Technology Program are designed to provide students with the knowledge and skills required to start careers in the petroleum industry. Training and coursework provides a diversity of knowledge that can be applied in many areas of the petroleum industry. The Petroleum Technology coursework will be a combination of core academic courses, highly specialized technical classes, and petroleum industry specific training labs. The academic support courses for this program can be completed at any of our campuses. However, the technical courses will be taught at our Bowie Campus and our Graham Campus.

Safety training as designed and mandated by The Petroleum Education Council (PEC) will be a major component. Other courses will address work teams, communication and leadership, and industry specific lab training for the petroleum industry. These courses prepare students for entry-level careers as part of a production team charged with safe and efficient extraction and production of petroleum. Those currently in the field who combine education with experience will be able to seek progression into managerial jobs with higher wages. As its foundation, the program will introduce students to the industry, its rich history, and purposes/procedures in varied petroleum technologies: exploration, drilling, production, transportation, marketing, and refining. Introductory and advanced oil and gas specialty topics as recommended by industry partners are heavily entrenched in the curriculum content.

The program is driven by petroleum industry hands-on instruction, broad-based in scope to cover as many aspects of the industry as possible. This gives the students the knowledge and skills necessary to begin a successful career in a versatile and strong petroleum industry. Students will gain knowledge related to basic oil field equipment maintenance and repair and environmental and regulatory mandates. Computer literacy will be a program mainstay as the industry adapts to new technology field needs to expediently translate well data.

Program Requirements: In addition to the general requirements for admission to NCTC, entry into the Petroleum Technology program requires basic proficiency in English, Reading, and Math. (THEA requirement).

Graduation Requirements: A minimum of 60 semester hours is required for graduation with an Associate of Applied Science Degree.

Degree Requirements

First Year - First Semester

PTRT 1301	INTRODUCTION TO PETROLEUM INDUSTRY	3
PTRT 1313	INDUSTRIAL SAFETY	3
PTRT 1321	OIL FIELD HYDRAULICS	3
CNBT 1311	CONSTRUCTION METHODS & MATERIALS	3
SPCH 1315	PUBLIC SPEAKING	3
	OR	
SPCH 1321	BUSINESS AND PROFESSIONAL SPEECH	3

Subtotal: 15

First Year - Second Semester

CETT 1302	ELECTRICITY PRINCIPLES	3
ENGL 1301	COMPOSITION I	3
HIST 1301	U.S. HISTORY TO 1865	3
PTRT 2323	NATURAL GAS PRODUCTION	3
PTRT 1324	PETROLEUM INSTRUMENTATION	3

Subtotal: 15

Second Year - First Semester

PTRT 1307	RECOVERY AND PRODUCTION METHODS	3
ARTS 1301	ART APPRECIATION	3
PTRT 1303	DRILLING	3
BMGT 2309	LEADERSHIP	3
PTRT 1317	NATURAL GAS PROCESSING I	3

Subtotal: 15

Second Year - Second Semester

PTRT 2380	COOPERATIVE EDUCATION - PETROLEUM TECHNOLOGY/TECHNICIAN	3
PTRT 1391	SPECIAL TOPICS IN PETROLEUM-SCADA	3
BMGT 1327	PRINCIPLES OF MANAGEMENT	3
PTRT 2331	WELL COMPLETIONS	3
MATH 1314	COLLEGE ALGEBRA	3
	OR	
MATH 1332	MATH FOR LIBERAL ARTS	3

OR

MATH 1342	ELEMENTARY STATISTICS	3
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Subtotal: 15

Subtotal: 60

**PTRT 2380 will constitute the capstone experience.*

Students will complete, with an industry partner, an internship (cooperative education) to validate workplace competencies. Students successfully completing the program will be awarded the Associate of Applied Science degree in Petroleum Technology.

Total Credit Hours: 60

Petroleum Technology (Certificate)

Bowie Campus

Program Requirements : The Petroleum Technology certificate program is THEA exempt.

Certification Requirements : 27 semester hours is required for completion of the Petroleum Technology certificate.

Degree Requirements

First Semester

PTRT 1301	INTRODUCTION TO PETROLEUM INDUSTRY	3
PTRT 1313	INDUSTRIAL SAFETY	3
PTRT 1321	OIL FIELD HYDRAULICS	3
CNBT 1311	CONSTRUCTION METHODS & MATERIALS	3
PTRT 1307	RECOVERY AND PRODUCTION METHODS	3

Subtotal: 15

Second Semester

CETT 1302	ELECTRICITY PRINCIPLES	3
PTRT 1324	PETROLEUM INSTRUMENTATION	3
PTRT 1303	DRILLING	3
PTRT 2323	NATURAL GAS PRODUCTION	3

Subtotal: 12

Subtotal: 27

**A comprehensive program exam will constitute the capstone experience for this certificate.*

Total Credit Hours: 27

CURRICULA HEALTH SCIENCES

North Central Texas College's Division of Health Sciences includes the following courses of study:

- **Associate Degree Nursing (ADN)** - for students wishing to qualify for licensure as Registered Nurses (RNs).
- **Cosmetology**
 - **Cosmetology Stylist/Operator (OP)** - for students wishing to qualify for licensure as Cosmetology Operator.
 - **Esthetician (FA)** - for students wishing to qualify for licensure as Facialist.
 - **Nail Tech (MA)** - for students wishing to qualify for licensure as Manicurist.
 - **Instructor of Cosmetology, Esthetics or Nail Technology (MA)** - for students wishing to qualify for licensure as Instructor.
- **Emergency Medical Services (EMS)** - for students wishing to qualify for certification as Paramedics and EMTs.
- **Law Enforcement** - for students wishing to obtain a certificate or Associate of Applied Science in Law Enforcement.
- **Radiological Technology** - for students wishing to qualify for registry as Radiological Technologists.
- **Surgical Technology** - for students wishing to qualify for certification as Surgical Technologists.
- **Vocational Nursing (LVN)** - for students wishing to qualify for licensure as Licensed Vocational Nurses (LVNs).

To earn either an Associate degree or Certificate, students must achieve an overall grade point average of at least 2.0 and complete the minimum number of semester hours specified for each program. Eighteen of the semester hours required for completion of the degree/certificate must be taken at NCTC.

NOTE: Admission to Health Science/Nursing Programs

Admission to a Health Science or Nursing program is contingent upon admission to North Central Texas College; however, granting of admission to the College does not guarantee admission to a Health Science or Nursing program. A more detailed description of the general admissions process for Health Science/Nursing programs is on page 23. Refer also to specific programs on the following pages for any additional admission requirements.

Associate Degree Nursing (ADN) Program (Gainesville Campus)

North Central Texas College's ADN program is approved by the Texas Board of Nursing and has full accreditation from the Accreditation Commission for Education in Nursing Inc. (ACEN: 3343 Peachtree Rd., NE Ste. 850, Atlanta, GA 30326, Telephone: (404) 975-5000).

Essential Competencies of Graduates of Texas

I. Member of the Profession:

A. Function within the nurse's legal scope of practice and in accordance with the policies and procedures of the employing health care institution or practice setting.

B. Assume responsibility and accountability for the quality of nursing care provided to patients and their families.

C. Participate in activities that promote the development and practice of professional nursing.

D. Demonstrate responsibility for continued competence in nursing practice, and develop insight through reflection, self-analysis, self-care and lifelong learning.

II. Provider of Patient-Centered Care:

A. Use clinical reasoning and knowledge based on the diploma or associate degree nursing program of study and evidence-based practice outcomes as a basis for decision making in nursing practice.

B. Determine the physical and mental health status, needs, and preferences of culturally, ethnically, and socially diverse patients and their families based upon interpretation of comprehensive health assessment findings compared with evidence-based health data derived from the diploma or associate degree nursing program of study.

C. Analyze assessment data to identify problems, formulate goals/outcomes, and develop plans of care for patients and their families using information from evidence-based practice in collaboration with patients, their families, and the interdisciplinary health care team.

D. Provide safe, compassionate, comprehensive nursing care to patients and their families through a broad array of health care services.

E. Implement the plan of care for patients and their families within legal, ethical, and regulatory parameters and in consideration of disease prevention, wellness, and promotion of healthy lifestyles.

F. Evaluate and report patient outcomes and responses to therapeutic interventions in comparison to benchmarks

from evidence-based practice, and plan follow-up nursing care.

G. Develop, implement, and evaluate teaching plans for patients and their families to address health promotion, maintenance and restoration.

H. Coordinate human, information, and material resources in providing care for patients and their families.

III. Patient Safety Advocate

A. Demonstrate knowledge of the Texas Nursing Practice Act and the Texas Board of Nursing Rules that emphasize safety, as well as all federal, state, and local government and accreditation organization safety requirements and standards.

B. Implement measures to promote quality and a safe environment for patients, self, and others.

C. Formulate goals and outcomes using evidence-based data to reduce patient risks.

D. Obtain instruction, supervision, or training as needed when implementing nursing procedures or practices.

E. Comply with mandatory reporting requirements of the Texas Nursing Practice Act.

F. Accept and make assignments and delegate tasks that take into consideration patient safety and organizational policy.

IV. Member of the Health Care Team:

A. Coordinate, collaborate, and communicate with patients, their families, and the interdisciplinary health care team to plan, deliver, and evaluate patient-centered care.

B. Serve as a health care advocate in monitoring and promoting quality and access to health care for patients and their families.

C. Refer patients and their families to resources that facilitate continuity of care; health promotion, maintenance, and restoration; and ensure confidentiality.

D. Communicate and collaborate in a timely manner with members of the interdisciplinary health care team to promote and maintain optimal health status of patients and their families.

E. Communicate and manage information using technology to support decision making to improve patient care.

F. Assign and/or delegate nursing care to other members of the health care team based upon an analysis of patient or unit need.

G. Supervise nursing care provided by others for whom the nurse is responsible by using evidence-based nursing practice.

Gaining Admission

Being admitted* to North Central Texas College does NOT mean you are automatically admitted to the ADN program. (Refer to the note on the previous page and to more detailed information about admission on page 23.) To be officially admitted to the ADN program at NCTC, students must meet additional qualification requirements and carefully follow the step-by-step process described in Phase One and Phase Two to follow.

**North Central Texas College does not discriminate against or exclude from participation in any of its programs or activities, either in the student body or the staff, any person on the grounds of sex, race, color, religion, age, handicap, national origin or veteran status. Special emphasis will continue to be placed on correcting conditions which may inadvertently discriminate against any individual with a disability.*

PHASE ONE

The following steps must be completed by ALL applicants before they will be considered for admission to the ADN program:

Step One: Apply for Admission to NCTC through ***Apply Texas*** or print the NCTC Admissions Application ***Application for Admission*** (p. 24) or print in PDF format. Please submit your application as far in advance of registration as possible. Complete the college admission process as outlined on the NCTC website. Fill out and submit a ***Degree Audit/Transcript Evaluation*** form to the NCTC Admissions Office. This should be done a minimum of two months prior to applying to the nursing program.

Step Two: Attend a *pre-nursing advisement/information session*. Times and locations of information sessions are updated and posted as changes occur on the Information Session link of the nursing website. Applying for the Next Class has more detailed information regarding testing and a checklist of things to be gathered before entering the program. Attendance is encouraged, but not mandatory.

Step Three: Once all admission requirements are met, you will be notified by the Registrar's Office of your acceptance to the College and will be ready to begin the process of registering for the prerequisite and support courses. See the associate Degree Nursing curriculum for a list of required courses.

PHASE TWO

The following procedure is to be followed by applicants who have met all the requirements of Phase One and are asking for clearance to enroll in the ADN program.

Step One: Once you have completed all items under PHASE ONE, you are ready to seek official admission to the ADN Program. First, you must complete and submit an Associate Degree Nursing Application to the ADN Program Office (in person) at the Gainesville campus. Copies of transcripts from all colleges other than NCTC

and a copy of the degree audit must be provided at the time the ADN Application is completed. (The nursing office can print a copy of the NCTC transcript so it is not necessary to provide a copy). The application must be completed between:

- **May 1 – June 1 for Fall Semester admission to the ADN Program OR**
- **Sept. 15 – Oct. 1 for Spring Semester admission.**

These nursing applications do NOT “carry over.” If for any reason you are not admitted to the ADN Program after submitting your first nursing application, you must submit a new form in order to be considered again for admission.

Step Two : After you have completed Step One above, your transcript will then be evaluated to determine “priority points.” (refer to the Priority Point Chart above). Applicants will be ranked according to the priority points.

Step Three : All applicants who have submitted nursing applications will be notified of their enrollment status BY MAIL. Only a limited number of applicants with the highest Priority Point scores will receive letters stating that they are candidates to take the pre-admission exam (Kaplan).

Candidates with the highest pre-admission exam scores will be considered for admission to the Associate Degree Nursing Program. Candidates with the next highest pre-admission exam scores will be listed as alternates. If any of those who have been admitted are not able to begin the program for that particular semester, the next highest scoring alternate will be admitted. Minimum passing score is 70%. Any applicant (including alternates who did not get in) wishing to re-apply the following semester must go through this admission procedure again in order to be considered for the upcoming semester. (The pre-admission exam may only be taken one time in any given semester). Potential students may not take the exam more than twice. Those students accepted for admission to the ADN Program will be registered in the first semester nursing courses.

Step Four : Those students selected for admission will need to have the following items:

- Physical Examination form signed by a physician certifying that the applicant has been examined thoroughly.
- Proof of current CPR certification (American Heart Association Health Care Provider) and the following required Immunizations: Measles, Mumps & Rubella (2 MMR's or serological confirmation), Tdap, record of last 2 TB tests (at least 1 within past 7 months or Chest X-Ray within 2 years), Hepatitis B (series of 3 doses administered over a 6 months period--the first dose must be obtained no later than February 15 for Fall admission or July 6 for Spring admission in order to have the series complete prior to beginning the

program), Varicella (chicken pox) (positive IgG titer or 2 doses as an adult), Flue vaccine.

- Proof of major medical insurance coverage or accident insurance coverage.
- Students must also purchase malpractice insurance (costing approximately \$18). This is added to the tuition/fees bill at registration. Malpractice insurance must be renewed each fall semester. A student must have a valid social security number in order to enter the ADN program as clinical affiliations require valid Social Security numbers for Criminal Background checks.
- A Drug Test and a Criminal Background Check will be required of all students.

NOTE: Any student who has a history of mental illness or substance abuse must file paperwork with the Board of Nursing (BON) BEFORE applying to the ADN program. Any student who has ever been arrested for or charged with anything other than a minor traffic violation will need to submit a Petition for a Declaratory Order to the Board of Nursing and receive resolution from the BON prior to applying to the nursing program. See the Criminal Background Check link on the nursing web site contact the ADN Program Director for additional information.

Criminal background checks will be completed on all applicants to the program. The following histories will disqualify an individual from consideration for clinical rotations: 1) felony convictions, 2) misdemeanor convictions or felony deferred adjudications involving crimes against persons (personal or sexual), 3) felony deferred adjudications for the sale, possession, distribution, or transfer of narcotics or controlled substances, and 4) registered sex offenders. Applicants with these histories will not be accepted into the program. Applicants with these histories will not be accepted into the program. If a clinical agency does not allow a student to attend clinicals at their site, the student may be dropped from the program since they may not be able to meet the objectives of the program.

Priority Points

Non-Nursing Curriculum Coursework

Grade Point Average

4.0	3 priority points
3.5	2 priority points
3.0	1 priority point

Non-Nursing Coursework Completed With a “C” or Better:

28 hours	3 priority points
19 hours	2 priority points
11 hours	1 priority point

BIOL2401 Anatomy & Physiology I Grade:

A	3 priority points
B	2 priority points
C	1 priority point

BIOL2402 Anatomy & Physiology II Grade:

A	3 priority points
B	2 priority points
C	1 priority point

NOTE: Non-Nursing Coursework includes: 4 hour College Chemistry, 3 hours Math Statistics, 4 hours Anatomy & Physiology I, 4 hours Anatomy & Physiology II, 4 hours Microbiology, 3 hours Developmental Psychology, 3 hours Composition I, 3 hours Composition II, 3 hours Humanities or Fine Arts, 3 hours core elective

About Transfer Credit

Admission by Transfer is considered on a space available basis. Applicants must meet all requirements of the nursing program in addition to those of North Central Texas College. All college credits from other institutions will be evaluated on an individual basis to determine their possible application to the nursing curriculum requirements. A letter of "C" (75) or better is required for transfer for all previous nursing courses and academic support courses. Students who have not been academically successful in other nursing programs will not be considered for transfer. Previous nursing courses must be from a regionally accredited program of nursing. A transfer will not be considered if the student has missed a full semester of enrollment in a nursing program. The student must submit

- A letter stating the reason for transfer
- Course descriptions and/or course syllabi for previous nursing courses
- Resume of previous clinical experience to include documentation of skills provided by the faculty of the transferring school.
- Letter of recommendation from the Department Head of the school from which the applicant is transferring.
- Students will be evaluated on an individual basis by the Program Director to determine their level of entry.

To Earn Your Associate Degree

To successfully complete the ADN program, earn an Associate of Applied Science Degree and apply to take the state licensing exam for Registered Nurses, students at

NCTC must complete a total of 70 semester credit hours — 36 in Nursing courses and 34 in prerequisites and required support courses. Transition students complete fewer hours due to credit given for LVN license. Remember that nursing courses are grouped in progressive levels of complexity, and students must successfully complete all course work in one level before progressing to the next. If students remain on the prescribed track, completing all coursework and clinicals required to graduate normally takes two years from the time they enroll in the first clinical course. Failure to successfully complete the Clinical Math exams will result in clinical failure and dismissal from the nursing program.

Succeeding in the ADN Program

Progression Criteria: To remain in good standing and progress within the ADN curriculum, students must:

- Make a grade of "C" or higher in all required courses and maintain an overall grade point average of 2.0;
- Have already taken the support courses required in the degree plan for that level or be enrolled concurrently;
- Maintain current CPR certification and immunization status.

Any student not satisfying these criteria will not be allowed to continue enrolling in ADN courses. However, when deficiencies are corrected, the student may be readmitted to the appropriate courses but **ONLY** on a space-available basis.

Grading Policy

Grades in classroom (non-clinical) work are based on numerical average with corresponding letter grades. A grade of "C" or higher is required in ALL courses in the ADN curriculum.

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

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

Students must also complete a state mandated jurisprudence exam with a score of 75 in order to apply to take the NCLEX - RN. Graduates may apply to write the National Council Licensure Examination administered by the Texas Board of Nursing. After passing this exam, they are ready to begin their careers as Registered Nurses.

About Clinicals

Applicants to the ADN Program should understand that clinical courses require students to travel to sites off the College campus. Clinical sites include, but are not limited to, hospitals and other health care facilities in Gainesville,

Denton, Flower Mound, Muenster, and Corinth. Students must be prepared to drive to ANY of these locations for clinicals; sites close to your home are not always available.

Readmission

Students who have an interruption in the normal progression of their nursing studies—whether by withdrawal from a nursing course or earning a grade lower than a “C” in a nursing course - will no longer be enrolled in the Associate Degree Nursing Program. The ADN Admission, Progression, Advisement Committee (APA) considers appeals for readmission on an individual basis. Refer to the NCTC Associate Degree Nursing Student Handbook for more detailed information about this procedure.

Grades for clinical courses are based on performance in the clinical area. Failure to successfully complete the Clinical Math Exams will result in clinical failure and dismissal from the nursing program.

Cost Considerations for ADN Students

Summary of Costs : The total per-semester cost of enrolling in the ADN Program at North Central Texas College is the sum of: (1) tuition; (2) “combined” student fees; (3) laboratory fees; (4) textbooks; (5) supplies & incidentals; and (6) nursing kits. Except for items 5 and 6, charges are figured just as they are for all other students. However, ADN students should be aware that, due to the special nature of the program, expenses in categories 3-6 will probably be considerably higher than those paid by students in most other majors. Estimated cost for the entire Associate Degree Nursing program is approximately \$10,000.

Laboratory Fees: These are extra fees charged for all courses requiring a lab (in addition to the classroom lecture). For ADN students, a lab fee of \$24 will also be charged for each clinical course. Lab fees for other non-nursing science courses are normally \$24.

Textbooks: Nursing textbooks are highly specialized medical books and can be expensive — as much as \$1200 or more the first semester of clinicals. Keep in mind that the ADN program is an integrated course of study, meaning you’ll buy most of your nursing books during the first semester of clinicals. Therefore, book costs will be considerably less in later semesters of the ADN portion of the program. For students not yet officially admitted to the ADN Program and who will be taking general education and Level I non-clinical courses, textbook costs will vary according to which particular courses are taken, but on average plan to spend a minimum of about \$50 per semester hour for books.

Supplies & Incidentals: Once admitted to clinicals, ADN students will need to buy uniforms, patches, a lab coat,

shoes, stethoscope, lab kit and bandage scissors. A good wristwatch with second hand is essential. Also, the student will need normal school supplies, and other costs will include such items as major medical insurance, physical examination (including immunizations), Hepatitis B vaccine, CPR training, assessment test fees, graduation fees, state board fees and school pin. Additional fees for Malpractice Insurance and Drug Screening will be added to the tuition/fees bill. Additional costs may include Criminal Background Testing and a State Board Review Course. Most of these expenses occur at the beginning of the program so expect the first semester to cost around \$3500. A computer with internet access, printer, ink and computer paper are a necessity during the nursing program.

NOTE: All tuition rates, fees and other elements of expense for attending North Central Texas College are subject to change by the NCTC Board of Regents.

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

Graduates may apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN), which is administered by the Texas Board of Nursing. Graduates must pass the state-mandated jurisprudence with a minimum grade of 75 before applying for the NCLEX-RN. Graduates become Registered Nurses after passing the exam. NCTC ADN graduates are encouraged to continue nursing education toward a bachelor's degree or higher.

Bachelor of Science in Nursing (BSN) Pathway

Texas supports the Institute of medicine (IOM) goal established in 2011 to increase the number of RNs holding a bachelor's degree in nursing to 80% by the year 2020. Students who are enrolled in a BSN program at the time of RN licensure will have an advantage when searching for jobs. With this in mind, NCTC has partnered with major universities to offer students the opportunity for a smoother transition from ADN to BSN. Difficulties in the past have included problems such as limited slots available in the universities, differences in courses required from college to college, students needing many additional courses when they transfer to the university, etc. With the BSN Pathway, the curriculum has been standardized and students who complete all of the courses listed in the pathway, graduate with an Associate Degree in Nursing from NCTC, and pass the state board licensing exam, will be able to complete the BSN program with an additional 30 hours of on-line courses at one of our partner universities. In addition to the courses required for the Associate Degree Nursing Program, the following core courses would be needed for the BSN Pathway: BIOL1322 Basic Nutrition, PSYC2301 Intro to General Psychology, HIST1301 US History to 1865, HIST1302 US History from 1865, GOVT2305 American

National Government, GOVT2306 American State & Local Government, a two-hour elective and an additional Humanities or Creative Arts course (BSN requires one course from Humanities and one course from Creative Arts).

Associate Degree Nursing

BSN Pathway Core Course Requirements

BSN Pathway Core Course Requirements

BSN Pathway Core Course Requirements: Students who wish to pursue a Bachelor of Science Program with one of our partner universities would need to complete the following core courses in addition to the courses required for the Associate Degree Program: BIOL1322 Basic Nutrition, PSYC2301 Intro to General Psychology, HIST1301 US History to 1865, HIST1302 US History from 1865, GOVT2305 American National Government, GOVT2306 American State & Local Government, a two-hour elective and an additional Humanities or Creative Arts course (BSN requires one course from Humanities and one course from Creative Arts). These courses could be completed in summers and mini-mesters. BSN Pathway students would then continue on for an additional 30 hours of online coursework with one of the partner universities. See the BSN Pathway link on the nursing website for additional information.

Degree Requirements

Course of Study - Prerequisite Courses

CHEM 1411	GENERAL CHEMISTRY I	4
	OR	
CHEM 1413	CHEMISTRY FOR THE HEALTH SCIENCES	4
BIOL 2401	HUMAN ANATOMY AND PHYSIOLOGY I	4
BIOL 2402	HUMAN ANATOMY AND PHYSIOLOGY II	4
MATH 1342	ELEMENTARY STATISTICS	3
		Subtotal: 15

First Year - First Long Semester

BIOL 2420	MICROBIOLOGY	4
RNSG 1219	INTEGRATED NURSING SKILLS I	2

RNSG 1423	INTRODUCTION TO PROFESSIONAL NURSING FOR INTEGRATED PROGRAMS	4
RNSG 1300	HEALTH ASSESSMENT ACROSS THE LIFESPAN	3
RNSG 1261	CLINICAL NURSING I	2
		Subtotal: 15

First Year - Second Long Semester

PSYC 2314	LIFESPAN GROWTH AND DEVELOPMENT	3
ENGL 1301	COMPOSITION I	3
RNSG 2404	INTEGRATED CARE OF THE PATIENT WITH COMMON HEALTH CARE NEEDS	4
RNSG 1462	CLINICAL NURSING II	4
		Subtotal: 14

Minimester

RNSG 1163	CLINICAL - PSYCHIATRIC NURSING	1
		Subtotal: 1

Second Year - First Semester

ENGL 1302	COMPOSITION II	3
RNSG 2414	INTEGRATED CARE OF THE PATIENT WITH COMPLEX HEALTH CARE NEEDS	4
RNSG 2461	CLINICAL NURSING III	4
	HUMANITIES ELECTIVE	3
	OR	
	FINE ARTS ELECTIVE	3
		Subtotal: 14

Second Year - Second Semester

RNSG 2435	INTEGRATED PATIENT CARE MANAGEMENT	4
RNSG 2462	CLINICAL NURSING IV	4
PSYC 2301	INTRODUCTION TO GENERAL PSYCHOLOGY	3
	OR	
BIOL 1322	BASIC NUTRITION	3
	OR	
HIST 1301	U.S. HISTORY TO 1865	3
	OR	

HIST 1302	U.S. HISTORY FROM 1865	3
	OR	
GOVT 2305	AMERICAN NATIONAL GOVERNMENT	3
	OR	
GOVT 2306	AMERICAN, STATE AND LOCAL GOVERNMENT	3

Subtotal: 11

Subtotal: 70

BIOL2420, PSYC2314, ENGL1301, ENGL1302, Humanities or Fine Arts Elective, and Core Elective: These courses may be taken prior to the semester indicated but no later than the semester in which they are listed. All coursework must be completed with a "C" or better.

- Chemistry for Health Sciences is preferred. Other college chemistry courses will be considered for the Associate Degree Nursing Track. The Chemistry course for the BSN Pathway must be either Chemistry for Health Sciences or General Chemistry.
- Core Elective may be chosen from one of the following 6 courses: PSYC2301 Intro to General Psychology, BIOL1322 Basic Nutrition, HIST1301 U.S. History to 1865, HIST1302 U.S. History from 1865, GOVT2305 American National Government, or GOVT2306 American State & Local Government
- Degree Audit Note: Since some courses may not transfer, have all transcripts sent to the Registrar's Office and request a Degree Audit.
- Credit Hour Note: You can tell easily how many hours of credit a particular course is worth by looking at the course identification number. The second digit in the four-digit number gives the semester-credit-hour value of the course. For example, the English course ENGL1301 is worth three (3) hours credit, and the Microbiology course BIOL2420 is worth four (4) hours of credit. One lecture hour is equivalent to one credit. A 2:1 ratio is used in determining lab hours to credit hours and a 4:1 ratio is used in determining clinical hours. Each credit hour of lecture equals 50 contact minutes per week. A four (4) credit hour clinical course of 256 fifty-minute contact hours (240 sixty-minute clock hours) generally results in a clinical course that meets for 16 hours each week for 15 weeks during both the fall and spring semesters. See catalog course descriptions for the number of hours, lecture, laboratory, and clinical hours required for each course.

Total Credit Hours: 70

Transition From Vocational To Professional Nursing

Degree Requirements

Prerequisite Courses

CHEM 1411	GENERAL CHEMISTRY I	4
	OR	
CHEM 1413	CHEMISTRY FOR THE HEALTH SCIENCES	4
BIOL 2401	HUMAN ANATOMY AND PHYSIOLOGY I	4
BIOL 2402	HUMAN ANATOMY AND PHYSIOLOGY II	4
MATH 1342	ELEMENTARY STATISTICS	3

First Long Semester

BIOL 2420	MICROBIOLOGY	4
RNSG 1227	TRANSITION TO PROFESSIONAL NURSING	2
RNSG 1300	HEALTH ASSESSMENT ACROSS THE LIFESPAN	3

Subtotal: 9

Second Long Semester

PSYC 2314	LIFESPAN GROWTH AND DEVELOPMENT	3
ENGL 1301	COMPOSITION I	3
RNSG 2404	INTEGRATED CARE OF THE PATIENT WITH COMMON HEALTH CARE NEEDS	4
RNSG 1262	CLINICAL NURSING FOR TRANSITION STUDENTS	2

Subtotal: 16

Minimester

RNSG 1163	CLINICAL - PSYCHIATRIC NURSING	1
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Subtotal: 1

Third Long Semester

ENGL 1302	COMPOSITION II	3
RNSG 2414	INTEGRATED CARE OF THE PATIENT WITH COMPLEX HEALTH CARE NEEDS	4

RNSG 2461	CLINICAL NURSING III	4
	HUMANITIES ELECTIVE	3
	OR	
	HUMANITIES-FINE ART	3
Fourth Long Semester		
RNSG 2435	INTEGRATED PATIENT CARE MANAGEMENT	4
RNSG 2462	CLINICAL NURSING IV	4
		Subtotal: 8

Subtotal: 34

Microbiology, Developmental Psychology, Composition I: 2 of these 3 but be completed prior to entering the program. Composition II, Speech and Humanities or Fine Arts Elective: These courses may be taken prior to the semester indicated but no later than the semester in which they are listed. All coursework must be completed with a "C" or better. Failure to successfully complete the Clinical Math Exams will result in a clinical failure and dismissal from the nursing program. Students must also complete a state mandated jurisprudence exam with a score of 75 in order to take the NCLEX-RN.

Graduation & NCLEX for Licensure

NOTE: You can tell easily how many hours of credit a particular course is worth by looking at the course identification number. The second digit in this four-digit number gives the semester-credit-hour value of the course. For example, the English course ENGL1301 is worth three (3) hours credit, and the Microbiology course BIOL2420 is worth four (4) hours of credit. One lecture hour is equivalent to one credit hour. A 2:1 ratio is used in determining lab hours to credit hours and a 3:1 ratio is used in determining clinical hours. Each credit hour of lecture equals 50 contact minutes per week. A five (5) credit hour clinical course of 256 fifty-minute contact hours (240 sixty-minute clock hours) generally results in a clinical course that meets for two consecutive eight-hour days each week for 15 weeks during both the fall and spring semesters. See catalog course descriptions for the number of hours of lecture, laboratory, and clinical hours required for each course.

Students with prior vocational nursing experience and training may apply for admission to RNSG1227: Transition to Professional Nursing. Students will also take RNSG1300 Health Assessment Across the Lifespan, RNSG1262 Clinical Nursing for Transition Students and RNSG2504 Integrated Care of the Patient with Common Health Care Needs during their first semester. All Students seeking admission to the transition course are expected to be competent in basic nursing skills.

Students should also understand that they must complete all academic courses required of other ADN students. Completing the majority of all non-nursing courses prior to entrance will be to the student's advantage for acceptance into the program.

After successful completion of this first semester, transition students would then take the Minimester Psychiatric clinical and the Second Year courses as listed on the previous page. Traditional transition students should be able to complete the program in one and a half years. A hybrid/on-line transition track option begins in the summer. Application deadline is March 1 - April 1. See the nursing website for details.

Admission Process : Transition students must follow the same admission process as beginning students. Documentation of current licensure as a vocational/practical nurse is required.

NOTE: See the Transition link on the nursing web site for additional options.

About Transfer Credit

Admission by Transfer is considered on a space available basis. Applicants must meet all requirements of the nursing program in addition to those of North Central Texas College. All college credits from other institutions will be evaluated on an individual basis to determine their possible application to the nursing curriculum requirements. A letter grade of "C" (75) or better is required for transfer for all previous nursing courses and academic support courses. Students who have not been academically successful in other nursing programs will not be considered for transfer. Previous nursing courses must be from an accredited program of nursing. A transfer will not be considered if the student has missed a full semester of enrollment in a nursing program. The student must submit:

1. A letter stating the reason for transfer.
2. Course descriptions and/or course syllabi for previous nursing courses.
3. Resume of previous clinical experience to include documentation of skills provided by the faculty of the transferring school.
4. Letter of recommendation from the Department Head of the school from which the applicant is transferring.

Students will be evaluated on an individual basis by the Program Coordinator to determine their level of entry.

Total Credit Hours: 34

Cosmetology (Certificate)**Gainesville Campus**

Prior to enrolling in Cosmetology, Esthetics, and/or Nail Technology programs, the requirements are as followed:

- *Apply to NCTC, complete the online orientation, and provide transcripts of previous college hours;*
- *Apply to the Cosmetology Department in person and interview the Program Coordinator by appointment;*
- *Complete a visual perception test (free of charge) in the Cosmetology Department;*
- *Complete the Reading portion of the COMPASS test in the NCTC Counseling and Testing Center (\$15 fee) or provide proof of passing a previous college entrance exam;*
- *Complete an applicat*
- *ion to the Texas Department of Licensing and Regulations, including a \$25 permit fee;*
- *Applicants must be at least 17 years of age;*
- *Applicants must have a high school diploma or GED;*
- *Transfer students must meet the enrollment requirements stated above and provide the Cosmetology Department with practical, academic and completed clock hour information from previously attended schools, and a written referral letter from a previous instructor.*

The NCTC Cosmetology program's curriculum is mandated by the Texas Department of Licensing and Regulations. Students are prepared for licensure as a stylist/operator, esthetician/facialist, nail technician or manicurist. Through continued study, students can become an instructor of these courses.

Fifteen of the semester hours required for completion of the degree/certification must be taken at North Central Texas College.

The following are required for Cosmetology certification:

Degree Requirements**First Semester**

CSME 1401	ORIENTATION TO COSMETOLOGY	4
CSME 1405	FUNDAMENTALS OF COSMETOLOGY	4
CSME 1310	Introduction to Haircutting and Related Theory	
CSME 1453	CHEMICAL REFORMATION AND	4

RELATED THEORY**Subtotal: 12****Second Semester**

CSME 2401	THE PRINCIPLES OF HAIR COLORING AND RELATED THEORY	4
CSME 2410	ADVANCED HAIRCUTTING AND RELATED THEORY	4
CSME 1443	MANICURING AND RELATED THEORY	4
CSME 1447	PRINCIPLES OF SKIN CARE/FACIALS AND RELATED THEORY	4

Subtotal: 16**Third Semester**

CSME 2237	ADVANCED COSMETOLOGY TECHNIQUES	2
	Salon Development	
CSME 2441	PREPARATION FOR TEXAS DEPARTMENT OF LICENSING AND REGULATIONS	4

Subtotal: 6

Subtotal: 34

**CSME2441 will constitute the capstone experience.*

Total Credit Hours: 34

Cosmetology Instructor (Certificate)

The following are required for certification:

Degree Requirements**First Semester**

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

Subtotal: 10**Second Semester**

CSME 2514	COSMETOLOGY INSTRUCTOR II	5
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Subtotal: 5

Subtotal: 15

**CSME2514 will constitute the capstone experience.*

Total Credit Hours: 15

Aesthetician (Certificate)

Gainesville Campus

Prior to enrolling in Cosmetology, Esthetics, and/or Nail Technology programs, the requirements are as followed:

- Apply to NCTC, complete the online orientation, and provide transcripts of previous college hours;
- Apply to the Cosmetology Department in person and interview the Program Coordinator by appointment;
- Complete a visual perception test (free of charge) in the Cosmetology Department;
- Complete the Reading portion of the COMPASS test in the NCTC Counseling and Testing Center (\$15 fee) or provide proof of passing a previous college entrance exam;
- Complete an applicat
- ion to the Texas Department of Licensing and Regulations, including a \$25 permit fee;
- Applicants must be at least 17 years of age;
- Applicants must have a high school diploma or GED;
- Transfer students must meet the enrollment requirements stated above and provide the Cosmetology Department with practical, academic and completed clock hour information from previously attended schools, and a written referral letter from a previous instructor.

The following are required for Esthetician certification:

Degree Requirements

First Semester

CSME 1248	Principles of Skin Care	
CSME 1420	Orientation to Facial Specialist	
CSME 1447	PRINCIPLES OF SKIN CARE/FACIALS AND RELATED THEORY	4
		Subtotal: 4

Second Semester

CSME 1421	Principles of Facial and Skin Care Technology I	
CSME 1445	Principles of Facial and Skin Care Technology II	
2431	Principles of Facials and Skin Care Technology III	
		Subtotal: 4

**CSME2531 will constitute the capstone experience.*

Total Credit Hours: 4

Nail Technician (Certificate)

Gainesville Campus

Prior to enrolling in Cosmetology, Esthetics, and/or Nail Technology programs, the requirements are as followed:

- Apply to NCTC, complete the online orientation, and provide transcripts of previous college hours;
- Apply to the Cosmetology Department in person and interview the Program Coordinator by appointment;
- Complete a visual perception test (free of charge) in the Cosmetology Department;
- Complete the Reading portion of the COMPASS test in the NCTC Counseling and Testing Center (\$15 fee) or provide proof of passing a previous college entrance exam;
- Complete an application
- Apply to the Texas Department of Licensing and Regulations, including a \$25 permit fee;
- Applicants must be at least 17 years of age;
- Applicants must have a high school diploma or GED;
- Transfer students must meet the enrollment requirements stated above and provide the Cosmetology Department with practical, academic and completed clock hour information from previously attended schools, and a written referral letter from a previous instructor.

The following are required for Nail Technician certification:

Degree Requirements

First Semester

CSME 1430	ORIENTATION TO NAIL TECHNOLOGY	4
CSME 1431	PRINCIPLES OF NAIL TECHNOLOGY I	4
		Subtotal: 8

Second Semester

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

Subtotal: 16

Total Credit Hours: 16

Emergency Medical Services Program

Corinth Campus

The Emergency Medical Services Program is designed to give the student a well-rounded education for a professional career in emergency medicine. The Department of State Health Services has approved the program. There is one certificate and one-degree track offered to meet the student's desire for certification or licensure. Levels of EMS certification are:

1. Emergency Medical Technician
2. Emergency Medical Technician Paramedic
3. RN to Emergency Medical Technician Paramedic

Courses are taught through lecture, case study skills, written assignments, skills demonstrations, and hands-on training. Clinical experiences and Internships are completed through area hospitals and EMS/fire departments.

Following successful completion of the program, the graduate will be able to:

1. Describe the scope of paramedic practice within local, state and national parameters.
2. Demonstrate the desirable qualities of an EMS provider that contribute to high professional and ethical standards.
3. Recognize, assess and manage medical and traumatic emergencies while establishing priorities under the appropriate medical control. Procedures will include physical assessment, extrication, basic life support, airway control and ventilation, fluid resuscitation, drug therapy, emergency delivery, cardiac monitoring and electrical intervention, psychological support and other forms of basic and advanced life support.
4. Coordinate scene management, patient care, and transportation with other agencies.
5. Establish rapport with first responders, agencies, patient's family members, and staff of receiving hospitals.
6. Concisely document through written and oral communications, events relative to the provision of emergency care.
7. In the event of contingencies, exercise personal judgment that is sound and appropriate for the situation.

Admission Process

Qualifications : To be eligible to enroll in the EMS Program, the applicant must show proof of the following at the time of registration:

1. Be at least 18 years of age to sit for certification.

2. Be a high school graduate or have passed the GED test;
3. Be physically able to handle patients and equipment normally used in EMS;

To Apply : Prospective students should obtain a program information packet from the EMS Program and follow the instructions in the packet for securing admission to the EMS Program or on the NCTC EMS website. The following will be submitted to the EMS Program:

1. Application for Admission to NCTC
2. Application to the EMS Program
3. High school transcripts
4. College transcripts
5. Current state or national EMS certifications and current medically related certificates of completion
6. Complete physical which includes a drug screen and immunizations
7. Carry a current Health Care Provider CPR card or equivalent.
8. Must have current medical insurance

Program Acceptance

At the EMT level, students are accepted on a first come, first serve basis. Due to the large volume of students for limited positions within the EMS Program, a priority acceptance ranking is based upon (1) current enrollment in the EMT program and (2) all other applicants.

Progression

To progress through the EMS Program, the student must maintain a "C" average or above. Any student who has an interruption in the normal progression of his/her EMS training may reapply for readmission to the EMS Program through the department program coordinator. Time limitations are determined by department policy and are available by request. Readmission application does not guarantee applicant will receive acceptance into the program.

Advanced Standing Courses and Transfer Credit

Nationally registered EMTs must petition the Department of State Health Services, EMS Division to transfer their certification to the State of Texas.

Paramedics Seeking an Associate Degree

Texas or nationally certified paramedics trained at a school other than North Central Texas College may apply for the Associate of Applied Science degree. Application procedures, entrance requirements, credit for certifications, and other requirements are available upon request.

RN to Emergency Medical Technician Paramedic (EMSP 2553 and EMSP 2563)

Qualifications : To be eligible to enroll in the RN to Paramedic program, the applicant **must show proof of the following at the time of registration.**

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

Students must successfully complete the following by the end of the course to be eligible to test with National Registry on the Paramedic level.

1. Complete an Internship
2. Successfully complete the National Registry EMT exam

During the course, the student will test with the National Registry at the EMT level. This exam must be completed by midterm. At the completion of the course, the student is eligible to test with National Registry at the Paramedic level, provided the student has completed and passed their EMT testing. It is highly recommended for the student to complete an EMT-Basic course before taking the RN Bridge course.

Grading Policy

Grades in the EMS Program are determined by theory, writing assignments, skills performance, Internet assignments, written exams and clinical practice. At the completion of each EMSP course, the student must have a department average and Final Exam Grade of 75% or above to complete course work. Letter grades are assigned based on the following scale:

A = 91-100% • B = 82-90% • C = 75-81%

D = 66-74% • F = 0-65%

Cost Considerations for EMS Students

Summary of Costs : The total per-semester cost of enrolling in the EMS Program at North Central Texas College is the sum of: (1) tuition; (2) “combined student fees”; (3) laboratory fees; (4) textbooks; and (5) supplies and incidentals. Except for item 5, charges are figured just as they are for all other students. However, EMS students should be aware that due to the special nature of the program, expenses in categories 3-5 will probably be considerably higher than those paid by students in most other majors.

Laboratory Fees : These are extra fees charged for all courses requiring a lab (in addition to the classroom lecture). For EMS students, a lab fee of \$24 will be charged for each clinical course and courses with a skills component. Lab fees for other non-EMS science courses are normally \$24.

Textbooks : EMS textbooks are highly specialized and can be expensive, as much as \$300 or more in the first semester of Paramedicine. Keep in mind that the EMS program is an integrated course of study, meaning you will buy most of your EMS books the first semester. Therefore, book costs will be considerably less in the later semesters.

Supplies and Incidentals : Once admitted to the EMS Program, students will need to buy classroom uniforms, clinical uniforms, patches, stethoscope, pen light and trauma shears. A good wristwatch with a second hand is essential. Also, the student will need normal school supplies, and other costs that will include such items as major medical insurance, physical examination (including immunizations), Hepatitis B vaccine, CPR training, Drug Testing, Graduation fees and National Registry Examination fee as well as, the Department of State Health Services State Examination fee. An additional fee for malpractice insurance and National Registry Site fee will be added to the tuition/fees bill. Additional costs may include meals while attending clinicals and Internship. Some of these expenses will not be incurred until the latter part of the program.

NOTE: All tuition rates, fees and other elements of expense for attending North Central Texas College are subject to change by the NCTC Board of Regents.

Graduation

Students are granted an Associate of Applied Science degree or Certificate in Paramedicine after successful completion of the prescribed curriculum within the EMS Program.

Eligible students completing certification or degree coursework will receive a Certificate of Course Completion necessary to take the Texas Department of State Health Services State Examination and the National Registry Examination. EMTs and EMT-Ps will be required to take both examinations to become a certified EMT or a certified / licensed Paramedic in the state of Texas.

Certificate of Completion/Associate of Applied Science Degree

All course work to be applied toward certification or the Associate of Applied Science degree must be completed with a grade of “C” or above. Students should consult a department representative to file a certificate or degree plan.

Students must be a current certified EMT to begin the EMT-P Certificate Program.

Degree Requirements**Requirements List**

VNSG 1420	ANATOMY AND PHYSIOLOGY FOR ALLIED HEALTH	4
EMSP 1160	CLINICAL - EMERGENCY MEDICAL TECHNICIAN/TECHNOLOGY	1
EMSP 1501	EMERGENCY MEDICAL TECHNICIAN	5

Paramedicine (Certificate)**Degree Requirements****Second Semester**

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

Subtotal: 12**Third Semester**

EMSP 2563	*CLINICAL - EMT-P INTERNSHIP	5
EMSP 2352	EMERGENCY MEDICAL SERVICES RESEARCH	3
EMSP 2338	EMERGENCY MEDICAL OPERATIONS	3
2248	Emergency Pharmacology	

Subtotal: 11*EMSP2563: Capstone Experience***First Semester**

EMSP 1338	INTRODUCTION TO ADVANCED PRACTICE	3
EMSP 2261	CLINICAL I - EMERGENCY MEDICAL TECHNICIAN/PARAMEDIC	2
EMSP 2544	CARDIOLOGY	5

Subtotal: 10

Subtotal: 33

Total Credit Hours: 33

Paramedicine (Degree)**Degree Requirements****First Semester**

GOVT 2305	AMERICAN NATIONAL GOVERNMENT	3
ENGL 1301	COMPOSITION I	3
EMSP 1160	CLINICAL - EMERGENCY MEDICAL TECHNICIAN/TECHNOLOGY	1
EMSP 1501	EMERGENCY MEDICAL TECHNICIAN	5
VNSG 1420	ANATOMY AND PHYSIOLOGY FOR ALLIED HEALTH	4

Subtotal: 16**Second Semester**

ENGL 1302	COMPOSITION II	3
EMSP 2261	CLINICAL I - EMERGENCY MEDICAL TECHNICIAN/PARAMEDIC	2
EMSP 1338	INTRODUCTION TO ADVANCED PRACTICE	3
2248	Emergency Pharmacology	
EMSP 2544	CARDIOLOGY	5

Subtotal: 13**Third Semester**

	HUMANITIES ELECTIVE	3
	OR	
ARTS 1301	ART APPRECIATION	3
	OR	
MUSI 1306	MUSIC APPRECIATION	3
EMSP 2262	CLINICAL II - EMERGENCY MEDICAL TECHNICIAN/ PARAMEDIC	2
EMSP 2434	MEDICAL EMERGENCIES	4
EMSP 1355	TRAUMA MANAGEMENT	3
EMSP 1356	PATIENT ASSESSMENT AND AIRWAY MANAGEMENT	3
PHED PHED 1108	BOWLING I	

Subtotal: 16

Fourth Semester

SPCH 1315	PUBLIC SPEAKING	3
EMSP 2563	*CLINICAL - EMT-P INTERNSHIP	5
EMSP 2352	EMERGENCY MEDICAL SERVICES RESEARCH	3
EMSP 2338	EMERGENCY MEDICAL OPERATIONS	3
MATH 1314	COLLEGE ALGEBRA	3
	OR	
MATH 1342	ELEMENTARY STATISTICS	3

Subtotal: 17*EMSP2563: Capstone Experience*

Subtotal: 62

**Capstone experience*

Total Credit Hours: 62

Paramedicine (Fast Track)

The EMS Department at North Central Texas College offers a Fast-Track EMT-P course. These classes meet Monday through Friday from 8 am – 5 pm. The course is approximately 6 months in length. This class is offered in the Spring semester only. Students must be a certified EMT by the state of Texas or National Registry to register for this course. Priority is given to local Fire Department employees.

Degree Requirements

Regular Entry Classes - First Semester

EMSP 1338	INTRODUCTION TO ADVANCED PRACTICE	3
EMSP 2544	CARDIOLOGY	5
EMSP 2261	CLINICAL I - EMERGENCY MEDICAL TECHNICIAN/PARAMEDIC	2

Subtotal: 10

Late Entry Classes - First Semester

EMSP 1356	PATIENT ASSESSMENT AND AIRWAY MANAGEMENT	3
EMSP 1355	TRAUMA MANAGEMENT	3
EMSP 2434	MEDICAL EMERGENCIES	4
EMSP 2262	CLINICAL II - EMERGENCY MEDICAL TECHNICIAN/PARAMEDIC	2
EMSP 2352	EMERGENCY MEDICAL	3

SERVICES RESEARCH

Subtotal: 15

Minimester

EMSP 2563	*CLINICAL - EMT-P INTERNSHIP	5
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Subtotal: 5*EMSP2563: Capstone Experience*

Subtotal: 30

**Capstone experience*

Total Credit Hours: 30

Associate of Arts Degree - Criminal Justice

Graduation Requirements : A minimum of 64 semester hours are required for graduation with an Associates of Arts Degree in Criminal Justice. This program is attached to the Associates in Applied Sciences Degree in Criminal Justice and serves as a transfer Field of Study degree in Criminal Justice. It is designed for students who would like exposure to the basic elements of the criminal justice system but who also have the intent of transferring to a Baccalaureate degree-granting institution.

Degree Requirements

First Year - First Semester

CRIJ 1301	INTRODUCTION TO CRIMINAL JUSTICE	3
ENGL 1301	COMPOSITION I	3
HIST 1301	U.S. HISTORY TO 1865	3
	HUMANITIES ELECTIVE	3
	MATHEMATICS	3
PHED	PHYSICAL EDUCATION	1

Subtotal: 16

First Year - Second Semester

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

Subtotal: 16

Second Year - Third Semester

CRIJ 1311	FUNDAMENTALS OF CRIMINAL	3
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	LAW	
GOVT 2305	AMERICAN NATIONAL GOVERNMENT	3
	SCIENCE	4
	SOCIAL AND BEHAVIORAL SCIENCE	3
BCIS 1305	BUSINESS COMPUTER APPLICATIONS	3

Subtotal: 16

Second Year - Fourth Semester

CRIJ 2313	CORRECTIONAL SYSTEMS & PRACTICES	3
CRIJ 2328	POLICE SYSTEMS & PRACTICES	3
	SCIENCE	4
GOVT 2306	AMERICAN, STATE AND LOCAL GOVERNMENT	3
	ELECTIVE	3

Subtotal: 16

Subtotal: 64

Total Credit Hours: 64

Law Enforcement (Certificate)

This certificate is attached to the Associate in Applied Sciences Degree in Criminal Justice and provides the student the skills and academic requirements necessary to qualify for a law enforcement agency with a minimum of 30 semester hour requirement. Students seeking a certificate cannot enroll in CJSA2388.

Degree Requirements

First Semester

CRIJ 1301	INTRODUCTION TO CRIMINAL JUSTICE	3
CJSA 1348	ETHICS IN CRIMINAL JUSTICE	3
CJSA 1317	JUVENILE JUSTICE SYSTEM	3
CRIJ 2313	CORRECTIONAL SYSTEMS & PRACTICES	3
CRIJ 2328	POLICE SYSTEMS & PRACTICES	3

Subtotal: 15

Second Semester

CJSA 1342	CRIMINAL INVESTIGATION	3
CRIJ 1311	FUNDAMENTALS OF CRIMINAL LAW	3

CRIJ 1306	COURT SYSTEMS & PRACTICES	3
	ANY TWO CRIMINAL JUSTICE ELECTIVES	6

Subtotal: 15

Subtotal: 30

Total Credit Hours: 30

Law Enforcement (Degree)

Graduation Requirements : A minimum of 63 semester hours is required for graduation with an Associate of Applied Science Degree.

Law Enforcement is an enjoyable and rewarding career with a variety of job opportunities. Students seeking a degree in this area will receive exceptional preparation for employment in the fields of **law enforcement, corrections, probation/parole, forensics and investigation.**

Degree Requirements

First Year - First Semester

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

Subtotal: 15

First Year - Second Semester

	HUMANITIES ELECTIVE	3
MATH 1314	COLLEGE ALGEBRA	3
	OR	
MATH 1342	ELEMENTARY STATISTICS	3
	OR	
MATH 1332	MATH FOR LIBERAL ARTS	3
CRIJ 1306	COURT SYSTEMS & PRACTICES	3
CJSA 1342	CRIMINAL INVESTIGATION	3
	ANY CRIMINAL JUSTICE ELECTIVE	3

Subtotal: 15

Second Year - First Semester

SOCI 1301	INTRODUCTION TO SOCIOLOGY	3
SPCH 1311	INTRODUCTION TO SPEECH COMMUNICATION	3
	OR	
SPCH 1321	BUSINESS AND PROFESSIONAL SPEECH	3
CRIJ 2328	POLICE SYSTEMS & PRACTICES	3
CRIJ 2313	CORRECTIONAL SYSTEMS & PRACTICES	3
ENGL 2311	TECHNICAL WRITING	3

Subtotal: 18

Second Year - Second Semester

GOVT 2305	AMERICAN NATIONAL GOVERNMENT	3
CRIJ 1311	FUNDAMENTALS OF CRIMINAL LAW	3
CJSA 2334	CONTEMPORARY ISSUES IN CRIMINAL JUSTICE	3
PSYC 2301	INTRODUCTION TO GENERAL PSYCHOLOGY	3
	ANY CRIMINAL JUSTICE ELECTIVE	3
CJSA 1325	CRIMINOLOGY	3

Subtotal: 18

Subtotal: 66

**CJSA2334 will constitute the capstone experience.*

Total Credit Hours: 66

Law Enforcement Electives

The Law Enforcement internship is designed to give students practical experience in the field prior to graduation. Students interested in completing an internship will learn current skills, knowledge, and/or attitudes and behavior pertinent to professional development. This course is designed to prepare students to enter the workforce. Students must complete 120 contact hours at their internship placement to receive 3 credit hours. Prior to beginning the internship, students will be required to complete a resume, internship enrollment form, liability release, personal statement, and a plan for completion of internship. For more information, contact Cherly Furdge, Program Chair at cfurdge@nctc.edu or (940) 498-6238.

Select from list below:

CJCR1304	Probation and Parole
CJSA1393	Introduction to Forensics

CJSA1393	Wrongful Conviction
CJSA1393	Drug Crime in Society
CJSA2388	Internship
CJSA2382	Cooperative Education

Radiological Technology Program

Gainesville Campus

The Radiological Technology Program is a two-year, 72 credit hour curriculum leading to the Associate of Applied Science Degree that prepares students to assume the role of a radiological technologist, sometimes called rad techs or x-ray techs. Radiological technologists use x-ray equipment to create images of the internal body to diagnose injury and disease. Their services are performed at the request and under the supervision of a physician.

North Central Texas College is accredited by the Southern Association of Colleges and Schools (SACS), 1866 Southern Lane, Decatur, GA 30033, (404)679-4500. Graduates of the Radiological Technologist Program qualify for registry exams through NCTC accreditation of SACS. Upon completion of the program, a graduate will be eligible to take the national registry examination administered by the American Registry of Radiologic Technologists (ARRT). If successful on the registry exam, the graduate is eligible to be licensed by the Texas Department of State Health Services as a Medical Radiologic Technologist.

The Radiological Technology Program will accept students every fall semester. The clinical training begins during the second half of the first semester and the hours will be set by the clinical institution in which the student is working. This may include days, evenings, nights and/or weekend shifts. The student will attend clinical 16 hours a week for five weeks at the end of the first semester. The clinical experience remains 16 hours a week during the entire spring semester and increases to 24 hours a week during the summer and during the last year (fall and spring) of the curriculum.

Students are encouraged to take all the academic support courses prior to entering the program. The program is rigorous, and completing the support courses enables the student to complete the program successfully while maintaining personal responsibilities such as work and family commitments.

The Radiological Technology student will employ cognitive, psychomotor, and affective skills in acquisition of their degree. They will be expected to perform as radiographic technologists who must lift and move patients as well as push, pull, lift, and carry heavy equipment. Additionally, students will be required to stoop, bend, and stand for long periods of time and will be required to move quickly in emergency situations. Interpersonal skills are an

integral part of the profession and require that the student be able to function appropriately in highly stressful situations.

A physical examination and proof of immunization must be submitted prior to beginning the program. Students must be certified in cardiopulmonary resuscitation (CPR) at the Health Care Provider level as designated by the American Heart Association. A copy of a current CPR card must be submitted to the student's instructor prior to attending clinical.

Students are required to undergo a criminal background check prior to enrolling in the program and to a drug screen prior to beginning clinical experiences. The criminal background check is conducted once the student has been deemed eligible to enter the program but prior to admission. Therefore, if a student does not pass the criminal background check, the student will not be admitted to the program and will not have incurred the expenses associated with enrollment. The drug screen will be conducted after the student has been accepted to the program. Results of this screen will be reviewed and verification to determine that a student is eligible to attend clinical rotations. The student is responsible for all charges incurred for these screenings and will pay this fee upon registration for the program. Students are responsible for their own transportation arrangements to campus and to their assigned health care facilities for clinical experiences.

Acceptance into the Radiological Technology Program is accomplished by way of a competitive selection process based on a points system composed of:

- grade point average of academic support courses in the curriculum
- number of academic support courses
- completed
- grades in Anatomy and Physiology I and II.

Students with highest priority points will then take a pre-admission exam which will determine their admission to the program.

Students will be admitted to the program during the fall semester of each year.

Admission Requirements to the Radiological Technology Program

Steps:

1. Apply and gain admission to North Central Texas College. Applicant must have earned either a high school diploma or a General Education Development (GED) certificate in addition to complying with the Texas Success Initiative requirements.

2. Attend a Radiological Technology advisory session. Please contact the Radiology Department for a schedule of these information sessions.
3. Complete the four prerequisite courses. These courses include:
 - a. BIOL2401 Anatomy and Physiology I
 - b. BIOL2402 Anatomy and Physiology II
 - c. MATH1314 College Algebra or
 - d. ENGL1301 Composition I

It is strongly advised that students complete as many co-requisite courses as possible before applying for admission into the Radiological Technology program.

These courses include:

Admission Points will be awarded as follows:

Points	For GPA in academic support courses in the curriculum:
3	4.0
2	3.5
1	3.0

1. Early completion of all academic support courses enhances progression in the radiology program. The academic support courses can be taken at any time prior to admission into the program but must be completed in the semester in which they are listed in the curriculum. Course work completed with a "C" or better prior to admission will result in:

Admission Points as follows:

Points	For completion of:
3	23 hours
2	17 hours
1	8 hours

It is strongly advised that students complete as many non-radiology courses as possible before beginning the Radiological Technology Program.

Points	For a grade of:
3	A
2	B
1	C

Points	For a grade of:
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3	A
2	B
1	C

1. **Admission Points** are awarded for performance in the two biology prerequisite courses.
 - a. For BIOL2401 Anatomy and Physiology I, admission points are awarded as follows:
 - b. For BIOL2402 Anatomy and Physiology II, admission points are awarded as follows:
2. Complete and submit to the Radiological Technology Program Office at the Gainesville Campus a Declaration of Intent to Enroll form — a formal statement of your intention to enroll in the upcoming fall class scheduled to begin at NCTC. A degree audit and copies of transcripts of all courses must be provided at the time the Declaration of Intent is completed.

It must be completed and submitted between: June 1 — July 1

These declaration forms do NOT “carry over”. If for any reason you are not admitted to the Radiological Technology Program after submitting your first declaration form, you must submit a new form in order to be considered again for admission.

Selection Process

Applicants are selected for acceptance according to the following ranking process: Total admission points are used to rank applicants from highest to lowest.

- When two or more applicants have the same GPA in academic support courses, the highest total of credit hours in academic support courses is used to break the tie.
- When two or more applicants have the same GPA in academic support courses and the same total credit hours of academic support courses, an entrance exam will be administered to break a tie.

All applications who have submitted a Declaration of Intent form will be notified of their enrollment status BY MAIL — no later than July 21 preceding each fall semester. Only a limited number of applicants with the highest Priority Point scores will receive letters stating that they are candidates to take a pre-admission exam. Candidates with the highest pre-admission exam scores will be considered for admission to the Radiological Technology Program. Candidates with the next highest pre-admission exam scores will be listed as alternates. If any of those who have been admitted are not able to begin the program for that particular semester, the next highest

scoring alternate will be admitted. (Including alternates who did not get in) anyone wishing to re-apply the following year must go through this admission procedure again in order to be considered for the upcoming semester. (The pre-admission exam may only be taken twice). Those students accepted for admission to the Radiological Technology Program will be registered in the first semester courses.

Radiological Technology (Degree)

Gainesville Campus

Degree Requirements

Prerequisites

BIOL 2401	HUMAN ANATOMY AND PHYSIOLOGY I	4
BIOL 2402	HUMAN ANATOMY AND PHYSIOLOGY II	4
ENGL 1301	COMPOSITION I	3
MATH 1314	COLLEGE ALGEBRA	3

Subtotal: 14

First Year - First Semester

SPCH 1315	PUBLIC SPEAKING	3
RADR 1201	INTRODUCTION TO RADIOGRAPHY	2
RADR 1411	BASIC RADIOGRAPHIC PROCEDURES	4
RADR 1303	PATIENT CARE	3
RADR 1160	CLINICAL I	1

Subtotal: 13

First Year - Second Semester

RADR 1313	PRINCIPLES OF RADIOGRAPHIC IMAGING I	3
RADR 2401	INTERMEDIATE RADIOGRAPHY PROCEDURES	4
RADR 2313	RADIATION BIOLOGY AND PROTECTION	3
RADR 1361	CLINICAL II	3

Subtotal: 13

Second Year - First Semester

RADR 2305	PRINCIPLES OF RADIOGRAPHY II	3
RADR 2217	RADIOGRAPHIC PATHOLOGY	2

RADR 2461	CLINICAL IV	4
PSYC 2301	INTRODUCTION TO GENERAL PSYCHOLOGY	3

Subtotal: 12**Second Year - Second Semester**

RADR 2333	ADVANCED MEDICAL IMAGING	3
RADR 2335	RADIOGRAPHIC TECH SEMINAR	3
RADR 2462	CLINICAL V	4
	HUMANITIES OR VISUAL AND PERFORMING ARTS ELECTIVE	3

Subtotal: 13

Subtotal: 65

Total Credit Hours: 65

Surgical Technology Program

Corinth Campus

The Surgical Technology program is a one-year certificate program that prepares the student to assume the responsibilities of a Surgical Technologist. Surgical Technologists participate in all aspects of preparing and monitoring instruments and procedures in the sterile operating room environment. The courses are taught in the classroom, the Surgical Technology lab, and at clinical sites throughout the NCTC service area.

The program is nationally accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, Florida, 33756, Phone: (727) 210-2350, Fax (727) 210-2354 oversight of which is by the Accreditation Review Counsel on Education in Surgical Technology and Surgical Assisting (ARC/STSA), 6 W. Dry Creek Circle, Suite #110, Littleton, CO 80120, Phone: (303) 694-9262.

Surgical Technologists may obtain professional certification from the National Board of Surgical Technology and Surgical Assisting (NBSTSA) by graduating from a CAAHEP-accredited program and passing a national certification examination. They may then use the designation Certified Surgical Technologist, or CST.

The NCTC Surgical Technology program runs August to August and can only take 24 students a year. There are no prerequisites. As a certificate type program, passing the THEA is not required.

There are only 2 courses that may be taken in advance. Medical Terminology (SRGT 1201) is offered year-round and only online. The other course that may be taken in advance is Anatomy and Physiology. There are two types and the Surgical Technology Program will accept either

one. Anatomy and Physiology (A & P) for Allied Health (VNSG 1420) is a one semester course and is not transferable for college credit as a science. It only counts toward some certificate programs and regular college entrance tests are not required to take it. The other A & P (BIOL 2401 and 2402) requires that one take and pass the THEA college entrance test or have previously attended college before registering for it. Both semesters must be taken and in order. It does count as college credit for those who pursue a college degree. Whichever A & P course one chooses, it must be completed by the end of the first semester with a passing grade of at least a "C" or the student will not be allowed to continue in the program.

Criminal background checks and drug screens will be conducted on all students and may disqualify individuals from the program. Titer evidence of immunity to Hepatitis B and communicable diseases according to CDC guidelines is required. Healthcare Provider CPR certification is required. A physical exam by private physician is required. Documentation of personal health insurance is required. Attendance at class and clinicals is required. NCTC Allied Health programs have a non-tobacco policy.

Program Costs

Cost of the Surgical Technology program is figured the same as degree seeking students. However, the Surgical Technology student can expect to pay additional costs for being in a Health Science Program, such as uniform costs, laboratory fees, physical, immunizations, health insurance, background checks, drug screening and CPR training. Textbooks for the course are purchased in the first semester of study for the entire program, and they are estimated at \$600.00. Estimated costs for the program is \$4000.00.

Admission Process

1. Register for and attend a Surgical Technology Program advisement session. These are held in the spring at a variety of times on the NCTC Corinth Campus. The schedule is on the NCTC website: <http://www.nctc.edu/NCTCPrograms/SurgicalTechnology.aspx> and registration can be done via e-mail or phone.
2. At the advisement session, apply to the Surgical Technology program and receive permission to take the admission test. Pay for the test at the NCTC Business Office and take the receipt to the test site on the test date.
3. Complete the admission process into North Central Texas College. The applicant must have earned either a high school diploma or a GED (General Equivalency Diploma). If one has attended college before, official transcripts from each college attended are required. If one has not attended college before, high school transcripts or GED scores are required. Other requirements may apply to international students.

4. Contact the Financial Aid Department and fill out a FAFSA form if needed.
5. Sit for the admission test on the designated date.
6. Admission is offered in rank order of the admission exam composite scores. The program attempts to start with 24 students, but no alternates are admitted after the course begins.

NOTICE: The Surgical Technology Program reserves the right to change the curriculum and program requirements as deemed necessary for maintenance of high quality education.

Surgical Technology (Certificate)

Degree Requirements

First Semester

VNSG 1420	ANATOMY AND PHYSIOLOGY FOR ALLIED HEALTH	4
SRGT 1505	INTRODUCTION TO SURGICAL TECHNOLOGY	5
SRGT 1509	FUNDAMENTALS OF PERIOPERATIVE CONCEPTS AND TECHNIQUES	5
SRGT 1261	CLINICAL - SURGICAL/OPERATING ROOM TECHNICIAN (INTRODUCTORY)	2
SRGT HITT 1205	MEDICAL TERMINOLOGY	2

Subtotal: 18

Second Semester

SRGT 1441	SURGICAL PROCEDURES I	4
SRGT 1442	SURGICAL PROCEDURES II	4
SRGT 1661	CLINICAL - SURGICAL/OPERATING ROOM TECHNICIAN (INTERMEDIATE)	6

Subtotal: 14

Third Semester

SRGT 1662	CLINICAL - SURGICAL/OPERATING ROOM TECHNICIAN (ADVANCED)	6
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Subtotal: 6

Subtotal: 38

**SRGT1662 Will constitute the capstone experience.*

Total Credit Hours: 38

Vocational (LVN) Nursing Program

The Vocational Nursing program is fully approved by the Texas Board of Nursing (BON) and is a certificate program. This program is designed to prepare entry-level practitioners to provide direct care to patients of all age groups under the supervision of a registered nurse or licensed physician. Emphasis is placed upon the ability to make sound judgements based on the knowledge of scientific principles and the ability to utilize technical skills in a variety of settings.

Classes are admitted in the fall semester on the Gainesville, Corinth, Bowie and Graham campuses and in the spring semester on Gainesville Campus. The program is 12 months in length. Upon successful completion of the program, the student will be awarded a certificate of completion and is eligible to make application to write the National Council Licensing Examination - Practical Nurse (NCLEX-PN).

Students admitted to the online e-campus are enrolled in the spring semester. The online curriculum is identical to the one taken by students in the traditional classroom; however, e-campus students will have clinical experiences assigned on weekends. The students accepted to the e-campus will complete the curriculum in 12 months, will be awarded a certificate of completion, and will be eligible to make application to write the NCLEX-PN.

Classroom and online instruction is correlated with clinical practice where students apply the theory and skills of nursing in giving direct care to patients. Clinical experiences are offered in a variety of settings such as day care centers, hospitals, physician's office and nursing homes. Graduates successfully completing the program demonstrate the following program learning outcomes:

Act As A Provider of Care To:

- Assist in determining health status needs
- Assist in formulating goals/outcomes
- Implement plan of care within parameters of scope of education and collaboration
- Implement teaching plans for clients with common health problems
- Assist in evaluating clients responses and outcomes
- Provide direct care to clients in structured settings
- Use problem solving approach for decision making

Act As A Coordinator of Care To:

- Assist in coordinating resources for provision of care
- Collaborate with clients and health care team members
- Participate in identification of need for community resources

- Participate in support of structured health care settings

Act As A Member of A Profession To:

- Demonstrate accountability for own nursing practice
- Participate as an advocate for improving the health care team
- Demonstrate behaviors that promote vocational nursing

Licensure of Persons with Mental Illness, Substance Abuse, or Criminal Background Histories

Any student who has a history of mental illness or substance abuse or who has been convicted of a felony must file paperwork with the Board of Nursing (BON) **BEFORE** entering the Vocational Nursing Program. BNE regulations stipulate that a person convicted of a felony may not be permitted to take the state licensing exam. *Don't spend your time and money in school and then discover you cannot take the exam.* Check it out *beforehand*. Any student who has ever been arrested for anything other than a minor traffic violation will need to submit a Petition for Declaratory Order of Eligibility (DOE) to the BON and pay the required \$189 fee. The DOE process takes a minimum of three to six months to complete. Contact the program coordinator for more information.

Criminal background checks will be completed on all applicants accepted to the program. The following histories will **disqualify** an individual from consideration for clinical rotations:

- Felony convictions
- Misdemeanor convictions or felony deferred adjudications involving crimes against persons (physical or sexual abuse, etc.)
- Misdemeanor convictions related to moral turpitude (prostitution, public lewdness/exposure, etc.)
- Felony deferred adjudications for the sale, possession, distribution, or transfer of narcotics or controlled substances
- Registered sex offenders

Admission

Students seeking admission to the Vocational Nursing program must first apply for and be accepted for admission to North Central Texas College. Faculty will advise students of special admission requirements for the Vocational Nursing program. The admissions process (see page 23 for additional information) requires that a student attend an advisement session, complete an application for admission to NCTC and an application to the Vocational Nursing program. In addition, the student must submit an official high school transcript, notarized home school academic record or documented proof of GED certification. The completed Admissions Packet is

submitted to the Admissions Office for processing and then forwarded to the Vocational Nursing Program Coordinator.

Being granted admission to the College does not guarantee admission to the Vocational Nursing program. Before admission to the program will be considered—on a space-available basis—applicants must attend an advisement session, take an entrance exam and achieve satisfactory scores. The testing and advisement sessions are conducted on selected dates during the school year. To receive an Admissions Packet containing these dates and additional information on how to gain admission to the College and enroll in the program, contact the Vocational Nursing office at (940)668-4291 or you may access the information on the NCTC web site. Look under “Programs Offered” to begin and follow the prompts from there. You will find us under “Technical Programs”.

Admission criteria have been established, and enrollment is limited. Acceptance is based upon the applicant's performance on pre-admission testing. All students completing the admissions process will be notified of their status by the Director of Admissions and the Vocational Nursing Program Coordinator. Students accepted into the program will be sent physical exam, immunization and recommendation forms. All students accepted to the Vocational Nursing Program will complete a drug screening and criminal background check.

Advanced Placement

Students who have been enrolled in other nursing programs may be eligible for advanced placement into the second semester of the NCTC Vocational Nursing Program. Students seeking advanced placement must make a formal application to the Vocational Nursing Program, including copies of all transcripts from prior nursing programs, and make an appointment for an interview with the program director.

Progression Criteria

Students must make a “C” or better in all classroom clinical courses to progress within the Vocational Nursing program. Students not meeting this standard will be unable to continue in the program; however, they may be readmitted one time, if qualified, on a space-available basis.

Readmission : Any student who has an interruption in the normal progression of his/her nursing studies, whether by failure or withdrawal, may apply for readmission to the Vocational Nursing Department Director. In order for an application for readmission to be considered, it must be reviewed by the Vocational Nursing program faculty; therefore, it should be submitted 2-3 months prior to the desired starting date.

A completed application for readmission must include: (1) a new application, (2) a current transcript and (3) a written

request identifying the reason(s) the program was interrupted and actions taken to ensure success if readmission is granted. Readmission may include stipulations such as requiring that the student repeat and pass (C or higher) courses and clinicals they had previously taken and passed with a C or higher. When a course is repeated, the most recent grade will determine progression in the Program. Faculty might also require that applicants for readmission follow and complete the admission process in effect for first time applicants.

Grading Policy

Grades in classroom work are based on numerical averages, with corresponding letter grades assigned, providing all required assignments have been satisfactorily completed. Students must make at least a “C” in each theory course, including Anatomy and Physiology courses, and in each clinical practicum in order to progress within the program. The point system used within the Vocational Nursing Program is:

A = 90–100% • B = 80–89% • C = 75–79%

D = 66–74% • F = 0–65%

Program Cost

Basic tuition and fees for nursing students are figured just as they are for all other students; however, due to the special nature of the program, students will have some additional costs that they should be aware of:

Laboratory fees will be charged for all courses requiring a lab (in addition to the classroom lecture). For VN students, a lab fee of \$24 will be charged for each course designed as a “clinical” and for the “skills” course.

Fees in addition to lab fees will be due at the time of course registration for such things as supplies, standardized tests, malpractice insurance, urine drug screening and criminal background check. These fees may vary from year to year but specific information can be obtained from the Vocational Nursing Office.

Nursing textbooks are highly specialized medical books and can be expensive-as much as \$1000 for the program. You’ll buy most of your nursing books during the first two semesters; therefore, book costs will be considerably less in later semesters. (Also, most of your nursing books you’ll keep for reference from now on).

For students not yet officially admitted to the VN program and who may be taking general education courses, textbook costs will vary according to which particular courses are taken, but, on average, plan to spend about \$30 per semester hour for books. The approximate cost of the Vocational Nursing Program is \$5,500.

Supplies and Incidentals

Once admitted to the Program, VN students will need to buy school clinical uniforms (plus patches and name pin),

a lab coat, shoes, and a stethoscope. A good wristwatch with a second hand is also needed. Also, the student will need normal school supplies, and other costs will include such items as state board fees and school pin. Some of these expenses will not be incurred until the latter part of the program.

Health Insurance

Students will need to show proof of Major Medical Insurance or Accidental Injury Medical Insurance before going to clinical agencies.

Vocational Nursing (Certificate)

Degree Requirements

SPRING ADMISSION - Fall Semester 16 weeks - Level III

VNSG 1230	MATERNAL-NEONATAL NURSING	2
VNSG 1510	NURSING IN HEALTH AND ILLNESS III	5
VNSG 1219	PROFESSIONAL DEVELOPMENT	2
VNSG 2460	CLINICAL III - SPRING ADMISSION	4

Subtotal: 13

**VNSG2460 will constitute the capstone experience.*

SPRING ADMISSION - Summer Semester 10 weeks - Level II

VNSG 1509	NURSING IN HEALTH AND ILLNESS II	5
VNSG 1331	PHARMACOLOGY	3
VNSG 1363	CLINICAL II - SPRING ADMISSION	3

Subtotal: 11

SPRING ADMISSION - Spring Semester 16 weeks - Level I

VNSG 1420	ANATOMY AND PHYSIOLOGY FOR ALLIED HEALTH	4
VNSG 1323	BASIC NURSING SKILLS	3
VNSG 1400	NURSING IN HEALTH AND ILLNESS I	4
VNSG 1227	ESSENTIALS OF MEDICATION ADMINISTRATION	2
VNSG 1360	CLINICAL I	3

Subtotal: 16

VNSG1420: may be taken before admission to the program, but no later than the first semester after admission. BIOL2401 and BIOL2402 (Anatomy and Physiology I and II) may be substituted for VNSG1420. Both semesters of Anatomy and Physiology must be taken for credit to be given.

FALL ADMISSION - Summer Semester 10 weeks - Level III

VNSG 1510	NURSING IN HEALTH AND ILLNESS III	5
VNSG 1219	PROFESSIONAL DEVELOPMENT	2
VNSG 2360	CLINICAL III - FALL ADMISSION	3

Subtotal: 10

**VNSG2360 will constitute the capstone experience.*

FALL ADMISSION - Fall Semester 16 weeks - Level I

VNSG 1420	ANATOMY AND PHYSIOLOGY FOR ALLIED HEALTH	4
VNSG 1323	BASIC NURSING SKILLS	3
VNSG 1400	NURSING IN HEALTH AND ILLNESS I	4
VNSG 1227	ESSENTIALS OF MEDICATION ADMINISTRATION	2
VNSG 1360	CLINICAL I	3

Subtotal: 16

VNSG1420: may be taken before admission to the program, but no later than the first semester after admission. BIOL2401 and BIOL2402 (Anatomy and Physiology I and II) may be substituted for VNSG1420. Both semesters of Anatomy and Physiology must be taken for credit to be given.

FALL ADMISSION - Spring Semester 16 weeks - Level II

VNSG 1509	NURSING IN HEALTH AND ILLNESS II	5
VNSG 1331	PHARMACOLOGY	3
VNSG 1230	MATERNAL-NEONATAL NURSING	2
VNSG 1234	PEDIATRICS	2
VNSG 1463	CLINICAL II - FALL ADMISSION	4

Subtotal: 16

Subtotal: 82

Total Credit Hours: 82

COURSES

ACCT - Accounting

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

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

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

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

Prerequisite: ACCT 2301.

ACNT - Accounting

ACNT 1303 - INTRODUCTION TO ACCOUNTING I (3 credit hours)

A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations and payroll. Course will include computer applications. Recommended prerequisite: BCIS1305 or equivalent. 48 lecture hours.

ACNT 1311 - INTRODUCTION TO COMPUTERIZED ACCOUNTING (3 credit hours)

Introduction to utilizing the computer in maintaining accounting records with primary emphasis on a general ledger package. Utilize an application software to perform accounting tasks; maintain records and prepare and analyze reports for a business entity; complete a comprehensive project; and explain the components of general ledger software. 48 lecture hours.

ACNT 1313 - COMPUTERIZED ACCOUNTING APPLICATIONS (3 credit hours)

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

Prerequisite: ACNT 1303.

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

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

Prerequisite: ACNT 1303.

1331 - FEDERAL INCOME TAX: INDIVIDUAL (3 credit hours)

A study of the federal tax law for preparation of individual income tax returns.

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

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

Prerequisite: ACNT 1303.

ACNT 2309 - COST ACCOUNTING (3 credit hours)

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

Prerequisite: ACNT 1303.

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

Basic concepts and techniques of fund accounting, financial reporting for governmental and not-for-profit entities. Accounting cycle for funds and account groups. Governmental and not-for-profit financial statements. Course may include computer applications. Recommended prerequisite: BCIS1305 or equivalent. 48 lecture hours.

Prerequisite: ACNT 1303.

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

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

Prerequisite: ACNT 1303.

AGAH - Farm and Ranch

AGAH 1191 - SPECIAL TOPICS IN ANIMAL SCIENCES, General (1 credit hour)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. 16 lecture hours.

AGAH 1290 - ARTIFICIAL INSEMINATION (2 credit hours)

A course to train a person to artificially inseminate cattle. In addition to spending many hours learning the inseminating technique itself, various management practices to ensure a successful overall program will be presented. These subjects include handling of frozen semen and equipment, reproductive problems and diseases, heat detection, cycle control, nutrition and methods of bull evaluation for maximum genetics and conformation progress. 16 lecture hours + 32 laboratory hours.

AGAH 1291 - SPECIAL TOPICS IN ANIMAL SCIENCES, General (2 credit hours)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. 16 lecture hours + 32 laboratory hours.

AGAH 1397 - AGRICULTURAL SPANISH (3 credit hours)

This is an industry specific Spanish course designed for agricultural students. The scope of this course will include the English to Spanish translation for terminology and phrases associated with production agriculture. The primary goal of this course is to provide students some basic communication skills so that they will be able to interact with Spanish speaking employees in different work environments and under different situations within their specific agricultural fields. NOTE: This is not a University Transfer course. This course does not fulfill any core curriculum requirements at NCTC.

48 lecture hours + 16 laboratory hours.

AGAH 1402 - PRINC. OF FITTING AND GROOMING LIVESTOCK (4 credit hours)

Students will develop skill development necessary to fit and groom Livestock in preparation for competition or as a tool in marketing. Includes proper aspects of feeding, working, and grooming with hands-on activities assigned. This class meets five days a week, in addition to weekends. 32 lecture hours + 112 laboratory hours.

Prerequisite: AGEQ 1401.

AGAH 1443 - ANIMAL HEALTH (4 credit hours)

An overview of anatomy and physiology as it relates to animal health. Topics include disease symptoms, basic immunology, diagnosis, prevention, and control of infectious and non-infectious diseases of animals. 48 lecture hours + 32 laboratory hours.

AGAH 1453 - BEEF CATTLE PRODUCTION (4 credit hours)

An overview of the beef cattle industry. Topics include the organization and operation of beef cattle enterprises, selection breeding, reproduction, health, nutrition, management, and marketing. 48 lecture hours + 32 laboratory hours.

AGAH 2271 - PALPATION (2 credit hours)

A course to train a person to pregnancy test cattle. The pregnancy examination involves a rectal palpation of the reproductive tract for signs of pregnancy, or to determine open or non-pregnant females. 16 lecture hours + 32 laboratory hours.

AGAH 2313 - PRINCIPLES OF FEEDS AND FEEDING (3 credit hours)

Study of the role and application of feed nutrients and additives. Topics include comparative aspects of digestion, absorption, and metabolism of nutrients. Emphasis on identification of nutrient requirements and formulation of dietary feeding regimen. 48 lecture hours.

AGCR - Farm and Ranch Management

AGRI 1371 - LOCAL NEEDS (3 credit hours)

Introduction to history, principles, and practices of sustainable agriculture as applied to local and global agriculture. A comparison and evaluation of sustainability of conventional agricultural practices will be made from the environmental, economic, and social perspectives ("planet,profit,people"). Case studies and other tools will be used to relate principles of sustainable agriculture to basic farming practices.

32 lecture, 32 lab hours.

AGCR 1441 - FORAGE AND PASTURE MANAGEMENT (4 credit hours)

Study of the production and management of forage crops and pastures including establishment, fertilization, weed

control, grazing systems, hay, seed production, and harvesting. 48 lecture hours + 32 laboratory hours.

AGEQ - Equine Science

AGEQ 1271 - LOCAL NEEDS (2 credit hours)

Local Needs course developed to respond to unique local or regional conditions. Courses will include topics in the Equine Field related to science, business, riding, or training. 16 lecture hours + 32 laboratory hours.

AGEQ 1291 - SPECIAL TOPICS II (2 credit hours)

This course will address recently identified current events, skills, knowledge, and behaviors pertinent to the equine industry and relevant to the professional development of the student. 16 lecture hours + 32 laboratory hours.

AGEQ 1300 - ENGLISH EQUITATION I (3 credit hours)

Course in basic equitation skills, including handling, saddling, bridling, mounting, riding, grooming, safety, and basic health care. Topics will include correct riding position, leg strengthening exercises, and balance exercises. 16 lecture + 32 laboratory hours.

AGEQ 1305 - EQUINE ENTERPRISE MANAGEMENT (3 credit hours)

Course is designed as a business survey of the equine industry as a whole. Topics will include all areas involved directly and indirectly with the equine industry and the applied management techniques that are involved with these areas. Lecture will be supplemented with guest speakers and field trips to area farms and businesses. 48 lecture hours.

AGEQ 1315 - HORSE EVALUATION I (3 credit hours)

Instruction in evaluation and selection of horses based on breed and performance criteria. Topics include basic anatomy and its relation to function, breed type, and characteristics. Emphasis will be given to breed standards and rules of judging performance horses. 32 lecture hours + 32 laboratory hours.

AGEQ 1319 - HORSEMANSHIP I (3 credit hours)

Instruction in basic horsemanship skills including handling, saddling, safety, proper riding techniques, and basic health care will be discussed. Emphasis will be given to use of aids and cues; and proper leg, seat, and hand position. 16 lecture + 32 laboratory hours.

Prerequisite: AGEQ 1315 or AGEQ 1300.

AGEQ 1322 - FUNDAMENTALS OF RIDING INSTRUCTION (3 credit hours)

Students will develop basic skills needed to become an effective riding instructor. Through classroom and arena exercises students will gain skills in organization, development of lesson plans, and a variety of teaching

techniques. Students will be working with first year students. Course requires approval of instructor. 48 lecture hours.

AGEQ 1370 - LOCAL NEEDS - PRINCIPLES OF RANCH HORSE RIDING I (3 credit hours)

Introduction in the basic principles of Ranch Horse riding. To include, but not limited to handling, saddling, bridling, mounting, riding, grooming, safety, basic health care, basic rope handling, basic cow handling and tactics for competing in Ranch Horse events. 32 lecture hours + 48 laboratory hours.

AGEQ 1371 - LOCAL NEEDS - PRINCIPLES OF RANCH HORSE RIDING II (3 credit hours)

Introduction to the advanced principles of Ranch Horse riding. To include, but not limited to handling, saddling, bridling, mounting, riding, grooming, safety, health care, advanced rope handling, advanced cow handling and tactics for competing in Ranch Horse events. 32 lecture hours + 48 laboratory hours.

AGEQ 1390 - SPECIAL TOPICS-BASICS OF DRESSAGE (3 credit hours)

The fundamental principles of dressage will be addressed. Basic riding exercises and dressage movements will be introduced emphasizing horse and rider fitness, and the development of the equine athlete through the classical and sequential training scale of rhythm, relaxation, connection, impulsion, straightness, and finally collection. Western Dressage principles will also be discussed and use of a western, hunt seat, or traditional dressage saddle will be acceptable.

Prerequisite: AGEQ 1319 or AGEQ 1300 AND AGEQ2339 or AGEQ2359.

AGEQ 1391 - SPECIAL TOPICS III (3 credit hours)

This course will address recently identified current events, skills, knowledge, and behaviors pertinent to the equine industry and relevant to the professional development of the student. 16 lecture hours + 32 laboratory hours.

AGEQ 1401 - EQUINE BEHAVIOR AND TRAINING I (4 credit hours)

Instruction in basic equine behavior and training methods will be discussed. Topics will include safety, behavior, health care and management, and training methods. Students will use a systematic approach to training a weanling horse while learning proper safety and training techniques used in the industry. 16 lecture hours + 144 laboratory hours.

AGEQ 1411 - EQUINE SCIENCE I (HORSE PRODUCTION AND MANAGEMENT) (4 credit hours)

Provides the student with an introduction to the horse industry. Topics will include history, breeds, selection, identification, anatomy (health,) and basic management

techniques and theories related to horses and horse facilities. Laboratory exercises will supplement lecture presentations. 48 lecture hours + 32 laboratory hours.

AGEQ 1450 - EQUINE REPRODUCTION (4 credit hours)

Reproductive anatomy, physiological functions, and common management practices related to equine reproductive facilities. Lecture portion of this course is conducted in the first 6 weeks of the semester with emphasis on anatomy and physiology of the mare and stallion as it relates to management for maximum reproductive efficiency. Basic principles of artificial insemination, embryonic development, parturition, and care of the pregnant mare and newborn will be discussed. Semen collection, evaluation, and shipping will also be discussed. The lab portion is the remainder of the semester, and consists of students working on well respected breeding farms in the area. 32 lecture hours + 64 laboratory hours.

Prerequisite: AGEQ2305; AGAH 1443, AGEQ 2311.

AGEQ 1471 - LOCAL NEEDS - PRINCIPLES OF RANCH HORSERIDING II (4 credit hours)

Introduction to the advanced principles of Ranch Horse riding. To include, but not limited to handling, saddling, bridling, mounting, riding, grooming, safety, health care, advanced rope handling, advanced cow handling and tactics for competing in Ranch Horse events. 48 lecture hours + 64 laboratory hours.

AGEQ 2259 - ENGLISH EQUITATION II (2 credit hours)

Advanced equitation skills in English equitation. Topics will include suppling exercises for the horse and rider, ground pole exercises to gain Strength and stability, in addition to exercises in stride length and rhythm. 16 lecture hours + 32 Laboratory hours, 2 credit hours.

Prerequisite: Prerequisite: AGEQ 1300.

AGEQ 2310 - EQUINE BUSINESS MANAGEMENT (3 credit hours)

Instruction in the management of the equine business will be discussed. Topics will include record keeping, insurance and liability, promotion and sales, as well as employer relationships. Lectures will be supplemented with industry speakers and students will complete an in-depth business plan of their choice. 48 lecture hours.

Prerequisite: AGEQ 1305 or approval by instructor.

AGEQ 2311 - EQUINE SCIENCE II (ADVANCED HORSE PRODUCTION AND MANAGEMENT) (3 credit hours)

Course will present advanced concepts in horse production and management. Topics include advanced anatomy, physiology and nutrition of the horse as it relates to exercise and fitness. Discussion will focus on techniques and theories related to management of the horse for athletic events. 32 lecture hours + 32 laboratory hours.

Prerequisite: AGEQ 1411 or approval by instructor.

AGEQ 2315 - HORSE EVALUATION II (3 credit hours)

A study of the advanced concepts in evaluation and selection of horses. Students in this course will be part of the horse judging team and participate in judging contests on a state and national level. Students will also learn how to organize a judging contest, perfect oral reason presentation and learn to judge other's oral reasons. Students must be enrolled in this course to travel with the judging team. 16 lecture hours + 32 laboratory hours.

Prerequisite: AGEQ 1315.

AGEQ 2339 - HORSEMANSHIP II (3 credit hours)

Instruction in advanced horsemanship skills including cues, lead changes, head set, side-pass, and pivots will be given. Emphasis will be given to proper use of cues, legs, and seat during maneuvers; as well as proper training concepts and methods of working horses for specific performance areas. 32 lecture hours + 32 laboratory hours.

Prerequisite: AGEQ 1319.

AGEQ 2359 - ENGLISH EQUITATION II (3 credit hours)

Advanced equitation skills in English equitation. Topics will include suppling exercises for the horse and rider, ground pole exercises to gain Strength and stability, in addition to exercises in stride length and rhythm. 32 lecture hours + 32 Laboratory hours.

Prerequisite: AGEQ 1300.

AGEQ 2370 - LOCAL NEEDS - REINING (3 credit hours)

Fundamentals of selecting, training, working and showing reining horses will be taught. Topics include history, development, rules, judging, conditioning, training and showing reining horses. Showing in at least on competition is required. Student must provide their own horse for training and or competition 32 lecture hours + 32 laboratory hours.

AGEQ 2371 - LOCAL NEEDS - ADVANCED RANCH HORSE RIDING (3 credit hours)

Instruction in advanced Ranch Horse skills focusing on the use of the horse to assist in the management of cattle as commonly utilized for cow/horse competitions. Skills taught will include reading cattle, roping, sorting, control of an individual cow and the training methods used on the horse to achieve these skills. 32 lecture hours + 32 laboratory hours.

AGEQ 2386 - INTERNSHIP - EQUINE SCIENCE (3 credit hours)

Meets 8 weeks during the summer. Departmental approval required for registration in this course. Each student will be placed in the horse industry under the supervision of a prominent person who specializes in the student's main

areas of interest. The student's industry training will be supervised by the instructor as well as their immediate supervisor on the job. This course serves as the external or capstone experience. 16 lecture hours + 272 practicum hours.

AGEQ 2390 - Special Topics- Equine Veterinary Technology and Rehabilitation (3 credit hours)

Basic concepts of equine veterinary care and rehabilitation will be taught. The course will be a survey of equine veterinary medicine from the physical exam to preventive medicine and pharmacology. Students will also develop skills in the application of physical therapy equipment for equine rehabilitation and basic principles of alternative and holistic therapies. *Prerequisites:* AGEQ 1411 AND AGEQ 2311 (Equine Science 1 and Equine Science 2)

AGEQ 2401 - EQUINE BEHAVIOR AND TRAINING II (4 credit hours)

A study of advanced concepts in equine behavioral patterns that is relevant to specific performance training strategies. Emphasis will be given to safety, and different training methods involved with working a young horse. Students will use a systematic approach to training a two-year old horse from the ground to working specified maneuvers and patterns. 16 lecture hours + 144 laboratory hours.

Prerequisite: AGEQ 1401; AGEQ 1319.

AGME - Farm and Ranch Management

AGME 1415 - FARM AND RANCH SHOP SKILLS I (4 credit hours)

Study and application of shop skills used in agricultural processes including arc welding, oxyacetylene cutting and welding, drawing and planning projects, tool maintenance, metal working, woodworking, plumbing, and concrete. 48 lecture hours + 32 laboratory hours.

AGME 1449 - FARM AND RANCH EQUIPMENT (4 credit hours)

Planning and application of farm and ranch maintenance equipment. Includes basic repair and adjustment to tractors and other agricultural equipment and design and use of maintenance records. 48 lecture hours + 32 laboratory hours.

AGMG - Farm and Ranch Management

AGMG 2301 - LIVESTOCK BUSINESS MANAGEMENT (3 credit hours)

Instruction in contracts, leases, laws and regulations, estate planning, and applications of personnel and management principles. 48 lecture hours.

AGMG 2480 - COOPERATIVE EDUCATION- AGRICULTURAL BUSINESS AND MANAGEMENT, GENERAL (4 credit hours)

LEARNING EXPERIENCE OR CAPSTONE EXPERIENCE. 16 lecture hours + 336 practicum hours.

AGRI - Agriculture

AGRI 1131 - THE AGRICULTURE INDUSTRY (1 credit hour)

Overview of world agriculture, nature of the industry, resource conservation, and the American agricultural system, including production, distribution, and marketing. 16 lecture hours.

AGRI 1231 - THE AGRICULTURAL INDUSTRY (2 credit hours)

Overview of world agriculture, nature of the industry, resource conversation, and the American agricultural system, including production, distribution, and marketing. 32 lecture hours.

AGRI 1309 - COMPUTERS IN AGRICULTURE (3 credit hours)

Use of computers in agricultural applications. Introduction to programming languages, word processing, electronic spreadsheets, and agricultural software. 32 lecture hours + 32 laboratory hours.

AGRI 1325 - MARKETING OF AGRICULTURE PRODUCTS (3 credit hours)

Operations in the movement of agricultural commodities from producer to consumer, including the essential marketing functions of buying, selling, transporting, storing, financing, standardizing, pricing, and risk bearing. 48 lecture hours.

AGRI 1407 - AGRONOMY (4 credit hours)

Principles and practices in the development, production, and management of field crops including plant breeding, plant diseases, soils, insect control, and weed control. 48 lecture hours + 32 laboratory hours 4 credit hours.

AGRI 1413 - PLANT PROTECTION (4 credit hours)

Principles and practices of controlling and preventing economic loss caused by plant pests. Includes instruction in entomology, plant pathology, weed science, crop science, environment toxicology, and related environmental protection measures. 48 lecture hours + 32 laboratory hours.

AGRI 1419 - INTRODUCTORY ANIMAL SCIENCE (4 credit hours)

Scientific animal agriculture. Importance of livestock and meat industries. Selection, reproduction, nutrition, management, and marketing of beef cattle, swine, sheep, goats, and horses. 48 lecture hours + 32 laboratory hours.

AGRI 2221 - LIVESTOCK EVALUATION (2 credit hours)

Selection, evaluation, and classification of livestock and livestock products. Comparative evaluation of breeding and market animals with emphasis on selection of superior animals. Oral reasons and written justification on placing classes will be emphasized. May be repeated for credit with prior approval of department chair. 16 lecture hours + 64 laboratory hours.

AGRI 2301 - AGRICULTURAL POWER UNITS (3 credit hours)

Fundamentals of internal combustion engines: gasoline, diesel, and liquefied petroleum. Maintenance and adjustments of the electrical, ignition, fuel, lubricating, and cooling systems of agricultural power machinery. 32 lecture hours + 48 laboratory hours.

AGRI 2303 - AGRICULTURAL CONSTRUCTION I (3 credit hours)

Selection, use, and maintenance of hand and power tools; arc and oxy-acetylene welding; and construction materials and principles. 32 lecture hours + 64 laboratory hours.

AGRI 2317 - INTRODUCTION TO AGRICULTURAL ECONOMICS (3 credit hours)

Fundamental economic principles and their applications to the problems of the industry of agriculture. 48 lecture hours.

AGRI 2321 - LIVESTOCK EVALUATION I (3 credit hours)

Fundamental economic principles and their applications to the problems of the industry of agriculture. 32 lecture hours + 48 laboratory hours.

AGRI 2330 - WILDLIFE CONSERVATION AND MANAGEMENT (3 credit hours)

Principles and practices used in the production and improvement of wildlife resources. Aesthetic, ecological, and recreational uses of public and private lands. 32 lecture hours + 48 laboratory hours.

ANTH - Anthropology**ANTH 2346 - GENERAL ANTHROPOLOGY (3 credit hours)**

Study of human beings, their antecedents and related primates, and their cultural behaviors and institution. Introduces the major sub-fields: physical and cultural anthropology, archaeology, linguistics and ethnology. 48 lecture hours.

ANTH 2351 - CULTURAL ANTHROPOLOGY (3 credit hours)

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

ARTC - Computer Information Systems & Technology**ARTC 1302 - DIGITAL IMAGING I (PHOTOSHOP) (3 credit hours)**

Digital Imaging using raster image editing and/or image creation software: scanning, resolution, file formats, output devices, color systems, and image-acquisitions. 32 lecture hours + 32 lab hours.

ARTC 1325 - INTRODUCTION TO COMPUTER GRAPHICS (3 credit hours)

A survey of computer design concepts, terminology, processes, and procedures. Topics include computer graphics hardware, electronic images, electronic publishing, vector based graphics, and interactive multimedia.

ARTS - Art**ARTS 1301 - ART APPRECIATION (3 credit hours)**

A course open to all students directed toward understanding the elements and principles of art as applied to the visual arts: painting, sculpture and architecture as well as printmaking, ceramics, metal work and weaving. 48 lecture hours.

ARTS 1303 - ART HISTORY I (3 credit hours)

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

ARTS 1304 - ART HISTORY II (3 credit hours)

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

ARTS 1311 - DESIGN I (3 credit hours)

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

ARTS 1312 - DESIGN II (3 credit hours)

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

ARTS 1316 - DRAWING I (3 credit hours)

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

ARTS 1317 - DRAWING II (3 credit hours)

Expansion of ARTS1316 stressing greater facility in materials and techniques and an increase of graphic skills by means of line, full value, and creative studies. 32 lecture hours + 64 laboratory hours.

ARTS 2316 - PAINTING I (3 credit hours)

An introduction to the techniques of various mediums in painting. Exploring and dealing with the problems encountered in color and pictorial composition. 32 lecture hours + 64 laboratory hours.

ARTS 2317 - PAINTING II (3 credit hours)

A continuation of ARTS2316. 32 lecture hours + 64 laboratory hours.

ARTS 2326 - SCULPTURE I (3 credit hours)

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

ARTS 2327 - SCULPTURE II (3 credit hours)

A continuation of ARTS2326. 32 lecture hours + 64 laboratory hours.

ARTS 2341 - JEWELRY AND METALWORKING I (3 credit hours)

Design, construction and forming of metals and various materials using basic techniques. 32 lecture hours + 64 laboratory hours.

ARTS 2342 - JEWELRY AND METALWORKING II (3 credit hours)

Design in metal, using basic and advanced process. 32 lecture hours + 64 laboratory hours.

ARTS 2346 - CERAMICS I (POTTERY) (3 credit hours)

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

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

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

ARTS 2366 - WATERCOLOR PAINTING I (3 credit hours)

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

ARTS 2367 - WATERCOLOR PAINTING II (3 credit hours)

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

ARTV

1345 - 3D Modeling and Rendering I (3 credit hours)

A survey of computer design concepts, terminology, processes, and procedures. Topics include computer graphics hardware, electronic images, electronic publishing, vector-based graphics, and interactive multimedia.

BCIS - Computer Science

BCIS 1305 - BUSINESS COMPUTER APPLICATIONS (3 credit hours)

Computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet. 32 lecture hours + 32 laboratory hours.

Prerequisite: High School Algebra, Geometry, or Business Mathematics.

BIOL - Biology

BIOL 1322 - BASIC NUTRITION (3 credit hours)

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

BIOL 1406 - GENERAL BIOLOGY FOR MAJORS (4 credit hours)

For Science majors. Current knowledge in the fundamentals of biology from the molecular to cellular level of organization. General topics covered include basic biochemistry, metabolism, energetics, cell structure, DNA, genetics, viruses, and bacteria. Lab required. 4 credit hours.

BIOL 1407 - GENERAL BIOLOGY FOR MAJORS (4 credit hours)

For Science majors. Continuation of BIOL 1406. The biology of the protists, fungi, plants and animals with emphasis on the body systems. Also includes development,

diversity, animal behavior, and ecology. Dissection included. Lab required. Prerequisite BIOL1406. 4 credit hours.

Prerequisite: BIOL 1406.

BIOL 1408 - GENERAL BIOLOGY (4 credit hours)

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

BIOL 1411 - GENERAL BOTANY (4 credit hours)

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

BIOL 1413 - GENERAL ZOOLOGY (4 credit hours)

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

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

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

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

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

Prerequisite: BIOL 2401.

BIOL 2406 - ENVIRONMENTAL BIOLOGY (4 credit hours)

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

BIOL 2420 - MICROBIOLOGY (4 credit hours)

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

Prerequisite: BIOL 1408 OR BIOL 2401.

BMGT - Business & Business Management

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

Topics address recently identified current events, skills, knowledge, and/or attitudes pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. 16 lecture hours.

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

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

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

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

BMGT 1327 - PRINCIPLES OF MANAGEMENT (3 credit hours)

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

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

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

BMGT 1391 - SPECIAL TOPICS IN BUSINESS ADMINISTRATION AND MANAGEMENT (3 credit hours)

Topics address recently identified current events, skills, knowledge and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. 48 lecture hours.

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

Decision making and problem solving processes in organizations, utilizing logical and creative problem solving techniques. Application of theory is provided by experimental activities such as small group discussions, case studies, and the use of other managerial decision aids. 48 lecture hours.

BMGT 2309 - LEADERSHIP (3 credit hours)

Concepts of leadership and its relationship to management. Prepares the student with leadership and communication skills needed to inspire and influence. 48 lecture hours.

BUSG - Business & Business Management

BUSG 1301 - INTRODUCTION TO BUSINESS (3 credit hours)

Fundamental business principles including structure, functions, resources, and operational processes. 48 lecture hours.

BUSG 1304 - PERSONAL FINANCE (3 credit hours)

The course will present a study of the financial problems encountered in managing family and business financial affairs. Topics include financial security for the family, budgeting, use of credit, home ownership, financial tangles, and savings and investment planning. 48 lecture hours.

BUSG 2305 - BUSINESS LAW/CONTRACTS (3 credit hours)

Principles of law which form the legal framework for business activity including applicable statutes, contracts, and agency. 48 lecture hours.

BUSG 2307 - LEGAL AND SOCIAL ENVIRONMENT OF BUSINESS (3 credit hours)

The role of law in business and society including government regulations of business, legal reasoning, sources of law, social policy, legal institutions, antitrust, security regulations, consumer protection, environmental laws, worker health and safety, employment discrimination, and other laws affecting business. 48 lecture hours.

BUSG 2380 - COOPERATIVE EDUCATION - BUSINESS, GENERAL (3 credit hours)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be related if topics and learning outcomes vary. 16 lecture hours + 224 laboratory hours.

CETT - Oil and Gas Production Technology

CETT 1302 - ELECTRICITY PRINCIPLES (3 credit hours)

Principles of electricity including proper use of test equipment, A/C and D/C circuits, and component theory and operation. Identify basic principles of electricity (A/C and D/C), voltage, current, and circuitry; apply Ohm's law to electrical calculations; use test equipment to measure continuity voltage, and current values; and use electrical safety practices. 48 lecture hours.

CHEM - Chemistry

CHEM 1411 - GENERAL CHEMISTRY I (4 credit hours)

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

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

CHEM 1412 - GENERAL CHEMISTRY II (4 credit hours)

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

Prerequisite: CHEM 1411.

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

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

CHEM 2423 - ORGANIC CHEMISTRY I (4 credit hours)

An introduction to the chemistry of carbon compounds: nomenclature, functional groups, structure and

spectroscopy, reaction mechanisms, radicals, kinetics and thermodynamics. 48 lecture hours + 48 laboratory hours.

Prerequisite: CHEM 1412 or consent of instructor.

CHEM 2425 - ORGANIC CHEMISTRY II (4 credit hours)

A continuation of CHEM2423. Aromatic systems, electrophilic and nucleophilic substitution, carboxylic acids and derivatives, amines and sulfides, reactive intermediates, carbonyl compounds and enolates, heterocyclic and biochemical compounds. 48 lecture hours + 48 laboratory hours.

Prerequisite: CHEM 2423.

CJCR - Law Enforcement

CJCR 1304 - PROBATION AND PAROLE (3 credit hours)

A survey of the structure, organization, and operation of probation and parole services. Emphasis on applicable state statutes and administrative guidelines. 48 lecture hours.

CJLE - Law Enforcement

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

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

CJSA - Law Enforcement

CJSA 1317 - JUVENILE JUSTICE SYSTEM (3 credit hours)

A study of the juvenile justice process to include specialized juvenile law, role of the juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies, and theories concerning delinquency. 48 lecture hours.

CJSA 1325 - CRIMINOLOGY (3 credit hours)

Current theories and empirical research pertaining to crime and criminal behavior and its causes, methods of prevention, systems of punishment, and rehabilitation. 48 lecture hours.

CJSA 1342 - CRIMINAL INVESTIGATION (3 credit hours)

Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation. 48 lecture hours.

CJSA 1348 - ETHICS IN CRIMINAL JUSTICE (3 credit hours)

Ethical philosophies and issues pertaining to the various professions in the criminal justice system. Includes ethical issues emanating from constitutional conflict with public protection and individual rights, civil liberties, and correctional policies. 48 lecture hours.

CJSA 1393 - SPECIAL TOPICS-DRUG CRIME AND SOCIETY

This course examines the relationship between drugs, crime and human behavior. It will also explore the relationship between drug abuse and crime and the policy proposals developed to control drug trafficking, drug abuse, and drug-related crime, as well as the multi-faceted aspects and effects of chemical abuse and dependency.

CJSA 1393 - SPECIAL TOPICS-WRONGFUL CONVICTION (3 credit hours)

This course will involve the study of wrongful convictions, including an analysis of: 1) the factors that contribute to wrongful convictions; 2) the existing criminal procedures and constitutional protections that, in part, attempt to prevent wrongful convictions; 3) the current procedural mechanisms available to convicted individuals who seek to vacate wrongful convictions with new evidence; and 4) the reforms that have been proposed to address the causes of wrongful convictions.

CJSA 2334 - CONTEMPORARY ISSUES IN CRIMINAL JUSTICE (3 credit hours)

A series of lectures and class participation exercises presenting selected topics currently confronting criminal justice personnel and the public they serve. 48 lecture hours.

2382 - Cooperative Education

Career related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

2388 - INTERNSHIP

The Law Enforcement internship is designed to give students practical experience in the field prior to graduation.

CNBT - Oil and Gas Production Technology

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

Introduction to construction materials and methods and their applications. Identify construction materials; list their

applications; and identify and compare the various methods of construction. 48 lecture hours.

COSC - Computer Science

COSC 1436 - PROGRAMMING FUNDAMENTALS I (4 credit hours)

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

Prerequisite: BCIS 1305 or department exam.

COSC 1437 - PROGRAMMING FUNDAMENTALS II (4 credit hours)

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

Prerequisite: COSC 1436.

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

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

Prerequisite: COSC 1436.

COSC 2436 - PROGRAMMING FUNDAMENTALS III (4 credit hours)

Further applications of programming techniques, introducing the fundamental concepts of data structures and algorithms. Topics include recursion, fundamental data structures (including stacks, queues, linked lists, hash tables, trees, and graphs) and algorithmic analysis. 48 lecture hours + 32 laboratory hours.

Prerequisite: COSC 1437.

CRIJ - Law Enforcement

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

History and philosophy of criminal justice and ethical considerations; the nature and impact of crime; and an overview of the criminal justice system, including law enforcement and court procedures. 48 lecture hours.

CRIJ 1306 - COURT SYSTEMS & PRACTICES (3 credit hours)

Study of the judiciary in the American criminal justice system and the adjudication processes and procedures. 48 lecture hours.

CRIJ 1311 - FUNDAMENTALS OF CRIMINAL LAW (3 credit hours)

Study of criminal law, its philosophical and historical development, major definitions and concepts, classifications and elements of crime, penalties using Texas statutes as illustrations, and criminal responsibility. 48 lecture hours.

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

Corrections in the criminal justice system; organization of correctional systems; correctional role; instructional operations; alternatives to institutionalization; treatment and rehabilitation; current and future issues. 48 lecture hours.

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

The police profession; organization of law enforcement systems; the police role; police discretion; ethics; policy-community interaction; current and future issues. 48 lecture hours.

CSME - Cosmetology

CSME 1248 - Principles of Skin Care

An introduction of the theory and practice of skin care.

CSME 1310 - Introduction to Haircutting and Related Theory

Introduction to the theory and practice of hair cutting. Topics include terminology, implements, sectioning and finishing techniques. 32 lecture hours + 128 laboratory hours.

CSME 1401 - ORIENTATION TO COSMETOLOGY (4 credit hours)

An overview of the skills and knowledge necessary for the field of cosmetology. 32 lecture hours + 128 laboratory hours.

CSME 1405 - FUNDAMENTALS OF COSMETOLOGY (4 credit hours)

A course in the basic fundamentals of cosmetology. Topics include service preparation, manicure, facial, chemical services, shampoo, haircut, wet styling, and comb out. 32 lecture hours + 128 laboratory hours.

CSME 1420 - Orientation to Facial Specialist

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

CSME 1421 - Principles of Facial and Skin Care Technology I

An introduction to the principles of facial and skin care technology. Topics include anatomy, physiology, theory and related skills of facial and skin care technology.

CSME 1430 - ORIENTATION TO NAIL TECHNOLOGY (4 credit hours)

An overview of the fundamental skills and knowledge necessary for the field of nail technology. 32 lecture hours + 80 laboratory hours.

CSME 1431 - PRINCIPLES OF NAIL TECHNOLOGY I (4 credit hours)

A course in the principles of nail technology. Topics include anatomy, physiology, theory, and skills related to nail technology. 32 lecture hours + 80 laboratory hours.

CSME 1441 - PRINCIPLES OF NAIL TECHNOLOGY II (4 credit hours)

An advanced course in the principles of nail technology. Topics include terminology, applications, and advanced workplace competencies related to nail technology. 32 lecture hours + 112 laboratory hours.

CSME 1443 - MANICURING AND RELATED THEORY (4 credit hours)

Presentation of the theory and practice of nail technology. Topics include terminology, application, and workplace competencies related to nail technology. 32 lecture hours + 80 laboratory hours.

CSME 1445 - Principles of Facial and Skin Care Technology II

A continuation of the concepts and principles in skin care and other related technologies. Topics include advanced instruction in anatomy, physiology, theory, and related skills of facial and skin care technology.

CSME 1447 - PRINCIPLES OF SKIN CARE/FACIALS AND RELATED THEORY (4 credit hours)

In-depth coverage of the theory and practice of skin care, facials, and cosmetics. 32 lecture hours + 144 laboratory hours.

CSME 1453 - CHEMICAL REFORMATION AND RELATED THEORY (4 credit hours)

Presentation of the theory and practice of chemical reformation including terminology, application, and workplace competencies related to hair waving, perming, straightening and hair color. 32 lecture hours + 128 laboratory hours.

4 credit hours

CSME 1534 - COSMETOLOGY INSTRUCTOR I (5 credit hours)

The fundamentals of instruction of cosmetology students. 32 lecture hours + 144 laboratory hours.

CSME 1535 - ORIENTATION TO THE INSTRUCTION OF COSMETOLOGY (5 credit hours)

An overview of the skills and knowledge necessary for the instruction of cosmetology students. 32 lecture hours + 144 laboratory hours.

CSME 2237 - ADVANCED COSMETOLOGY TECHNIQUES (2 credit hours)

Mastery of advanced cosmetology techniques including hair designs, professional cosmetology services, and workplace competencies. 16 lecture hours + 64 laboratory hours.

- Salon Development

Procedures necessary for salon development. Topics include professional ethics, goal setting, salon operation, and record keeping.

CSME 2401 - THE PRINCIPLES OF HAIR COLORING AND RELATED THEORY (4 credit hours)

Presentation of the theory and practice of hair color and chemistry. Topics include terminology, application, and workplace competencies related to hair color and chemistry. 16 lecture hours + 144 laboratory hours.

CSME 2410 - ADVANCED HAIRCUTTING AND RELATED THEORY (4 credit hours)

Advanced concepts and practice of haircutting. Topics include haircuts utilizing scissors, razor, and/or clippers. 16 lecture hours + 144 laboratory hours.

CSME 2430 - NAIL ENHANCEMENT (4 credit hours)

A course in the general principles of the theory and application of artificial nails and related technology. 12 lecture hours + 96 Lab hours.

2431 - Principles of Facials and Skin Care Technology III

Advanced concepts and principles of skin care and other related technologies.

CSME 2441 - PREPARATION FOR TEXAS DEPARTMENT OF LICENSING AND REGULATIONS (4 credit hours)

Preparation for the state licensing examination. 16 lecture hours + 128 laboratory hours.

CSME 2443 - SALON DEVELOPMENT (4 credit hours)

Applications of procedures necessary for salon development. Topics include professional ethics and goals, salon operation, and record keeping. 48 lecture hours + 48 laboratory hours.

CSME 2514 - COSMETOLOGY INSTRUCTOR II (5 credit hours)

A continuation of the fundamentals of instruction of cosmetology students. 32 lecture hours + 144 laboratory hours.

DANC - Dance

DANC 1101 - DANCE COMPOSITION I (1 credit hour)

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

DANC 1102 - DANCE COMPOSITION II (1 credit hour)

Continuation of DANC1101. 48 laboratory hours.

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

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

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

Continuation of DANC1141. 48 laboratory hours.

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

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

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

Continuation of DANC1145. 48 laboratory hours.

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

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

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

Continuation of DANC1147. 48 lecture hours.

DANC 1151 - DANCE PERFORMANCE I (1 credit hour)

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

DANC 1152 - DANCE PERFORMANCE II (1 credit hour)

Continuation of DANC1151. 48 laboratory hours.

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

Continuation of DANC1147 and DANC1148. 48 lecture hours.

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

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

DANC 2151 - DANCE PERFORMANCE III (1 credit hour)

Continuation of DANC1151 and DANC 1152. 48 laboratory hours.

DANC 2152 - DANCE PERFORMANCE IV (1 credit hour)

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

DANC 2303 - DANCE APPRECIATION I (3 credit hours)

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

DFTG - Drafting Technology

DFTG 1305 - TECHNICAL DRAFTING (3 credit hours)

Introduction to the principles of drafting to include terminology and fundamentals, including size and shape descriptions, projection methods, geometric construction, sections, auxiliary views, and reproduction processes. 32 lecture hours + 32 laboratory hours.

DFTG 1309 - BASIC COMPUTER-AIDED DRAFTING (3 credit hours)

An introduction to computer-aided drafting. Emphasis is placed on setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinate systems, and plot/print to scale. 32 lecture hours + 32 laboratory hours.

DFTG 1317 - ARCHITECTURAL DRAFTING/RESIDENTIAL (3 credit hours)

Architectural drafting procedures, practices, and symbols, including preparation of detailed working drawings for residential structure with emphasis on light frame construction methods. 32 lecture hours + 32 laboratory hours.

DFTG 1333 - MECHANICAL DRAFTING (3 credit hours)

Detail drawings with proper dimensioning and tolerances, use of sectioning techniques, pictorial drawings, including bill of materials. 32 lecture hours + 32 laboratory hours.

DFTG 1358 - ELECTRICAL/ELECTRONIC DRAFTING (3 credit hours)

A study of the principles of layout of electrical and electronic drawings, stressing modern representation used for block diagrams, schematic diagrams, logic diagrams, wiring/assembly drawings, printed circuit board layouts, motor control diagrams, power distribution diagrams, and electrical one-line diagrams. 32 lecture hours + 32 laboratory hours.

DFTG 1391 - SPECIAL TOPICS IN DRAFTING-INTELLIBUILD SOFTWARE APPLICATION IN ARCHITECTURE (3 credit hours)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. 32 lecture hours + 32 laboratory hours.

DFTG 2300 - INTERMEDIATE ARCHITECTURALDRAFTING-RESIDENTIAL (3 credit hours)

A continuation of principles and practices used in residential construction. 32 lecture hours + 32 laboratory hours.

Prerequisite: DFTG 1317.

DFTG 2302 - MACHINE DRAFTING (3 credit hours)

Production of detail and assembly drawings of machines, threads, cams, tolerances and limit dimensioning, surface finishes, and precision drawings. 32 lecture hours + 32 laboratory hours.

DFTG 2306 - MACHINE DESIGN (3 credit hours)

Theory and practice of design. Projects in problem-solving, including press fit, bolted and welded joints, and transmission components. 32 lecture hours + 32 laboratory hours.

DFTG 2317 - DESCRIPTIVE GEOMETRY (3 credit hours)

Examination of the graphical solution to problems involving points, lines, and planes in space. 32 lecture hours + 32 laboratory hours.

DFTG 2319 - INTERMEDIATE COMPUTER-AIDED DRAFTING (3 credit hours)

A continuation of practices and techniques used in basic computer-aided drafting emphasizing advanced dimensioning techniques, the development and use of prototype drawings, construction of pictorial drawings, interfacing 2D and/or 3D environments and extracting data. 32 lecture hours + 32 laboratory hours.

Prerequisite: DFTG 1305, DFTG 1309.

DFTG 2323 - PIPE DRAFTING (3 credit hours)

A study of pipe fittings, symbols, specifications and their applications to a piping process system. Creation of symbols and their usage in flow diagrams, plans, elevations, and isometrics. 32 lecture hours + 32 laboratory hours.

DFTG 2328 - ARCHITECTURAL DRAFTING - COMMERCIAL (3 credit hours)

Architectural drafting procedures, practices, governing codes, terms and symbols including the preparation of detailed working drawings for a commercial building, with emphasis on commercial construction methods. 32 lecture hours + 32 laboratory hours.

DFTG 2330 - CIVIL DRAFTING (3 credit hours)

An in-depth study of drafting methods and principles used in civil engineering. 32 lecture hours + 32 laboratory hours.

DFTG 2332 - ADVANCED COMPUTER-AIDED DRAFTING (3 credit hours)

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

Prerequisite: DFTG 1305, DFTG 1309, DFTG 2319.

DFTG 2338 - FINAL PROJECT-CAPSTONE (3 credit hours)

A drafting course in which students participate in a comprehensive project from conception to conclusion. 32 lecture hours + 32 laboratory hours.

DFTG 2340 - SOLID MODELING/DESIGN (3 credit hours)

A computer-aided modeling course. Development of three-dimensional drawings and models from engineering sketches and orthographic drawings and utilization of three-dimensional models in design work. 32 lecture hours + 32 laboratory hours.

DFTG 2358 - ADVANCED MACHINE DESIGN (3 credit hours)

Use of design process skills for the production of complete design package, which includes jig and fixture design, extrusion dies, and injection mold design. 32 lecture hours + 32 laboratory hours.

Prerequisite: DFTG 1305, DFTG 1309, DFTG 2306.

DRAM - Drama**DRAM 1120 - THEATER PRACTICUM I (1 credit hour)**

The course provides the student an opportunity to apply classroom theory in a practical situation and environment through mounting a theatrical production. The student will

gain familiarity with one or more of the following areas: acting, directing, costuming, scenery construction, properties, lighting, sound and stage management. Open to all students. 48 lecture hours.

DRAM 1121 - THEATER PRACTICUM II (1 credit hour)

Continuation of DRAM1120. 48 lecture hours.

DRAM 1161 - MUSICAL THEATER (1 credit hour)

Study and performance of works in the musical theatre repertoire. The student will get practical experience in the performance of musicals; study of the integration of music, acting and staging. 48 lecture hours.

DRAM 1162 - MUSICAL THEATER II (1 credit hour)

A continuation of DRAM 1161. 48 lecture hours.

DRAM 1310 - THEATER APPRECIATION (3 credit hours)

Theatre as an art form is presented from the historical, literary and production points of view in order to deepen the student's understanding and appreciation of Theatre. The course includes viewing and critiquing plays, musicals, motion pictures, and television dramas. 48 lecture hours.

DRAM 1323 - BASIC THEATER PRACTICE (3 credit hours)

Practicum in theater with emphasis on technique and procedures with experience gained in play productions. Each semester will have a different topic such as Shakespeare, Comedy, Tragedy, etc. 48 lecture hours.

DRAM 1330 - STAGECRAFT (3 credit hours)

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

DRAM 1351 - ACTING I (3 credit hours)

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

DRAM 1352 - ACTING II (3 credit hours)

With the focus on performance, this course employs the skills acquired in Acting I and emphasizes scene study and textual analysis, allowing students to concentrate on the method and technique of building a character. Performance of scenes and monologues offer challenges in textual

interpretation, vocal expression, and physical embodiment. 48 lecture hours.

DRAM 2120 - THEATER PRACTICUM III (1 credit hour)

Continuation of DRAM1120 and DRAM1121. 48 lecture hours.

DRAM 2121 - THEATER PRACTICUM IV (1 credit hour)

Continuation of DRAM1120, DRAM1121 and DRAM2120. 48 lecture hours.

DRAM 2331 - STAGECRAFT II (3 credit hours)

Course is a continuation of DRAM1330, but it allows the individual student the opportunity to specialize in a particular area of technical theater. 48 lecture hours.

DRAM 2336 - VOICE FOR THEATER (3 credit hours)

Application of the performer's use of the voice as a creative instrument of effective communication. Encourages an awareness of the need for vocal proficiency and employs techniques designed to improve the performer's speaking abilities. 48 lecture hours.

DRAM 2366 - FILM APPRECIATION (3 credit hours)

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

ECON - Economics

ECON 1303 - CONSUMER ECONOMICS (3 credit hours)

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

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

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

employment, comparative economic systems and economic decision-making. 48 lecture hours.

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

An introduction to the principles of microeconomics. Emphasis given to price theory, income distribution, costs and productions, and theory of the firm. Other topics include but not limited to introductory international trade and finance, comparative economic systems and techniques of economic analysis. 48 lecture hours.

EDUC - Education

EDUC 1300 - LEARNING FRAMEWORK (3 credit hours)

A study of the (1) research and theory in the psychology of learning, cognition, and motivation; (2) factors that impact learning, and (3) application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of the college-level student academic strategies. Students use assessment instruments (e.g. learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. This course is cross-listed as PSYC 1300. The student may register for either EDUC1300 or PSYC1300 but may receive credit for only one of the two. 48 lecture hours.

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

An enriched, integrated pre-service course and content experience that provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields; provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse students populations; provides students with support from college and school faculty for the purpose of introduction to and analysis of the culture of schooling and classrooms; course content is aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Field Experience Lab Required: 16 observation hours in P-12 Texas public schools. 48 lecture hours + 16 hour lab.

EDUC 2301 - INTRODUCTION SPECIAL POPULATIONS (3 credit hours)

An enriched, integrated pre-service course and content experience that provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic and academic diversity, and equity with an emphasis on factors that facilitate learning;

provides students with opportunities to participate in early field observations of P-12 special populations; course content is aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Field Experience Lab Required: 16 observation hours in P-12 Texas public schools with special populations. 48 lecture hours + 16 hour lab.

Prerequisite: EDUC 1301.

EECT - Computer Information Systems & Technology

EECT 1300 - TECHNICAL CUSTOMER SERVICE (3 credit hours)

General principles of customer service within a technical environment. Topics include internal/external customer relationships, time-management, best practices, and verbal and non-verbal communications skills. 48 lecture hours.

EMSP - Emergency Medical Services

EMSP 1160 - CLINICAL - EMERGENCY MEDICAL TECHNICIAN/TECHNOLOGY (1 credit hour)

A method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. 48 clinical hours.

Corequisite: EMSP 1501.

EMSP 1338 - INTRODUCTION TO ADVANCED PRACTICE (3 credit hours)

At the completion of this module, the student will understand the roles and responsibilities of a paramedic within the EMS system; apply the basic concepts of development, pathophysiology and pharmacology to assessment and management of emergency patients; be able to properly administer medications; communicate effectively with patients; and understand the medical/legal and ethical issues relating to EMS practice as well as the issues impacting the well being of the paramedic. 32 lecture + 32 laboratory hours.

EMSP 1355 - TRAUMA MANAGEMENT (3 credit hours)

A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with traumatic injuries. 32 lecture + 32 laboratory hours.

EMSP 1356 - PATIENT ASSESSMENT AND AIRWAY MANAGEMENT (3 credit hours)

A detailed study of the knowledge and skills required to reach competence in performing patient assessment and airway management. 32 lecture + 32 laboratory hours.

EMSP 1501 - EMERGENCY MEDICAL TECHNICIAN (5 credit hours)

Introduction to the level of Emergency Medical Technician (EMT) - Basic. Includes all the skills necessary to provide emergency medical care at a basic life support level with an ambulance service or other specialized services. 32 lecture + 96 laboratory hours.

Prerequisite: Current AHA Health Care Provider CPR or equivalent. Corequisite: EMSP 1160.

2248 - Emergency Pharmacology

Utilization of medications in treating emergency situations.

2 Credit hours

EMSP 2261 - CLINICAL I - EMERGENCY MEDICAL TECHNICIAN/PARAMEDIC (2 credit hours)

A method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. 96 clinical hours.

EMSP 2262 - CLINICAL II - EMERGENCY MEDICAL TECHNICIAN/ PARAMEDIC (2 credit hours)

A method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. 96 clinical hours.

EMSP 2338 - EMERGENCY MEDICAL OPERATIONS (3 credit hours)

A detailed study of the knowledge and skills necessary to reach competence to safely manage the scene of an emergency. 16 lecture hours + 32 laboratory hours.

EMSP 2352 - EMERGENCY MEDICAL SERVICES RESEARCH (3 credit hours)

Primary and/or secondary research in current and emerging issues in EMS. Basic research principles, scientific inquiry, and interpretation of professional literature are emphasized. Students will demonstrate computer competencies during this course. Students will be required to present research data utilizing the internet. Data

presentation shall include, but not be limited to PowerPoint, Excel or other Windows platforms. 48 lecture.

EMSP 2434 - MEDICAL EMERGENCIES (4 credit hours)

A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with medical emergencies. 64 lecture + 32 laboratory hours.

EMSP 2544 - CARDIOLOGY (5 credit hours)

A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with cardiac emergencies. 64 lecture hours + 32 laboratory hours.

Corequisite: EMSP 2135.

EMSP 2553 - EMERGENCY MEDICAL SERVICES CERTIFICATION FOR THE REGISTERED NURSE/PHYSICIAN'S ASSISTANT/REGISTERED RESPIRATORY THERAPIST/LICENSED NURSE PRACTITIONER (5 credit hours)

Preparation of the R.N., R.R.T., L.P.N., or P.A. (Licensed to Practice in Texas) for Emergency Medical Services (EMS) certification. In addition to completing this course, students must also successfully complete an EMS internship. Students that meet all the listed requirements are eligible to apply for certification as an Emergency Medical Technician-Paramedic. 64 lecture hours + 32 skills hours.

Prerequisite: Currently licensed RN/PA/RRT/LNP with 36 months work experience and a college degree. Corequisite: EMSP 2563.

EMSP 2563 - *CLINICAL - EMT-P INTERNSHIP (5 credit hours)

A method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. 256 clinical hours.

ENGL - English

ENGL 0300 - FUNDAMENTALS OF ENGLISH I (3 credit hours)

In this course, students will learn to write clear, well-developed paragraphs. Students will also learn to identify and correct major sentence errors, including fragments, comma splices, and run-ons. Other topics include subject-verb agreement, pronoun usage, and basic punctuation. This course does not count toward graduation at NCTC. 48 lecture hours.

Corequisite: EDUC 1300 or PSYC 1300.

ENGL 0305 - FUNDAMENTALS OF ENGLISH II (3 credit hours)

In this course, students will learn to compose unified, well-developed essays with an introduction, a body, and a conclusion. The thesis statement and topic sentences will be emphasized. Students will also review and practice the basic grammar skills taught in ENGL 0300 and then move to more advanced topics, including modifiers and parallelism. This course does not count toward graduation at NCTC. 48 Lecture hours.

Prerequisite: Satisfactory placement score OR passed ENGL 0300 with a C or better.

ENGL 1301 - COMPOSITION I (3 credit hours)

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

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

ENGL 1302 - COMPOSITION II (3 credit hours)

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

Prerequisite: ENGL 1301.

ENGL 2307 - CREATIVE WRITING (3 credit hours)

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

Prerequisite: ENGL 1302 OR special permission of instructor.

ENGL 2308 - ADVANCED CREATIVE WRITING (3 credit hours)

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

Prerequisite: ENGL 2307.

ENGL 2311 - TECHNICAL WRITING (3 credit hours)

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

Prerequisite: ENGL 1301.

ENGL 2322 - BRITISH LITERATURE I (3 credit hours)

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

Prerequisite: ENGL 1302.

ENGL 2323 - BRITISH LITERATURE II (3 credit hours)

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

Prerequisite: ENGL 1302.

ENGL 2327 - AMERICAN LITERATURE I (3 credit hours)

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

Prerequisite: ENGL 1302.

ENGL 2328 - AMERICAN LITERATURE II (3 credit hours)

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

Prerequisite: ENGL 1302.

ENGL 2332 - WORLD LITERATURE I (3 credit hours)

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

Prerequisite: ENGL 1302.

ENGL 2333 - WORLD LITERATURE II (3 credit hours)

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

Prerequisite: ENGL 1302.

ENGL 2341 - FILM (3 credit hours)

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

Prerequisite: ENGL 1302.

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

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

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

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

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

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

Prerequisite: ENGL 1302.

ENGL 2341 - POETRY (3 credit hours)

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

Prerequisite: ENGL 1302.

ENGL 2341 - DRAMA (3 credit hours)

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

Prerequisite: ENGL 1302.

ENGL 2341 - FICTION (3 credit hours)

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

Prerequisite: ENGL 1302.

ENGL 2342 - CLASSICAL BACKGROUNDS I (3 credit hours)

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

Prerequisite: ENGL 1302.

ENGL 2343 - CLASSICAL BACKGROUNDS II (3 credit hours)

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

Prerequisite: ENGL 1302.

ETWR

ETWR 1302 - TECHNICAL WRITING (3 credit hours)

Introduction to the principles, techniques, and skills needed for scientific, technical, and business writing.

FMKT - Horticulture Management

FMKT 1301 - FLORAL DESIGN (3 credit hours)

Principles and elements of floral art with an emphasis on commercial design. Topics include basic design styles and color harmonies; identification, use, and care of processing of cut flowers and foliage; mechanical aids and containers; personal flowers; holiday designs; and plant identification and care. History of floral art in society.

Required \$100 lab fee. 32 lecture hours + 32 laboratory hours.

FMKT 2331 - ADVANCED FLORAL DESIGN (3 credit hours)

An in-depth coverage of advanced floral design practices for the retail floral industry. Topics include contemporary floral arrangement styles and trends. Advanced study of floral design as an art form in contrast to a commercial florist operation; interpretive expression of design principles and color stressed along with international design styles. Required \$100 lab fee. 32 lecture hours + 32 laboratory hours.

FREN - French

FREN 1411 - BEGINNING FRENCH I (4 credit hours)

Emphasis on the development of elementary listening, speaking, reading, and writing skills applied to present situations and events relevant to students' lives and to the understanding of French-speaking communities. 48 lecture hours + 32 laboratory hours.

FREN 1412 - BEGINNING FRENCH II (4 credit hours)

Continuation of FREN 1411 with emphasis on elementary listening, speaking, reading and writing skills. Includes basic vocabulary, grammatical structures, and culture. 48 lecture hours + 32 laboratory hours.

Prerequisite: FREN 1411 or one year of high school French.

FREN 2311 - INTERMEDIATE FRENCH I (3 credit hours)

Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture. 48 lecture hours.

Prerequisite: FREN 1412 or two years of high school French.

FREN 2312 - INTERMEDIATE FRENCH II (3 credit hours)

Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture. 48 lecture hours.

Prerequisite: FREN 2311 or two years of high school French.

GAME - Computer Information Systems and Technology

GAME 1303 - INTRO TO GAME DESIGN AND DEVELOPMENT (3 credit hours)

Introduction to electronic game development and game development careers. Includes examination of history and philosophy of games, the game production process,

employee factors for success in the field, and current issues and practices in the game development industry. 48 lecture hours.

GAME 1306 - DESIGN AND CREATION OF GAMES (3 credit hours)

Introduction to game and simulation development. Includes analysis of existing applications and creation of a game using an existing game engine. In-depth coverage of the essential elements of game design. Also covers an overview of cultural history of electronic games, survey of the major innovators, and examination of the trends and taboos that motivate game design.

GAME 1309 - INTRODUCTION TO ANIMATION PROGRAMMING (3 credit hours)

Mathematical elements and algorithms involved in basic animation. Includes generating graphics, viewing 3D environments such as visible line detection and 3D surfaces, image processing techniques, and special effects. 32 lecture hours + 32 lab hours.

1328 - VIDEO GAME DESIGN

Course Description: Characters, environments, architecture, static objects, user interface, and storyboards for games. Emphasizes applying 2D design concepts.

GAME 1343 - GAME AND SIMULATION PROGRAMMING I (3 credit hours)

Game and simulation programming. Includes advanced pointer manipulation techniques and pointer applications, points and vectors, sound, and graphics. 32 lecture hours + 32 lab hours.

GAME 2342 - GAME DEVELOPMENT USING C++ (3 credit hours)

Skill development in C++ programming for games and simulations. Examines real-work C++ development issues. 32 lecture hours + 32 lab hours.

GOVT - Government

GOVT 2305 - AMERICAN NATIONAL GOVERNMENT (3 credit hours)

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

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

A survey of the state and local political structures of Texas including: the geographical and political environment of Texas, the three branches of state government, the federal

system, county and municipal governments, special districts, the Texas Constitution and a comparison of Texas' political system with other states. This course is required for graduation and teacher certification. 48 lecture hours.

GRPH - Graphic Arts

GRPH 1357 - DIGITAL IMAGING II (3 credit hours)

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

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

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

HALT - Horticulture Management

HALT 1303 - HERBACEOUS PLANTS (3 credit hours)

A study of herbaceous plant material. Topics include practices and procedures used in the identification, growth, propagation, maintenance, and utilization of herbaceous plants in the horticulture industry. 32 lecture hours + 32 laboratory hours.

HALT 1309 - INTERIOR PLANTS (3 credit hours)

Instruction in the identification and classification of the plants used in home and commercial interior landscapes. Topics include design characteristics for interiorscapes and environmental requirements of the plants. 32 lecture hours + 32 laboratory hours.

HALT 1325 - LANDSCAPE PLANT MATERIAL (3 credit hours)

Study of the identification, characteristics, cultural requirements, and landscape uses of native and adapted plants (annuals, perennials, shrubs, trees, vines, groundcover, turf). 32 lecture hours + 32 laboratory hours.

HALT 1331 - WOODY PLANTS (3 credit hours)

Study of woody plant materials used in the horticulture industry. Topics include identification, characteristics, adaptation, cultural requirements, pest and disease

problems, and use in the landscape. 32 lecture hours + 32 laboratory hours.

HALT 1333 - Landscape Irrigation

Coverage of irrigation systems including equipment, design, performance, and maintenance. Topics include residential and small business applications, troubleshooting, repair, and technological advances in irrigation systems. 32 lecture hours + 32 lab hours

3 Credit Hours

HALT 1353 - LANDSCAPE COMPUTER DESIGN (3 credit hours)

A course in computer-aided landscape design. Emphasis on the application of design concepts and techniques using software. Basic computer skills required. Prerequisite: HALT1422 (Landscape Design). 32 lecture hours + 32 laboratory hours.

HALT 1392 - NATURALISTIC GARDENING (SPECIAL TOPICS IN HORTICULTURAL SCIENCE) (3 credit hours)

An organic approach to plant production, pest management, soil fertility, and plant health. Emphasis on sustainability, xeriscaping and landscaping using native plants as well as creating wildlife landscapes. 32 lecture hours + 32 laboratory hours.

HALT 1422 - LANDSCAPE DESIGN (4 credit hours)

A study of the principles and elements of landscape design. Topics include client interview, site analysis, plan view, scale, plant selection, basic drawing and drafting skills, and plan preparation. 48 lecture hours + 32 laboratory hours.

HALT 2280 - COOPERATIVE EDUCATION (2 credit hours)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. This course serves as the external learning experience or capstone experience. 8 lecture hours + 168 practicum hours.

HALT 2302 - GREENHOUSE CROP PRODUCTION (3 credit hours)

In-dept coverage of the production of crops within the controlled environment of the greenhouse. Topics include growing techniques, environmental control, crop rotation, scheduling, preparation for sale, and marketing. Hands-on greenhouse production of bulbs, cut flowers, foliage, and flowering potted plants, bedding plants, and/or perennials. 32 lecture hours + 32 laboratory hours.

HALT 2307 - FOOD CROPS (3 credit hours)

A study of commercial and home cultivated food crops including various vegetables, fruits, and nuts. Topics address planting, maintenance, harvest, and storage of the various crops. 32 lecture hours + 32 laboratory hours.

HALT 2308 - GREENHOUSE MANAGEMENT (3 credit hours)

Fundamentals of greenhouse construction and operation. Topics include architectural styles, construction materials, environmental systems and controls, growing media, fertilizers, post harvest handling, marketing, and business management. 32 lecture hours + 32 laboratory hours.

HALT 2321 - SMALL FARMING (3 credit hours)

Instruction in small farming techniques with emphasis on horticulture science including comprehensive and profitable guidelines. Topics include herbs, fruits, nut, and vegetable crops.

HALT 2331 - ADVANCED LANDSCAPE DESIGN (3 credit hours)

In-depth coverage of advanced practices in landscape planning for commercial and residential landscapes. Topics include advanced design analysis, architectural elements, space articulation, and land engineering concepts. 32 lecture hours + 32 laboratory hours.

HIST - History

HIST 1301 - U.S. HISTORY TO 1865 (3 credit hours)

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

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

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

HIST 2301 - TEXAS HISTORY (3 credit hours)

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

HIST 2321 - WORLD CIVILIZATIONS I (3 credit hours)

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

HIST 2322 - WORLD CIVILIZATIONS II (3 credit hours)

A continuation of HIST2321. A survey of the history of civilization from 1650 to the present, including the development of nationalism, imperialism and

contemporary developments. This course is required for history majors and recommended for all education majors. 48 lecture hours.

HITT-Medical Terminology

HITT 1305 - MEDICAL TERMINOLOGY (3 credit hours)

Study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties.

HORT - Horticulture Management

HORT 1401 - HORTICULTURE (4 credit hour)

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

HRPO - Business & Business Management

HRPO 2301 - HUMAN RESOURCE MANAGEMENT (3 credit hours)

Behavioral and legal approaches to the management of human resources in organizations. 48 lecture hours.

HRPO 2307 - ORGANIZATIONAL BEHAVIOR (3 credit hours)

The analysis and application of organizational theory, group dynamics, motivation theory, leadership concepts and the integration of interdisciplinary concepts from the behavioral sciences. 48 lecture hours.

HUMA - Humanities

HUMA 1301 - INTRODUCTION TO THE HUMANITIES I (3 credit hours)

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

IBUS - Business & Business Management

IBUS 1305 - INTRODUCTION TO INTERNATIONAL BUSINESS AND TRADE (3 credit hours)

The course is designed for the business student to explore the techniques for entering the international marketplace. Emphasis will be placed on the impact and dynamics of socio-cultural, demographic, economic, technological, and political-legal factors in the foreign trade environment. Topics include patterns of world trade, internationalization of the firm, and operating procedures of the multinational enterprise. 48 lecture hours.

IMED - Computer Information Systems & Technology

IMED 1316 - WEB PAGE DESIGN I (DREAMWEAVER) (3 credit hours)

Instruction in web page design and related graphic design issues including mark-up languages, web sites, and browsers. 32 lecture hours + 32 lab hours.

IMED 1345 - INTERACTIVE MULTIMEDIA I (FLASH) (3 credit hours)

Exploration of the use of graphics and sound to create interactive multimedia applications and/or animations using industry standard authoring software. 32 lecture hours + 32 lab hours.

INEW-Computer Information Systems & Technology

INEW 2334 - ADVANCED WEB PROGRAMMING (HTML 5) (3 credit hours)

Web programming using industry-standard languages and data stores.

ITAL - Italian

ITAL 1411 - ELEMENTARY ITALIAN I (4 credit hours)

Emphasis on the development of elementary listening, speaking, reading, and writing skills applied to present situations and events relevant to students' lives and to the understanding of Italian-speaking communities. 48 lecture hours + 32 laboratory hours.

ITAL 1412 - ELEMENTARY ITALIAN II (4 credit hours)

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

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

ITCC - Computer Information Systems & Technology

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

A course introducing the architecture, structure, functions, components, and models of the internet. Describes the use of OSI and TCP layered models to examine the nature and roles of protocols and services at the applications, network, data link, and physical layers. Covers the principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations.. Build simple LAN topologies by applying basic principles of cabling; perform basic configurations of network devices, including routers and switches; and implementing IP addressing schemes. 48 lecture hours + 32 laboratory hours.

ITCC 1404 - CISCO EXPLORATION 2: ROUTING PROTOCOLS AND CONCEPTS (4 credit hours)

This course describes the architecture, components, and operation of routers, and explains the principles of routing and routing protocols. Students analyze, configure, verify, and troubleshoot the primary routing protocols RIPv1, RIPv2, EIGRP, and OSPF. 48 lecture hours + 32 laboratory hours.

ITCC 2408 - CISCO EXPLORATION 3: LAN SWITCHING AND WIRELESS (4 credit hours)

This course helps students develop an in-depth understanding of how switches operate and are implemented in the LAN environment for small and large networks. Detailed explanations of LAN switch operations, VLAN implementation, Rapid Spanning Tree Protocol (RSTP), VLAN Trunking Protocol (VTP), Inter-VLAN routing, and wireless network operations. Analyze, configure verify, and troubleshoot VLANs, RSTP, VTP, and wireless networks. Campus network design and Layer 3 switching concepts are introduced. 48 lecture hours + 32 laboratory hours.

ITCC 2410 - CISCO EXPLORATION 4: ACCESSING THE WAN (4 credit hours)

This course explains the principles of traffic control and access control lists (ACLs) and provides an overview of the services and protocols at the data link layer for wide-area access. Describe user access technologies and devices and discover how to implement and configure Point-to-Point Protocol (PPP), Point-to-Point Protocol over Ethernet (PPPoE), DSL, and Frame Relay. WAN security concepts, tunneling, and VPN basics are introduced. Discuss the special network services required by converged applications and an introduction to quality of service (QoS). 48 lecture hours + 32 laboratory hours.

ITMT-Computer Information Systems & Technology

ITMT ITMT2350 - Fundamentals of Information Security (4 credit hours)

Course Description: Updating and supporting a reliable, secure messaging infrastructure used for creating, storing, and sharing information by using Microsoft Exchange Server 2003. Includes a significant amount of hands-on practices, discussions, and assessments to assist students in becoming proficient in the skills necessary to update and support Exchange Server 2003.

ITMT 2422 - WINDOWS SERVER 2008 APPLICATIONS INFRASTRUCTURE CONFIGURATION (4 credit hours)

ITNW - Computer Information Systems & Technology

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

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

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

Introduction to the Internet with emphasis on using the World Wide Web to locate, transfer, and publish information. Survey of emerging technologies on the Internet. 32 lecture hours + 32 laboratory hours.

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

Installing, configuring, managing, and supporting a network infrastructure. Implementing routing; implementing, managing, and maintaining Dynamic Host Configuration Protocol (DHCP), Domain Name System (DNS), securing Internet Protocol (IP) traffic with Internet Protocol security (IPSec) and certificates; and managing and monitoring network access. 32 lecture hours + 32 laboratory hours.

ITNW 1354 - IMPLEMENTING AND SUPPORTING SERVER ENVIRONMENT (3 credit hours)

Implement, administer, and troubleshoot information systems that incorporate servers in a networked computing environment. Manage accounts, run SNMP, and safeguard data in a Windows Server 2003 Environment. 32 lecture hours + 32 laboratory hours.

ITNW 1358 - NETWORK+ (3 credit hours)

Identify and define terminology, hardware, and software components of computer networks; utilize equipment, protocols, and topologies to differentiate between various network systems; demonstrate skills in installing network hardware, software, and cable; troubleshoot network connectivity; configure network protocol; and install and

configure network client software. 32 lecture hours + 32 laboratory hours.

ITSC - Computer Information Systems & Technology

ITSC 1316 - LINUX INSTALLATION AND CONFIGURATION (3 credit hours)

Introduction to Linux operating system. Includes Linux installation, basic administration, utilities and commands, upgrading, networking, security, and application installation. Emphasizes hands-on setup, administration, and management of Linux. 32 lecture hours + 32 lab hours.

ITSC 1325 - PERSONAL COMPUTER HARDWARE (3 credit hours)

A study of current personal computer hardware including personal computer assembly and upgrading, setup and configuration, and troubleshooting. 32 lecture hours + 32 lab hours.

1328 - Video Game Design

1391 - Special Topics in Computer Programming

ITSC 2280 - COOPERATIVE EDUCATION (2 credit hours)

Career related activities encountered in the student's area of specialization are offered through an individual agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. 16 lecture hours + 112 laboratory hours.

ITSC 2302 - INTERMEDIATE WEB PROGRAMMING (3 credit hours)

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

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

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

- ITSE-2310

ITSE - Computer Information Systems & Technology

ITSE 1302 - COMPUTER PROGRAMMING (VISUAL BASIC) (3 credit hours)

An introduction to computer programming including design, development, testing, implementation, and documentation. 32 lecture hours + 32 lab hours.

ITSE 1391 - SPECIAL TOPICS IN ANDROID PROGRAMMING (3 credit hours)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

ITSE 2302 - INTERMEDIATE WEB PROGRAMMING (PHP) (3 credit hours)

ITSE 2310 - iOS Application Programming

Course explores developing applications for iOS devices. Will include Objective-C programming, use of the iOS SDK environment, and current programming issues in the iOS environment.

ITSE 2317 - JAVA PROGRAMMING (3 credit hours)

Introduction to object-oriented Java programming including the fundamental syntax and semantics of Java for applications and web applets.

ITSW - Computer Information Systems & Technology

ITSW 1307 - INTRODUCTION TO DATABASE (ACCESS) (3 credit hours)

Introduction to database theory and the practical applications of a database. 32 lecture hours + 32 laboratory hours, 3 credit hours.

ITSW 1313 - INTRODUCTION TO DATA ENTRY (3 credit hours)

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

Prerequisite: BCIS 1305 or equivalent.

ITSY - Computer Information Systems & Technology

ITSY 1342 - INFORMATION TECHNOLOGY SECURITY (3 credit hours)

Instruction in security for network hardware, software, and data, including physical security; backup procedures; relevant tools; encryption; and protection from viruses. 32 lecture hours + 32 lab hours.

ITSY 1400 - FUNDAMENTALS OF INFORMATION SECURITY (3 credit hours)

Course Description: An introduction to information security including vocabulary and terminology, ethics, the legal environment, and risk management. Identification of exposures and vulnerabilities and appropriate countermeasures are addressed. The importance of

appropriate planning, policies and controls is also discussed.

MATH - Mathematics (College level & College Preparatory)

MATH 0303 - PRE-ALGEBRA (3 credit hours)

This introductory course includes a general overview of basic arithmetic: fractions, decimals, and percent. Other topics include algebraic concepts, integers, solving equations, linear equations, graphing and polynomials. Simple geometric concepts are also discussed. This course is designed for those students with little or no algebra background. This course does not count toward graduation at NCTC. 48 lecture hours.

Corequisite: EDUC 1300 or PSYC 1300.

MATH 0305 - BEGINNING ALGEBRA (3 credit hours)

This course includes basic algebraic concepts and notations; algebraic expressions and equations, factoring polynomials and graphing. Some algebra is required. This course does not count toward graduation at NCTC. 48 Lecture hours.

Prerequisite: MATH 0303 passed with a C or better or satisfactory.

MATH 0310 - INTERMEDIATE ALGEBRA (3 credit hours)

A study of relations and functions, inequalities, factoring, polynomials, rational expressions, and quadratics with an introduction to complex numbers, exponential and logarithmic functions, determinants and matrices, and sequences and series. 48 Lecture hours.

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

MATH 1314 - COLLEGE ALGEBRA (3 credit hours)

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

Prerequisite: MATH 0310 or satisfactory placement test score.

MATH 1316 - TRIGONOMETRY (3 credit hours)

In-depth study and applications of trigonometry including definitions, identities, inverse functions, solutions of equations, graphing, and solving triangles. Additional topics such as vectors, polar coordinates and parametric equations may be included.

Prerequisite: MATH 0310 or satisfactory placement test score.

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

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

Prerequisite: MATH0310 or satisfactory placement test score .

MATH 1325 - BUSINESS CALCULUS (3 credit hours)

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

Prerequisite: MATH 1324 or MATH 1314.

MATH 1332 - MATH FOR LIBERAL ARTS (3 credit hours)

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

Prerequisite: MATH 0310 or satisfactory placement test score.

MATH 1342 - ELEMENTARY STATISTICS (3 credit hours)

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

Prerequisite: MATH 0310 or satisfactory placement test score.

MATH 1348 - ANALYTIC GEOMETRY (3 credit hours)

Lines, circles and other conic sections; vectors, transformation of coordinates; curve sketching; polar coordinates; parametric equations; solid analytic geometry; cylindrical and spherical coordinates; applications. 48 lecture hours.

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

MATH 1350 - FUNDAMENTALS OF MATHEMATICS I (3 credit hours)

Concepts of sets, functions, numeration systems, number theory, and properties of the natural numbers, integers, rational, and real number systems with an emphasis on problem solving and critical thinking. (NOTE: This course is a required part of the approved field of study curriculum for middle grades (4 through 8) teacher certification. This course may also be appropriate for early childhood education majors.) 48 lecture hours.

Prerequisite: MATH 1314 with grade of C or better.

MATH 1351 - FUNDAMENTALS OF MATHEMATICS II (3 credit hours)

Concepts of geometry, probability, and statistics, as well as applications of the algebraic properties of real numbers to

concepts of measurement with an emphasis on problem solving and critical thinking. (NOTE: This course is a required part of the approved field of study curriculum for middle grades (4 through 8) teacher certification. This course may also be appropriate for early childhood education majors.) 48 lecture hours.

Prerequisite: MATH 1314 with grade of C or better.

MATH 2318 - LINEAR ALGEBRA (3 credit hours)

Introduces and provides models for application of the concepts of vector algebra. Topics include finite dimensional vector spaces and their geometric significance; representing and solving systems of linear equations using multiple methods, including Gaussian elimination and matrix inversion; matrices; determinants; linear transformations; quadratic forms; eigenvalues and eigenvector; and applications in science and engineering. Pre-requisite: MATH 2414—Calculus II

MATH 2320 - DIFFERENTIAL EQUATIONS (3 credit hours)

Ordinary differential equations, including linear equations, systems of equations, equations with variable coefficients, existence and uniqueness of solutions, series solutions, singular points, transform methods, and boundary value problems; application of differential equations to real-world problems. 64 lecture hours.

Prerequisite: MATH 2414-Calculus II.

MATH 2412 - PRE-CALCULUS MATHEMATICS (4 credit hours)

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

Prerequisite: MATH 0310 or satisfactory placement test score.

MATH 2413 - CALCULUS I (4 credit hours)

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

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

MATH 2414 - CALCULUS II (4 credit hours)

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

Prerequisite: MATH 2413.

MATH 2415 - CALCULUS III (4 credit hours)

A continuation of MATH2414. Vector analysis and vector fields; partial differentiation and multiple integration and applications; 3-dimensional analytic geometry; polar, cylindrical, and spherical coordinates; line and surface integrals; the theorems of Green and Stokes; the divergence theorem. 64 lecture hours.

Prerequisite: MATH 2414.

MRKG - Business & Business Management

MRKG 1301 - CUSTOMER RELATIONS (3 credit hours)

General principles of customer service including skills, knowledge, attitudes, and behaviors. Topics will include teamwork in an organization, internal and external customer relationships; communication in clear and professional manner and conflict resolution. 48 lecture hours.

MRKG 1311 - PRINCIPLES OF MARKETING (3 credit hours)

Introduction to basic marketing functions; identification of consumer and organizational needs; explanation of economic, psychological, sociological, and global issues; and description and analysis of the importance of marketing research. 48 lecture hours.

MRKG 1313 - PUBLIC RELATIONS (3 credit hours)

Exploration of theories, techniques, and processes of public relations including means of influencing methods of building good will, analysis of media, obtaining publicity, and implementation of public relations programs. Course outcomes include the preparation and presentation of an activity using basic public relations principles. 48 lecture hours.

MUEN - Music

MUEN 1131 - WIND ENSEMBLE (3 credit hours)

May be repeated for credit. Study and performance of a wide range of wind instrument repertoire (woodwind, brass, and percussion) from the Renaissance through the Twentieth Century. Open to all students (audition required). Satisfies the college core curriculum requirement. 48 laboratory hours.

MUEN 1133 - JAZZ COMBO (1 credit hour)

May be repeated for credit. The combo performs both traditional and contemporary jazz literature. A number of performances are given both on and off campus (including some travel). Open to all students (audition required.) 48 lecture hours.

MUEN 1135 - GUITAR ENSEMBLE (1 credit hour)

May be repeated for credit. Study and performance of a wide range of guitar repertoire from the Renaissance through the Twentieth Century. Open to all students (audition required). Satisfies college core curriculum. 48 lecture hours.

MUEN 1141 - NORTH CENTRAL TEXAS CHORUS (1 credit hour)

May be repeated for credit. Open to all students. Study and performance of choral music concentrating especially on major works for chorus and orchestra. 48 laboratory hours.

MUEN 1151 - COLLEGE ENSEMBLE (1 credit hour)

May be repeated for credit. Entrance by audition only from College Singers. This group will perform in connection with public relations activities and recruitment for the College. Travel in the service area will be required. 48 laboratory hours.

MUEN 1154 - COLLEGE SINGERS (1 credit hour)

May be repeated for credit. Entrance by audition only. Study and performance of a broad range of music from Renaissance motets and madrigals to pop and show. This group will be involved in public relations activities for the college. 48 laboratory hours.

MUEN 1171 - JAZZ BAND (1 credit hour)

May be repeated for credit. Consisting of 16-21 instrumentalists, the band performs both traditional and contemporary jazz literature. A number of performances are given both on and off campus (including some travel). Open to all students (audition required). Satisfies the college core curriculum requirement. 48 laboratory hours.

MUSI - Music

MUSI 1116 - SIGHT SINGING AND EAR TRAINING I (1 credit hour)

Reinforcement of theoretical concepts presented in MUSI1311 via singing, ear training, keyboard skills, and conducting experiences. 32 lecture hours.

Prerequisite: MUSI 1301 or satisfactory score on placement exam. Corequisite: Must be taken concurrently with MUSI 1311 and MUSI1174 or 1274.

MUSI 1117 - SIGHT SINGING AND EAR TRAINING II (1 credit hour)

Reinforcement of theoretical concepts presented in MUSI1312 via singing, ear training, keyboard skills, and conducting experiences. 32 lecture hours.

Prerequisite: MUSI 1311 and MUSI 1116. Corequisite: Must be taken concurrently with MUSI 1312 and MUSI1174 or 1274.

MUSI 1159 - MUSIC THEATER WORKSHOP (1 credit hour)

A course established to give the young singing actor practical experience in the performance of operas, operettas or musicals; study of the integration of music, acting and staging. 32 lecture hours + 48 laboratory hours.

MUSI 1181 - BEGINNING CLASS PIANO (1 credit hour)

Notation, clefs, key signatures, scales, time signatures, meter and rhythm, major and minor chords. Emphasis is placed on piano ensemble and solo literature of the simple type for the student's own pleasure. Open to all students and designed to meet the individual needs of the student. 32 lecture hours.

MUSI 1182 - ADVANCED CLASS PIANO (1 credit hour)

Interpretation and a larger music vocabulary; opportunity to increase repertoire of piano ensemble literature to the student. 32 lecture hours.

MUSI 1183 - CLASS VOICE (1 credit hour)

Notation, clefs, key signatures, scales, time signatures, meter and rhythm, major and minor chords. Emphasis is placed on the basic mechanics of good voice production, i.e., proper breath support, resonance and diction. Open to all students and designed to meet the individual needs of the student. 32 lecture hours.

MUSI 1192 - BEGINNING CLASS GUITAR (1 credit hour)

Notation, key signatures, scales, time signatures, meter and rhythm, major and minor chords. Emphasis is placed on guitar ensemble and solo literature of the simple type for the student's own pleasure. Open to all students and designed to meet the individual needs of the student. 32 lecture hours.

MUSI 1193 - ADVANCED CLASS GUITAR (1 credit hour)

Interpretation and a larger music vocabulary; opportunity to increase repertoire of guitar ensemble literature pleasing to the student. 32 lecture hours.

MUSI 1262 - DICTION I (2 credit hours)

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

MUSI 1300 - METHODS AND MATERIALS OF MUSIC (3 credit hours)

A study of the child's voice, music reading, rhythmic development, creative music for children and some of the standard music literature and material that might be used by the elementary teacher in the classroom. 48 lecture hours.

Prerequisite: MUSI 1301.

MUSI 1301 - MUSIC FUNDAMENTALS (3 credit hours)

Introduction to elements of music, staff, clefs, key signatures, scales, time signatures and notation; meter and rhythm; theory applications at keyboard. Credit in this

course may not be applied to a music degree. Primarily designed to meet the needs of elementary education majors, this course is open to all interested students. 48 lecture hours.

MUSI 1306 - MUSIC APPRECIATION (3 credit hours)

An introductory course for non-music majors covering elements of music, a brief study of musical forms, historical periods and composers. An effort is made to develop the listening repertoire. This is not a performance course, and the ability to read music is not required. 48 lecture hours.

MUSI 1308 - MUSIC LITERATURE (3 credit hours)

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

MUSI 1309 - MUSIC LITERATURE (3 credit hours)

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

MUSI 1310 - AMERICAN MUSIC (3 credit hours)

General survey of various styles of music in America. Topics may include jazz, ragtime, folk, rock, and contemporary art music. 48 lecture hours.

MUSI 1311 - THEORY I (3 credit hours)

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

Prerequisite: MUSI 1301 or satisfactory score on placement exam. Corequisite: Must be taken concurrently with MUSI 1116 and MUSI1174 or 1274.

MUSI 1312 - THEORY II (3 credit hours)

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

Prerequisite: MUSI 1311 and MUSI 1116. Corequisite: Must be taken concurrently with MUSI 1117 and MUSI1174 or 1274.

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

Reinforcement of theoretical concepts presented in MUSI2311 via singing, ear training, keyboard skills, and conducting experiences. 16 lecture hours.

Prerequisite: MUSI 1312 and MUSI 1117. Corequisite: Must be taken concurrently with MUSI 2311 and MUSI1174 or 1274.

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

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

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

MUSI 2262 - DICTION II (2 credit hours)

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

MUSI 2311 - THEORY III (3 credit hours)

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

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

MUSI 2312 - THEORY IV (2 credit hours)

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

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

- AGRICULTURAL COURSE (3 credit hours)

- AGRICULTURE BUSINESS (3 credit hours)

- AGRICULTURAL ELECTIVE (2 credit hours)

- AGRICULTURE MECHANICS (3 credit hours)

- AGRICULTURE SCIENCE ELECTIVE (4 credit hours)

AND -

- ANY CRIMINAL JUSTICE ELECTIVE (3 credit hours)

- ANY TWO CRIMINAL JUSTICE ELECTIVES (6 credit hours)

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

- Business Elective

- CHEMISTRY

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

- COMPUTER LITERACY

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

- CORE COLLEGE MATH (3 credit hours)

DFTG XXXX - ADVANCED DRAFTING ELECTIVE (3 credit hours)

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- ELECTIVE (3 credit hours)

ENGL XXXX - COMMUNICATIONS CORE (3 credit hours)

- EQUESTRIAN II REQUIREMENT (3 credit hours)

- EQUESTRIAN I REQUIREMENT (3 credit hours)

- EQUINE ELECTIVE (2 credit hours)

- FINE ARTS ELECTIVE (3 credit hours)

GOVT XXXX - GOVERNMENT CORE (3 credit hours)

HIST XXXX - HISTORY CORE (3 credit hours)

- HORTICULTURE ELECTIVE (3 credit hours)

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

- HUMANITIES ELECTIVE (3 credit hours)

- HUMANITIES-FINE ART (3 credit hours)

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

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

- INSTITUTIONAL CORE REQUIREMENT (3 credit hours)

MATH 1342 - ELEMENTARY STATISTICS OR (3 credit hours)

- MATHEMATICS (3 credit hours)

MATH XXXX - MATHEMATICS CORE (3 credit hours)

- NATURAL SCIENCE (4 credit hours)

- OR

- OR

- OR

- OR

- OR

- OR

- OR

ARTS - PERFORMING ARTS ELECTIVE (3 credit hours)

PHED - PHYSICAL EDUCATION (1 credit hour)

- PLANT OR CROP SCIENCE (4 credit hours)

- SCIENCE (4 credit hours)

- SOCIAL AND BEHAVIORAL SCIENCE (3 credit hours)

- SOCIAL SCIENCE CORE (3 credit hours)

SPCH XXXX - COMMUNICATIONS CORE (3 credit hours)

- VISUAL AND PERFORMING ARTS (3 credit hours)

OSHT - Oil and Gas Production Technology

OSHT 1391 - SPECIAL TOPICS IN OCCUPATIONAL SAFETY & HEALTH (3 credit hours)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. 48 lecture hours.

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

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

PHED - Physical Education & Recreation

PHED PHED 1108 - BOWLING I

This course is designed to introduce the student to basic bowling skills, etiquette, safety procedures, and scoring.

PHED PHED 1109 - BOWLING II

This course is designed to introduce the student to basic bowling skills, etiquette, safety procedures, and scoring.

PHED 1110 - GOLF I

This course is designed to introduce the student to basic golf skills, etiquette, safety procedures, and swing.

PHED 1111 - GOLF II

This course is designed to introduce the student to basic golf skills, etiquette, safety procedures, and swing.

PHED 1114 - VARSITY SPORTS I

This course is designed to support the institutional mission to provide competitive athletic opportunities for student/athletes to pursue academic success, physical and emotional well-being and social development.

Varsity athletes only.

PHED 1115 - VARSITY SPORTS II

This course is designed to support the institutional mission to provide competitive athletic opportunities for student/athletes to pursue academic success, physical and emotional well-being and social development.

Varsity athletes only.

PHED 1116 - VARSITY CONDITIONING I

This course is designed to support the institutional mission to provide competitive athletic opportunities for student/athletes to pursue academic success, physical and emotional well-being and social development.

Varsity athletes only.

PHED 1117 - VARSITY CONDITIONING II

This course is designed to support the institutional mission to provide competitive athletic opportunities for student/athletes to pursue academic success, physical and emotional well-being and social development.

Varsity athletes only.

PHED 1118 - JOGGING/WALKING I*

This course is designed to improve or maintain the student's cardiovascular endurance and knowledge of cardiovascular fitness such as heart rates, body mass index and body fat percentage according to the student's age, gender, height and weight.

PHED 1119 - JOGGING/WALKING II*

This course is designed to improve or maintain the student's cardiovascular endurance and knowledge of cardiovascular fitness such as heart rates, body mass index and body fat percentage according to the student's age, gender, height and weight.

PHED 1120 - AEROBIC WORKOUT I

This course is designed to improve the student's maximum muscular and cardiovascular endurance.

PHED 1121 - AEROBIC WORKOUT II

This course is designed to improve the student's maximum muscular and cardiovascular endurance.

PHED 1124 - WEIGHT TRAINING I/JOGGING

This course is designed to improve the student's muscular strength, endurance, and cardiovascular endurance and introduce the student to the basic muscular groups.

PHED 1125 - WEIGHT TRAINING II/JOGGING

This course is designed to improve the student's muscular strength, endurance, and cardiovascular endurance and introduce the student to the basic muscular groups.

PHED 1126 - MARTIAL ARTS I

This course is designed to instill confidence and abilities in the student for both physical and mental challenges. This course will also cover conditioning and self defense techniques.

PHED 1127 - MARTIAL ARTS II

This course is designed to instill confidence and abilities in the student for both physical and mental challenges. This course will also cover conditioning and self defense techniques.

PHED 1134 - BASKETBALL I

This course is designed to teach the student the rules, skills, and fundamentals necessary to play the game and is designed to improve the student's physical fitness.

PHED 1135 - BASKETBALL II

This course is designed to teach the student the rules, skills, and fundamentals necessary to play the game and is designed to improve the student's physical fitness.

PHED 1140 - CARDIO FITNESS I

This course is designed to improve the student's maximum muscular and cardio vascular endurance through a variety of exercises and help teach the basics of the muscles used during physical activity in cardio and weight lifting and making healthy food choices and how they all work together for overall cardio fitness.

PHED 1141 - CARDIO FITNESS II

This course is designed to improve the student's maximum muscular and cardio vascular endurance through a variety of exercises and help teach the basics of the muscles used during physical activity in cardio and weight lifting and making healthy food choices and how they all work together for overall cardio fitness.

PHED 1146 - YOGA I

This course is designed to improve the student's body flexibility, muscular strength and endurance, breath capacity, posture, balance and concentration.

PHED 1147 - YOGA II

This course is designed to improve the student's body flexibility, muscular strength and endurance, breath capacity, posture, balance and concentration.

PHED 1148 - PILATES I

This course is designed to improve the student's knowledge of the basic principles of biomechanical body awareness, breath capacity, muscular endurance and stamina in accordance to the Pilates Principles.

PHED 1149 - PILATES II

This course is designed to improve the student's knowledge of the basic principles of biomechanical body awareness, breath capacity, muscular endurance and stamina in accordance to the Pilates Principles.

PHED 1301 - FOUNDATIONS OF PHYSICAL FITNESS & SPORT (3 credit hours)

This course is designed to instruct the student in the field of Physical Fitness and Sport and includes the study and practice of activities and principles that promotes physical fitness. 48 lecture hours. 48 lecture hours

PHED 1308 - SPORTS OFFICIATING (3 credit hours)

This course instructs the student in rules, interpretation, and mechanics of officiating football, volleyball and basketball. It provides the student with the opportunity to develop knowledge, skills and the mechanics to become a certified high school official. 48 lecture hours

PHED 1309 - SPORTS OFFICIATING II (3 credit hours)

This course instructs the student in rules, interpretation, and mechanics of officiating football, volleyball and basketball. It provides the student with the opportunity to develop knowledge, skills and the mechanics to become a certified high school official. 48 lecture hours.

PHED 1321 - THEORY OF COACHING (3 credit hours)

This course is a study of the history, theories, philosophies, rules, and terminology of competitive sport and includes coaching techniques.

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

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

PHED 2100 - RACQUETBALL I

This course is designed to instruct the student in rules, terminology, court dimensions, and the playing of singles, doubles, cut-throat, and tournament formatting.

PHED 2101 - RACQUETBALL II

This course is designed to instruct the student in rules, terminology, court dimensions and the playing of singles, doubles, cut-throat, and tournament formatting.

PHED 2356 - CARE AND PREVENTION OF ATHLETIC INJURIES (3 credit hours)

This course will introduce prevention and care of athletic injuries with emphasis on qualities of a good athletic trainer, avoiding accident and injuries, recognizing signs

and symptoms of specific sports injuries and conditions, immediate and long-term care of sport injuries, and administrative procedures in athletic training. 48 lecture hours.

PHIL - Philosophy**PHIL 1301 - INTRODUCTION TO PHILOSOPHY (3 credit hours)**

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

PHIL 2303 - INTRODUCTION TO LOGIC (3 credit hours)

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

PHIL 2306 - INTRODUCTION TO ETHICS (3 credit hours)

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

PHYS - Physics**PHYS 1401 - GENERAL PHYSICS I (4 credit hours)**

Algebra-level physics sequence, with laboratories, that includes study of mechanics, heat, waves, electricity and magnetism, and modern physics. 48 Lecture hours + 48 laboratory hours.

Prerequisite: Background in algebra AND trigonometry.

PHYS 1402 - GENERAL PHYSICS II (4 credit hours)

A continuation of PHYS1401, Algebra-level physics sequence, with laboratories, that includes study of mechanics, heat, waves, electricity and magnetism, and modern physics. 48 lecture hours + 48 laboratory hours.

Prerequisite: PHYS 1401.

PHYS 1415 - PHYSICAL SCIENCE (4 credit hours)

Course, is designed for non-science majors, that surveys topics from physics, chemistry, geology, astronomy, and meteorology. 48 lecture hours + 32 laboratory hours.

PHYS 2425 - ENGINEERING PHYSICS I (4 credit hours)

Fundamental principles of physics, using calculus, for science, computer science, and engineering majors; the principles and applications of classical mechanics, including harmonic motion, physical systems and thermodynamics; and emphasis on problem solving

Basic laboratory experiments supporting theoretical principles presented in the lecture involving the principles and applications of classical mechanics, including

harmonic motion and physical systems; experimental design, data collection and analysis, and preparation of laboratory reports. 48 lecture hours + 48 laboratory hours.

Prerequisite: MATH 2413-Calculus I

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

PHYS 2426 - ENGINEERING PHYSICS II (4 credit hours)

A continuation of PHYS2425. Principles of physics for science, computer science, and engineering majors, using calculus, involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light, and optics. Laboratory experiments supporting theoretical principles presented in the lecture involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light and optics; experimental design, data collection and analysis, and preparation of laboratory reports. 48 lecture hours; 48 laboratory hours.

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

POFI - Office Systems Technology

POFI 1349 - SPREADSHEETS (3 credit hours)

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

POFI 2301 - WORD PROCESSING (3 credit hours)

In-depth coverage of word processing software application. 32 lecture hours + 32 laboratory hours.

POFI 2331 - DESKTOP PUBLISHING FOR THE OFFICE (3 credit hours)

In-depth coverage of desktop publishing terminology, text editing, and use of design principles to create publishing material using word processing desktop publishing features. Emphasis on layout techniques, graphics, and multiple page displays. 32 lecture hours + 32 laboratory hours.

POFI 2350 - DATABASES (3 credit hours)

In-depth instruction of database theory and the practical applications of a database. This course is designed to be repeated multiple times to improve student proficiency.

POFM - Office Systems Technology

POFM 1327 - MEDICAL INSURANCE (3 credit hours)

A survey of medical insurance including the life cycle of various claim forms, terminology, litigation, patient relations and ethical issues. 48 lecture hours.

Prerequisite: Medical Terminology; basic keyboarding and computer skills.

POFT - Office Systems Technology

POFT 1220 - JOB SEARCH SKILLS (2 credit hours)

Skills to seek and obtain employment in business and industry

POFT 1309 - ADMINISTRATIVE OFFICE PROCEDURES I (3 credit hours)

Study of current office procedures, duties, and responsibilities applicable to an office environment. 48 lecture hours.

POFT 1319 - RECORDS AND INFORMATION MANAGEMENT I (3 credit hours)

Introduction to basic records information management. Includes the life cycle of a record, manual and electronic records management, and basic filing procedures and rules. 48 lecture hours.

POFT 1325 - BUSINESS MATH AND MACHINE APPLICATIONS (3 credit hours)

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

POFT 1328 - BUSINESS PRESENTATIONS (3 credit hours)

Skill development in planning and conducting business presentations on an individual and/or group basis including communication and media skills. 48 lecture hours.

POFT 1329 - KEYBOARDING AND DOCUMENT FORMATTING (3 credit hours)

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

POFT 1331 - NUMERIC KEYPAD APPLICATIONS (3 credit hours)

Skill development in the operation of machines used in a business environment. Emphasis on the development of skills in using electronic calculators and other office machines. 32 lecture hours; 32 laboratory hours.

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

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

Prerequisite: POFT 1309 Administrative Office Procedures I, or Departmental Approval.

POFT 2312 - BUSINESS CORRESPONDENCE AND COMMUNICATION (3 credit hours)

Emphasis is on the development of presentation skills and writing skills to produce effective business documents. 48 lecture hours.

POFT 2380 - COOPERATIVE EDUCATION - ADMINISTRATIVE ASSISTANT AND SECRETARIAL SCIENCE (3 credit hours)

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. 16 lecture hours + 112 laboratory hours.

PSYC - Psychology-(College level & College Preparatory)

PSYC 1300 - LEARNING FRAMEWORK (3 credit hours)

A study of the (1) research and theory in the psychology of learning, cognition, and motivation; (2) factors that impact learning, and (3) application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of the college-level student academic strategies. Students use assessment instruments (e.g. learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. This course is cross-listed as EDUC1300. The student may register for either EDUC1300 or PSYC1300 but may receive credit for only one of the two. 48 lecture hours.

PSYC 2301 - INTRODUCTION TO GENERAL PSYCHOLOGY (3 credit hours)

General Psychology is a survey of the major psychological topics, theories and approaches to the scientific study of behavior and mental processes, with an emphasis on the processes of learning, perception, motivation, emotion, personality, and adjustment. 48 lecture hours.

PSYC 2314 - LIFESPAN GROWTH AND DEVELOPMENT (3 credit hours)

Lifespan Growth and Development is a study of social, emotional, cognitive and physical factors and influences of a developing human from conception to death.

48 lecture hours.

PSYC 2315 - PSYCHOLOGY OF ADJUSTMENT (3 credit hours)

Study of the processes involved in adjustment of individuals to their personal and social environments. 48 lecture hours.

2316 - PSYCHOLOGY OF PERSONALITY

Study of various approaches to determinants, development, and assessment of personality. 48 lecture hours.

PSYC 2319 - SOCIAL PSYCHOLOGY (3 credit hours)

Study of individual behavior within the social environment. May include topics such as the socio-psychological process, attitude formation and change, interpersonal relations, and group processes. 48 lecture hours.

PSYC 2371 - CURRENT ISSUES IN PSYCHOLOGY (3 credit hours)

An in-depth study of specific contemporary issues in psychology such as gerontology, sex-roles, and death and dying. 48 lecture hours.

PTRT - Oil and Gas Production Technology

PTRT 1301 - INTRODUCTION TO PETROLEUM INDUSTRY (3 credit hours)

An introduction to the various aspects of petroleum industry including equipment, systems, instrumentation, operations, and the various scientific principles. Addresses a variety of petroleum technologies: exploration, drilling, production, transportation, marketing, and chemical processing industries. End-of-Course Outcomes: Identify the concepts of exploration, production, refining, marketing, and transportation; and describe the terms and phrases associated with the petroleum industry. 48 lecture hours.

PTRT 1303 - DRILLING (3 credit hours)

A study of practices and procedures that are involved in drilling operations. Topics on rig equipment, casing design, fishing, and proper procedures to successfully drill a well are implemented. Instruction in volume calculations, hydrostatic pressures, formation pressures, and problems in down hole drilling operations. 48 lecture hours.

PTRT 1307 - RECOVERY AND PRODUCTION METHODS (3 credit hours)

Petroleum recovery and production methods. End-of-Course Outcomes: Describe natural flow and artificial lift methods; identify the components of lift systems; and describe basic recovery methods. 48 lecture hours.

PTRT 1313 - INDUSTRIAL SAFETY (3 credit hours)

An overview for petroleum and manufacturing workers of state/federal regulations and guidelines which require industrial safety training. Topics include the 29 C.F.R. 1910, 1926 standards such as confined space entry,

emergency action, lock out/tag out, and other work related subjects. End-of-Course Outcomes: Describe the basic components of safety, health, and environmental systems as defined by the Occupational Safety and Health Administration. 48 lecture hours.

PTRT 1317 - NATURAL GAS PROCESSING I (3 credit hours)

An overview of natural gas processing operations. Fundamentals of gas processing, the scientific principles and how they apply to the process, processing equipment, and procedures from raw material to the refined product. End-of-Course Outcomes: Describe the basic components of processing equipment; and explain various gas plant operational procedures. 48 lecture hours.

PTRT 1321 - OIL FIELD HYDRAULICS (3 credit hours)

Presents hydraulics applicable to drilling, completion, and production. Includes calculating and evaluating the characteristics of the flowing and static fluids in various tubular and annular systems. End-of-Course Outcomes: Calculate and determine the pressure loss inside a tubular system; and discuss the advantages and disadvantages of the different hydraulic systems used in oil field applications. 48 lecture hours.

PTRT 1324 - PETROLEUM INSTRUMENTATION (3 credit hours)

Study of instruments, instrument systems, terminology, process variables, and control loops as used in a petroleum environment. End-of-Course Outcomes: Describe the basic instrumentation used in modern process control; identify the basic instruments used with temperature, pressure, levels, flow, and analytical applications; and describe the basic components of a control loop. 48 lecture hours.

PTRT 1391 - SPECIAL TOPICS IN PETROLEUM-SCADA (3 credit hours)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. 48 lecture hours.

PTRT 2323 - NATURAL GAS PRODUCTION (3 credit hours)

An overview of the aspects of natural gas and oil production including various aspects of hydrocarbon production, processing equipment, and gas compression/transportation systems. End-of-Course Outcomes: Describe gas well and casing head testing and metering systems; calculate gas volumes; describe the basic principles of hydrocarbon production; and identify the basic components of processing equipment. 48 lecture hours.

PTRT 2331 - WELL COMPLETIONS (3 credit hours)

Drilling and wellbore analysis data to develop a well completion plan. End-of-Course Outcomes: Calculate production and completion data; and develop a plan of action for completing a well. 48 lecture hours.

PTRT 2380 - COOPERATIVE EDUCATION - PETROLEUM TECHNOLOGY/TECHNICIAN (3 credit hours)

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. End-of-Course Outcomes: As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. 240 hours.

RADR - Radiological Technology

RADR 1160 - CLINICAL I (1 credit hour)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. 80 clinical hours.

RADR 1201 - INTRODUCTION TO RADIOGRAPHY (2 credit hours)

An overview of the historical development of radiography, basic radiation protection, an introduction to medical terminology, ethical and legal issues for health care professionals, and an orientation to the program and the health care system. 32 lecture hours.

RADR 1213 - PRINCIPLES OF RADIOGRAPHY I (2 credit hours)

An introduction to radiographic image qualities and the effects of exposure variables upon these qualities. 32 lecture hours + 32 laboratory hours, 2 credit hours.

RADR 1301 - INTRODUCTION TO RADIOGRAPHY (3 credit hours)

An overview of the historical development of radiography, basic radiation protection, an introduction to medical terminology, ethical and legal issues for health care professionals, and an orientation to the program and the health care system. 48 lecture hours.

RADR 1303 - PATIENT CARE (3 credit hours)

An introduction in patient assessment, infection control procedures, emergency and safety procedures, communication and patient interaction skills, and basic pharmacology. 32 lecture hours + 32 laboratory hours.

RADR 1311 - BASIC RADIOGRAPHIC PROCEDURES (3 credit hours)

An introduction to radiographic positioning terminology, the proper manipulation of equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of basic anatomy. 32 lecture hours + 64 laboratory hours.

RADR 1313 - PRINCIPLES OF RADIOGRAPHIC IMAGING I (3 credit hours)

Radiographic image quality and the effects of exposure variables. 48 lecture hours.

RADR 1361 - CLINICAL II (3 credit hours)

An introductory health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. 288 clinical hours.

RADR 1362 - CLINICAL III (3 credit hours)

An intermediate health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. 288 clinical hours.

RADR 1411 - BASIC RADIOGRAPHIC PROCEDURES (4 credit hours)

An introduction to radiographic positioning terminology, the proper manipulation of equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of basic anatomy. 48 lecture hours + 64 laboratory hours.

RADR 1462 - CLINICAL - RADIOLOGIC TECHNOLOGY/SCIENCE - RADIOGRAPHER (4 credit hours)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. 240 clinical hours.

RADR 2217 - RADIOGRAPHIC PATHOLOGY (2 credit hours)

A presentation of the disease process and common diseases and their appearance on medical images. 32 lecture hours.

RADR 2305 - PRINCIPLES OF RADIOGRAPHY II (3 credit hours)

A continuation of the study of radiographic imaging technique formulation, image quality assurance, and the

synthesis of all variables in image production. 48 lecture hours.

RADR 2309 - RADIOGRAPHIC IMAGING EQUIPMENT (3 credit hours)

A study of the equipment and physics of x-ray production, basic x-ray circuits, and the relationship of equipment components to the imaging process. 48 lecture hours.

RADR 2313 - RADIATION BIOLOGY AND PROTECTION (3 credit hours)

A study of the effects of radiation exposure on biological systems, typical medical exposure levels, methods for measuring and monitoring radiation, and methods for protecting personnel and patients from excessive exposure. 48 lecture hours.

RADR 2333 - ADVANCED MEDICAL IMAGING (3 credit hours)

An exploration of specialized imaging modalities. 48 lecture hours.

RADR 2335 - RADIOGRAPHIC TECH SEMINAR (3 credit hours)

A capstone course focusing on the synthesis of professional knowledge, skills, and attitudes in preparation for professional employment and lifelong learning. 48 lecture hours.

RADR 2401 - INTERMEDIATE RADIOGRAPHY PROCEDURES (4 credit hours)

A continuation of study of the proper manipulation of radiographic equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of anatomy. 32 lecture hours + 64 laboratory hours.

RADR 2461 - CLINICAL IV (4 credit hours)

An advanced health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. 384 clinical hours.

RADR 2462 - CLINICAL V (4 credit hours)

A capstone health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. 384 clinical hours.

READ - Reading (College Preparatory)

READ 0300 - READING TECHNIQUES I (3 credit hours)

A course designed to enable college students to become more aware of themselves as readers and to develop strategies and skills to meet the demands of college reading. Emphasis is placed on comprehension. Specific

strategies covered include vocabulary development, active reading strategies, outlining skills (including identifying the main idea, supporting details and patterns of organizations). This course does not count toward graduation of NCTC. 48 lecture hours.

Corequisite: EDUC 1300 or PSYC 1300.

READ 0305 - READING TECHNIQUES II (3 credit hours)

A course intended to continue the improvement of reading skills with particular emphasis on critical and analytical reading strategies. The course begins with a review of active reading strategies for informational text and ends with an emphasis on critical reading of persuasive texts. Critical reading skills covered include identifying an author's purpose, tone, bias, and logic. This course does not count toward graduation at NCTC. 48 Lecture hours.

Prerequisite: READ 0300 passed with a C or better or satisfactory placement score.

RELE - Farm and Ranch Management

RELE 1331 - FARM AND RANCH REAL ESTATE (3 credit hours)

This course focuses on land value, land use, federal subsidies, environmental compliance issues, soil conservation, and highest and best use of land. 48 lecture hours.

RNSG - Nursing

RNSG 1163 - CLINICAL - PSYCHIATRIC NURSING (1 credit hour)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Emphasis is on nursing skills essential for the care of patients along the mental health/mental illness continuum. 48 clinical hours.

RNSG 1219 - INTEGRATED NURSING SKILLS I (2 credit hours)

Study of the concepts and principles necessary to perform basic nursing skills for care of diverse patients across the life span; demonstrate competence in the performance of nursing procedures. Content includes knowledge, judgment, skills, and professional values within a legal/ethical framework. 16 lecture hours; 48 laboratory hours.

2 credit hours

RNSG 1227 - TRANSITION TO PROFESSIONAL NURSING (2 credit hours)

Content includes health promotion, expanded assessment, analysis of data, critical thinking skills, and systematic

problem solving process, pharmacology, interdisciplinary teamwork communication, and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework throughout the lifespan. 32 lecture hours.

2 credit hours

Prerequisite: Must be a currently licensed vocational/practical nurse and must have been accepted into the Associate Degree Nursing program.

RNSG 1261 - CLINICAL NURSING I (2 credit hours)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. 144 clinical hours.

RNSG 1262 - CLINICAL NURSING FOR TRANSITION STUDENTS (2 credit hours)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Emphasis is on preparation for transition from vocational to professional nursing. 128 clinical hours.

Prerequisite: Must be a currently licensed vocational/practical nurse or certified paramedic and must have been accepted into the Associate Degree Nursing program.

RNSG 1300 - HEALTH ASSESSMENT ACROSS THE LIFESPAN (3 credit hours)

Development of skills and techniques required for a comprehensive nursing health assessment of patients across the lifespan: pediatric, adult, and geriatric. Includes assessment of patients' health promotion and maintenance, illness and injury prevention and restoration, and application of the nursing process within a legal/ethical framework. 16 lecture hours; 48 laboratory hours.

RNSG 1423 - INTRODUCTION TO PROFESSIONAL NURSING FOR INTEGRATED PROGRAMS (4 credit hours)

Introduction to the profession of nursing including the roles of the professional nurse as provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession with emphasis on health promotion and primary disease prevention across the life span; essential components of the nursing health assessment; identification of deviations from expected health patterns; the application of a systematic, problem-solving process to provide basic nursing care to diverse patients across the lifespan; and applicable competencies in knowledge, judgment, skills, and professional values

within a legal/ethical framework. 48 lecture hours; 16 lab hours.

Prerequisite: Admission of the Professional Nursing Program.

RNSG 1462 - CLINICAL NURSING II (4 credit hours)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. 256 clinical hours.

RNSG 2404 - INTEGRATED CARE OF THE PATIENT WITH COMMON HEALTH CARE NEEDS (4 credit hours)

Application of a systematic problem-solving process, critical thinking skills and concepts to provide nursing care to diverse patients and families across the life span with common health care needs including, but not limited to, common childhood/adolescent diseases, uncomplicated perinatal care, mental health concepts, perioperative care, frequently occurring adult health problems and health issues related to aging. Emphasis on secondary disease prevention and collaboration with members of the interdisciplinary health care team. Content includes roles of the professional nurse and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework. 64 lecture hours; 32 laboratory hours.

RNSG 2414 - INTEGRATED CARE OF THE PATIENT WITH COMPLEX HEALTH CARE NEEDS (4 credit hours)

Application of a systematic problem solving process, critical thinking skills and concepts to provide comprehensive nursing care to diverse patients and families across the life span with complex health care needs including, but not limited to, complex childhood/adolescent diseases, complicated perinatal care, acute mental illness, complex perioperative care, serious adult health problems and health issues related to aging. Emphasis on tertiary disease prevention, health maintenance/restoration and collaboration with members of the multidisciplinary health care team. Content includes the roles of the professional nurse and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework. 64 lecture hours; 32 laboratory hours.

RNSG 2435 - INTEGRATED PATIENT CARE MANAGEMENT (4 credit hours)

Application of independent nursing interventions to care for diverse patients and families throughout the life span whose health care needs may be difficult to predict. Emphasis on collaborative clinical reasoning, nursing leadership skills, and patient management. Content includes the significance of professional development, trends in nursing and health care, and applicable knowledge, judgment, skills, and professional values

within a legal/ethical framework. 64 lecture hours; 32 laboratory hours.

RNSG 2461 - CLINICAL NURSING III (4 credit hours)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. 256 clinical hours.

RNSG 2462 - CLINICAL NURSING IV (4 credit hours)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. 256 clinical hours.

SOCI - Sociology

SOCI 1301 - INTRODUCTION TO SOCIOLOGY (3 credit hours)

The scientific study of human society, including ways in which groups, social institutions, and individuals affect each other. Causes of social stability and social change are explored through the application of various theoretical perspectives, key concepts, and related research methods of sociology. Analysis of social issues in their institutional context may include topics such as social stratification, gender race/ethnicity, and deviance. 48 lecture hours.

SOCI 1306 - CONTEMPORARY SOCIAL PROBLEMS (3 credit hours)

Application of sociological principles and theoretical perspectives to major social problems in contemporary society such as inequality, crime and violence, substance abuse, environmental issues, deviance, or family problems. 48 lecture hours.

SOCI 2301 - MARRIAGE AND FAMILY RELATIONS (3 credit hours)

Sociological and theoretical analysis of the structures and functions of the family, the varied cultural patterns of the American family, and the relationships that exist among the individuals within the family, as well as the relationships that exist between the family and other institutions in society. 48 lecture hours.

SOCI 2340 - DRUG USE AND ALCOHOL ABUSE (3 credit hours)

A comprehensive examination of the history, pharmacology, law, treatment, psychological effects, policy issues and sociological issues related to drug/alcohol use and abuse in the United States and on a global scale. 48 lecture hours.

SOCI 2371 - CURRENT ISSUES IN SOCIOLOGY (3 credit hours)

Comprehensive examination of specific contemporary topics in sociology such as cultural diversity, urbanization,

globalization, sociobiology and/or gerontology. (May be repeated for credit as subjects change.) 48 lecture hours.

SPAN - Spanish

SPAN 1411 - ELEMENTARY SPANISH I (4 credit hours)

Emphasis on the development of elementary listening, speaking, reading and writing skills applied to present situations and events relevant to students' lives and to the understanding of Spanish-speaking communities. 48 lecture hours + 32 laboratory hours.

SPAN 1412 - ELEMENTARY SPANISH II (4 credit hours)

Continuation of SPAN1411 with emphasis on elementary listening, speaking, reading and writing skills applied to two main communicative goals: narration of present or past situations and events, and expression of feelings, hypotheses and opinions. Daily life situations and events and the understanding of the Spanish-speaking communities main thematic components of the course. 48 lecture hours + 32 laboratory hours.

Prerequisite: SPAN 1411 or one year of high school Spanish.

SPAN 2311 - INTERMEDIATE SPANISH I (3 credit hours)

Emphasis on conversation about present or past situations and events, and on the expression of feelings, hypotheses and opinions. Gradual introduction to composition and the reading of authentic texts in Spanish, taken from literature, history or a variety of disciplines. Practice of listening to conversations and speeches in Spanish from audio-visual sources. 48 lecture hours.

Prerequisite: SPAN 1412 or two years of high school Spanish.

SPAN 2312 - INTERMEDIATE SPANISH II (3 credit hours)

Equal emphasis on systematic conversation and oral presentations, the reading of authentic texts, the writing of compositions and the listening to conversations and speeches from audio-visual sources. A variety of topics are included in this course and the level of complexity is average. 48 lecture hours.

Prerequisite: SPAN 2311 or three years of high school Spanish.

SPCH - Speech

SPCH 1311 - INTRODUCTION TO SPEECH COMMUNICATION (3 credit hours)

Theories and practice of communication in interpersonal, small group, and public speech. 48 lecture hours.

SPCH 1315 - PUBLIC SPEAKING (3 credit hours)

This course focuses on the process of oral communication and its relation to communication. Emphasis is placed on

extemporaneous speaking in and both individual and group formats. 48 lecture hours.

SPCH 1318 - INTERPERSONAL COMMUNICATION (3 credit hours)

Introduces communication concepts and provides speech interaction in one-to-one and small group situations. Provides experiential settings for a variety of environments, for the reduction of communication barriers, for conflict resolution, and for leadership and decision-making. Emphasizes interpersonal perception and listening skills related to self-concept. 48 lecture hours.

SPCH 1321 - BUSINESS AND PROFESSIONAL SPEECH (3 credit hours)

Study of the theory and practice of speech communication in business and professional situations. Emphasis is placed on interpersonal communication technique, leadership strategy, small group communication, conflict management, and the skills necessary to conduct successful interviews, build teams (problem solving), and formal presentations. 48 lecture hours.

SRGT - Surgical Technology

SRGT HITT 1205 - MEDICAL TERMINOLOGY (2 credit hours)

Study of the basic structure of medical words including prefixes, suffixes, roots, combining forms, plurals, pronunciation, spelling, and the definitions of medical terms. Emphasis is on building a professional vocabulary required for employment in the allied health care field. 2 lecture hours.

SRGT 1261 - CLINICAL - SURGICAL/OPERATING ROOM TECHNICIAN (INTRODUCTORY) (2 credit hours)

A basic type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is an unpaid learning experience. 96 clinical hours.

SRGT 1441 - SURGICAL PROCEDURES I (4 credit hours)

Introduction to surgical pathology and its relationship to surgical procedures. Emphasis on surgical procedures related to the general, OB/GYN, genitourinary, and orthopedic surgical specialties incorporating instruments, equipment, and supplies required for safe patient care. 48 lecture hours + 32 laboratory hours.

SRGT 1442 - SURGICAL PROCEDURES II (4 credit hours)

Introduction to surgical pathology and its relationship to surgical procedures. Emphasis on surgical procedures related to the thoracic, peripheral vascular,

plastic/reconstructive, EENT, cardiac, and neurological surgical specialties incorporating instruments, equipment, and supplies required for safe patient care. 48 lecture hours + 32 laboratory hours.

SRGT 1505 - INTRODUCTION TO SURGICAL TECHNOLOGY (5 credit hours)

Orientation to surgical technology theory, surgical pharmacology and anesthesia technological sciences, and patient care concepts. 64 lecture hours + 32 laboratory hours.

SRGT 1509 - FUNDAMENTALS OF PERIOPERATIVE CONCEPTS AND TECHNIQUES (5 credit hours)

In-depth coverage of perioperative concepts such as aseptic principles and practices, infectious processes, wound healing, and creation and maintenance of the sterile field. 64 lecture hours + 32 laboratory hours.

SRGT 1661 - CLINICAL - SURGICAL/OPERATING ROOM TECHNICIAN (INTERMEDIATE) (6 credit hours)

An intermediate type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is an unpaid learning experience. 288 clinical hours.

SRGT 1662 - CLINICAL - SURGICAL/OPERATING ROOM TECHNICIAN (ADVANCED) (6 credit hours)

An advanced type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is an unpaid learning experience. 288 clinical hours.

TECA - Education

TECA 1303 - FAMILY, SCHOOL, AND COMMUNITY (3 credit hours)

A study of the child, family, community, and schools, including parent education and involvement, family and community lifestyles, child abuse, and current family issues; course content is aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Field Experience Lab Required: 16 observation hours in P-12 Texas public schools. 48 lecture hours + 16 laboratory hours.

TECA 1311 - EDUCATING YOUNG CHILDREN (3 credit hours)

An introduction to the education of the young child, including developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities, and current issues. Course content is aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Field Experience Lab Required: 16 observation hours in P-12 Texas public schools. 48 lecture hours + 16 laboratory hours.

TECA 1318 - WELLNESS OF THE YOUNG CHILD (3 credit hours)

A study of the factors that impact the well-being of the young child including healthy behavior, food, nutrition, fitness, and safety practices. Focus on local and national standards and legal implications of relevant policies and regulations; course content is aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Field Experience Lab Required: 16 observation hours in P-12 Texas public schools. 48 lecture hours + 16 laboratory hours.

TECA 1354 - CHILD GROWTH & DEVELOPMENT (3 credit hours)

A study of the physical, emotional, social, and cognitive factors impacting growth and development of children through adolescence. 48 lecture hours.

VNSG - Vocational Nursing

VNSG 1219 - PROFESSIONAL DEVELOPMENT (2 credit hours)

Study of the importance of professional growth. Topics include the role of the LVN in the multidisciplinary healthcare team, professional organizations, continuing education, delegating authority, resume writing, and job interviewing. 32 lecture hours.

Prerequisite: Successful completion of all courses in Level I and Level II.

VNSG 1227 - ESSENTIALS OF MEDICATION ADMINISTRATION (2 credit hours)

General principles of medication administration including determination of dosage, preparation, safe administration, and documentation of multiple forms of drugs. Instruction includes various systems of measurement. 32 lecture hours.

Prerequisite: Admission to the Vocational Nursing Program.

VNSG 1230 - MATERNAL-NEONATAL NURSING (2 credit hours)

Utilization of the nursing process in the assessment and management of the childbearing family. Emphasis on the bio-psycho-socio-cultural needs of the family during the phases of pregnancy, childbirth, and the neonatal period including abnormal conditions. 32 lecture hours.

Prerequisite: Successful completion of all courses in Level I for fall admission. Successful completion of all courses in Level I and Level II for spring admission.

VNSG 1234 - PEDIATRICS (2 credit hours)

Study of childhood diseases and childcare from infancy through adolescence. Focus on the care of the well and the ill child utilizing the nursing process. 32 lecture hours.

VNSG 1323 - BASIC NURSING SKILLS (3 credit hours)

Mastery of entry level nursing skills and competencies for a variety of health care settings. Utilization of the nursing process as the foundation for all nursing interventions. Related aspects of nutrition, pharmacology, and medical terminology included. 80 lecture hours + 32 laboratory hours.

Prerequisite: Admission to the Vocational Nursing Program.

VNSG 1331 - PHARMACOLOGY (3 credit hours)

Fundamentals of medications and their diagnostic, therapeutic, and curative effects. Includes nursing interventions associated with the various pharmacotherapeutic agents. 48 lecture hours.

Prerequisite: Successful completion of all courses in Level I.

VNSG 1360 - CLINICAL I (3 credit hours)

This course provides clinical experience in fundamental nursing skills. The nursing process is applied to provide individualized care designed to meet a client's particular needs. The geriatric client is the focus of care. 240 clinical hours.

Prerequisite: Admission to the Vocational Nursing Program.

VNSG 1363 - CLINICAL II - SPRING ADMISSION (3 credit hours)

This course is offered in the summer semester for the January admission class. It provides a continuation of Clinical I with the emphasis on utilizing the nursing process in providing individualized care of the client in all stages of development. The principles of safety in medication administration and other care are closely monitored. 240 clinical hours.

Prerequisite: Successful completion of all courses in Level I.

VNSG 1400 - NURSING IN HEALTH AND ILLNESS I (4 credit hours)

Introduction to general principles of growth and development, primary health care needs of the client across the life span, and therapeutic nursing interventions. 80 lecture hours.

Prerequisite: Admission to the Vocational Nursing Program.

VNSG 1420 - ANATOMY AND PHYSIOLOGY FOR ALLIED HEALTH (4 credit hours)

Introduction to the normal structure and function of the body, including an understanding of body systems in maintaining homeostasis. Principles of microbiology also included. 64 lecture hours.

VNSG 1463 - CLINICAL II - FALL ADMISSION (4 credit hours)

This course is offered in the spring semester for the August admission class. It provides a continuation of Clinical I with the emphasis on utilizing the nursing process in providing individualized care of the client in all stages of development. The principles of safety in medication administration and other care are closely monitored. 336 clinical hours.

Prerequisite: Successful completion of all courses in Level I.

VNSG 1509 - NURSING IN HEALTH AND ILLNESS II (5 credit hours)

Introduction to common health problems requiring medical and surgical interventions. 80 lecture hours.

Prerequisite: Successful completion of all courses in Level I.

VNSG 1510 - NURSING IN HEALTH AND ILLNESS III (5 credit hours)

Continuation of Nursing in Health and Illness II. Further study of common medical-surgical health problems of the client. 80 lecture hours.

Prerequisite: Successful completion of all Level I and Level II courses.

VNSG 2360 - CLINICAL III - FALL ADMISSION (3 credit hours)

This course is offered in the summer semester for the August admission class. It assists the student in the continued development of their knowledge and skill in the role and functions of the vocational nurse. It provides learning experiences in the clinical setting focusing on further refinement of the nursing process in caring for clients exhibiting health-illness continuum through the life span. 240 clinical hours.

Prerequisite: Successful completion of all Level I and Level II courses.

VNSG 2460 - CLINICAL III - SPRING ADMISSION (4 credit hours)

This course is offered in the fall semester for the January admission class. It assists the student in the continued development of their knowledge and skill in the role and functions of the vocational nurse. It provides learning

experiences in the clinical setting focusing on further refinement of the nursing process in caring for clients exhibiting health-illness continuum through the life span. 336 clinical hours.

Prerequisite: Successful completion of all Level I and Level II courses.

WLDG - Farm and Ranch Management

WLDG 1307 - INTRODUCTION TO WELDING USING MULTIPLE PROCESSES

Basic welding techniques using some of the following processes: Oxy-fuel welding (OFW) and cutting, shielded metal arc welding (SMAW), gas metal arc welding (GMAW), and gas tungsten arc welding (GTAW).

WLDG 1428 - INTRODUCTION TO SHIELDED METAL ARC WELDING (SMAW) (4 credit hours)

An introduction to the shielded metal arc welding process. Emphasis placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs. Instruction provided in SMAW fillet welds in various positions. 48 lecture hours + 32 laboratory hours.

WLDG 1457 - INTERMEDIATE SHIELDED METAL ARC WELDING (SMAW) (3 credit hours)

A study of the production of various fillets and groove welds. Preparation of specimens for testing in various positions. 32 lecture hours + 32 laboratory hours.

WLDG 2452 - ADVANCED FLUX CORED ARC WELDING (4 credit hours)

Advanced concepts of flux cored arc welding of structural and fabricated steel products. Skill development in multi-pass fillet and v-groove welding. 48 lecture hours + 32 laboratory hours.

NORTH CENTRAL TEXAS COLLEGE STUDENT HANDBOOK

Important Notice

References in brackets and/or parentheses—such as [FFDAD (Local)]—are to the official North Central Texas College Board of Regents Policy Manual. This manual can be accessed through the NCTC website at www.nctc.edu.

Students should consult this manual for additional information regarding policies relating to students, conduct and rights and responsibilities.

Equal Opportunity

With respect to the admission and education of students; with respect to the availability of student loans, grants, scholarships and job opportunities; with respect to the employment and promotion of teaching and nonteaching personnel; and with respect to the student and faculty activities conducted on the premises owned or occupied by the College, it is the policy of North Central Texas College not to discriminate on the basis of race, color, national origin, gender, religion, age, or disability in employment or the provision of services. With regard to both students and staff, North Central Texas College will take positive actions to ensure that all persons are given an opportunity to share in the educational, employment and business activities of the College.

The NCTC Student Handbook reflects policies aligned with all students, whether enrolled in credit or non-credit courses.

Campus Security Statistics

The United States Department of Education Office of Post-Secondary Education Campus Security Statistics website provides a direct link to reported criminal offenses for over 6,000 colleges and universities throughout the United States. North Central Texas College complies with the

1998 amendments to the Higher Education Act of 1965 by reporting campus and local community crime data for the Cooke, Denton, and Montague county campuses through this website. The information contained in this website is updated each year during the months of October and November and is available for review by the public at any time. Visit the Campus Security Statistics website at www.ope.ed.gov/security/Search.asp for information regarding campus and local community crime statistics for all North Central Texas College campuses. Contact a Senior Campus Director, Room 101, 1525 West California Street, Gainesville, Texas, 76240, for additional information regarding campus and local community crime statistics.

Registered Sex Offenders

Information concerning registered sex offenders attending North Central Texas College can be found by going to the Student Services web site: <http://www.nctc.edu/StudentServices.aspx>.

Title IX Coordinator

The College President has appointed the Vice-President of Student Services to coordinate compliance with Title IX of the Education Amendments of 1972, as amended. The Vice-President's address is: North Central Texas College, 1525 W. California St., Gainesville, TX 76240. The Vice-President may be reached via telephone at (940)668-4241. For further information, refer to board policy FLDA (Exhibit).

Published by the Office of the Vice-President of Student Services

Section I

Generally Speaking...

The material contained in this Student Handbook supplements the material in the North Central Texas College's current general Catalog and the official Board of Regents Policy Manual. Answers to questions most frequently asked by students are included; however, students with questions not specifically addressed here or who seek more detailed information should refer to the official source publications.

Academic Advising

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

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

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

Students who qualify for on-line course registration are not required to see an advisor or counselor, however it is highly recommended for students who have questions or need information about important issues such as course sequencing, pre-requisites, choosing or changing a major, transferability of courses or degrees, etc. Please contact the Counseling and Testing Office at your preferred campus in order to speak with an advisor or counselor at any time before or during the semester:

Center Corinth Counseling and Testing
 (940) 498-6410

Center Gainesville Counseling and Testing
 (940) 668-4216

Flower Mound Counseling and Testing
Center (972) 899-8411

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

Graham Counseling and Testing
Center (940) 521-7101

Accidents and Thefts

All thefts, accidents and offenses that occur should be reported immediately. Any event or occurrence should be reported to the Vice-President of Student Services (Gainesville), the Associate Dean of Student Services (Corinth), the Campus Director (Flower Mound or Graham), or the Campus Dean (Bowie).

Admissions

Refer to the NCTC Catalog for additional information.

Alcohol and Controlled Substance Abuse

North Central Texas College specifically prohibits the use, possession, sale or distribution of alcoholic beverages and illegal drugs/narcotics/controlled substances on campus. Violators are subject to the following action(s):

- Adverse disciplinary action as described in the NCTC Policy Procedures Manual (can be accessed on the NCTC website: www.nctc.edu).
- Prosecution as provided by state statutes.

The risks of psychological and physiological damage associated with the use of illicit drugs and abuse of alcohol are great and include emotional disorders, impaired learning ability, severe physical pain, permanent brain damage and death. Information and confidential assistance in obtaining counseling, treatment, or rehabilitation is available to all students through the Counseling Center. Students with alcohol or drug abuse problems are encouraged to take advantage of this referral service.

[See FLB (Local) of the Board Policy Manual for additional information.]

Athletics

North Central Texas College encourages the physical, social and emotional development of its students by sponsoring a program of intramural athletics to meet the desires and interests of the student body. A wide variety of intramural sports are offered for both men and women.

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

Conference). See Athletics in the NCTC Catalog for additional information.

Bookstore

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

Campus Law Enforcement

NCTC is in the process of establishing its own police department. The Vice-President of Student Services is working in conjunction with administrators on other NCTC campuses to ensure the safety and security of students. Administrators also work closely with community police departments regarding any reported crimes at the college.

NCTC utilizes off-duty municipal police officers and county sheriff's deputies for on-site security services. These professional, certified peace officers have full arrest powers while on the campus of North Central Texas College, and are authorized to take appropriate measures to ensure the health and safety of all members of the College community.

Campus Security Information: Reporting Crimes and Emergencies

Security personnel and the custodial staff maintain the security of the buildings by securing the locks and reporting any defective locks to the maintenance department for repair. Night administrators routinely check the buildings and the parking lots for defective lighting and report defects to the maintenance department. Defective equipment or other situations which affect security and safety are given high priority and are responded to immediately for the making of necessary repairs.

CARES

The NCTC CARES (Campus Assessment Response Evaluation Services) Team addresses behavior which may be disruptive, harmful or pose a threat to the health and safety of the NCTC community—such as stalking, harassment, physical or emotional abuse, violent or threatening behavior, or self-harm. Students have the ability to report concerning behavior which could impact their own safety or the safety of another NCTC student. Just click the NCTC CARES Team logo posted on MyNCTC, or send an e-mail to CARESTeam@nctc.edu. As always, please call 911

immediately if there is an immediate threat to safety or welfare (or to another student), .

Change of Address

Any student whose home or local address is changed during a semester should correct his/her records in the Registrar's Office in Gainesville or Corinth, and the administrative offices at Bowie within SEVEN (7) days after the change. Official college notices sent to the student's address as listed in the Registrar's Office shall constitute full measure of responsibility on the part of the College in notifying a student of anything concerning his/her official status with the college.

International students must contact the International Student Advisor on the Gainesville campus to report a change of address. Failure to do so will result in the student falling out-of-status with U.S.C.I.S.

Change of Name

A student whose name is legally changed due to marriage or other reasons should correct records immediately in the Registrar's Office.

Check Cashing

A student whose name is legally changed due to marriage or other reasons should correct records immediately in the Registrar's Office.

Tuition and fees may be paid by personal check for the exact amount due. Checks for larger amounts, the difference to be paid in cash to the student, cannot be handled. Students should establish credit or make arrangements with a local bank to cash their checks. This can be done by opening a checking account or by communication between the hometown bank and the local banks. A check of \$20 or less may be cashed at the Business Office. Proper identification is required. Student ID, driver's license or other photo identification and date of birth will be requested on all checks. A \$20 charge will be made for any returned check. Refer to the NCTC Catalog for additional information.

Class Day

Refers to the number of calendar days NCTC normally meets for classes in any given semester, NOT the number of days a particular class meets. In other words, the twelfth class day of the fall semester refers to the twelfth actual day of the semester.

College Debts

Students who have any form of indebtedness to NCTC (housing, Library fines, etc.) will not be allowed to withdraw completely from classes, receive an official transcript nor register for subsequent semesters until such

indebtedness has been satisfied. Seriously delinquent accounts are turned over to an attorney for collection of all funds owed the college. Students whose past due accounts are forwarded for collection will also be responsible for legal fees and related costs. Refer to the NCTC Catalog for additional information.

College Preparatory Courses (Developmental Studies)

North Central Texas College offers a number of courses in reading, writing and mathematics that are designed to help students acquire the skills necessary for success in college-level courses. The courses are widely offered in Texas community colleges. The policy statewide is that these courses will not transfer as college-level courses, nor will they count toward graduation at accredited Texas colleges and universities. It is important for all students to understand that such courses are designed to provide assistance in overcoming academic deficiencies that are likely to be a hindrance to the pursuit of a college degree. Attendance in College Preparatory Studies is mandatory when a student has not passed the THEA exam. After THREE hours of absenteeism, a student may be warned and referred to the Director of College Preparatory Studies. At SIX hours of absenteeism, a student may be dropped from his/her College Preparatory class. If the student is dropped from the only College Preparatory class in which he/she is enrolled, the student will be DROPPED from all remaining courses for that semester. Specific courses are listed in the NCTC Catalog.

Refer to the NCTC Catalog for additional information.

Computer Access/Accounts

Students are provided computer/network accounts each semester. Accounts are created during the week before classes begin. Students network accounts allow access to the use of software on the network. However not all software is available at the end of each long semester and at the end of Summer II. It is recommended that any files a student wants to retain should be saved to a flash/USB drive before the end of each semester.

Students are responsible for all activity on their accounts. User accounts may NOT be shared under any circumstances. Sharing accounts or sharing network login information is not allowed and will result in computer privileges being suspended for the remainder of the current semester. Student accounts are for personal use only, no business activities are allowed. Use of college facilities for illegal activities is strictly prohibited.

Email

Email is the official form of communication between NCTC and students. Email accounts are provided by NCTC. Your email address is your Network Account @ student.nctc.edu and password is your Student ID number.

You should activate your email after you register for classes and receive your desktop account activation email from the Admissions Office. This process begins the week before classes begin. If you are unable to activate your email account by the first day of classes, contact the Help Desk at 940-668-4284. Students are encouraged to check their email box on a regular basis for important information.

Social Networking Policy

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

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

Concurrent Enrollment and Division of Lifelong Learning

NCTC offers students wanting to earn continuing education units (CEUs), rather than regular college credit, the option of enrolling for this kind of credit in selected technical courses. The course content, schedule, instructor and completion requirements are exactly the same for CE students and semester-hour credit students. However, rather than earning a letter grade, the CE student will earn CEUs if the course is completed satisfactorily.

The benefit of taking a conventional semester-hour college credit course for continuing education purposes varies by student. For most people, this option offers another way to upgrade skills needed in the workplace. For others, it offers a way to gain new skills needed on the job. The concurrent enrollment option also offers an introductory experience in a given field for those who may wish to explore several career options. Refer to the NCTC Catalog for the procedure to convert non-credit to credit.

Credit by Examination

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

Courses completed in the Armed Forces, USAFI and DANTES will be evaluated and credit will be awarded based on the recommendation in ACE (American Council

on Education) Guide to Evaluation of Educational experiences in the Armed Services. Such credit is not included in determining grade point averages and has the following restrictions:

1. May not be used to reduce the 18 semester hours required in residence for any degree or certificate;
2. May not be earned in any course the student is enrolled in after the official date of record or has previously attempted (W or F grades) or completed;
3. State law specifies that the degree requirement of 6 semester hours in American History and 6 semester hours in Government may not be reduced below 3 semester hours in each area by examination credit.
4. Credit is awarded only in areas offered within the current curriculum of NCTC, and is appropriately related to the student's educational program.
5. Credit by examination may be attempted only once for any given course.
6. Students utilizing AP credit are required to do so at the beginning of their first long semester at NCTC.

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

1. Student who have served on active duty in the military service of the United States for a period of at least six (6) months and who have been honorably discharged or released, as verified by the DD214, will receive four (4) semester hours of credit for physical activity courses. Personnel on active duty with at least six (6) months in the military service may also receive this credit by presenting a certified letter from their commanding officer attesting to their period of active service.
2. Partial degree requirements may be waived for industry certifications such as A+, Linux+, Network+, Security+, CCNA, or similar certifications issued by a qualified authority (COMPTIA, Microsoft, Cisco, etc.). The appropriate Program Coordinator will maintain a list of the appropriate equivalent NCTC courses.

Professional certifications must meet current industry standards, be equivalent to the current college course that is requested, and have the appropriate number of classroom training hours required of the college course.

Documentation must include a syllabus or other documents that specify topics taught, learning outcomes and the number of clock hours required for the certification. Credit will be granted only for documented learning that demonstrates achievement of all outcomes for specific courses in an approved degree program. Program faculty will conduct evaluations of all requests and make recommendations for the amount of credit to be awarded. Recommendations will be forwarded to the Vice President of Instruction for final approval.

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

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

Procedures/Requests for Advanced Placement and Credit by Examination/Experience

Students who believe that they already possess the knowledge and/skills taught in certain courses or programs offered by NCTC may challenge these for credit-by-examination/experience. Students should direct inquiries concerning courses that may be challenged by credit-by-examination to the campus Counseling and Testing Center, or the department involved. Refer to the NCTC Catalog for additional information.

Crime Awareness Programs

Students

NCTC students are informed about campus policies and procedures during college orientation which is held prior to the Fall and Spring semesters. Additionally, orientation sessions are held in the residence hall on the Gainesville Campus at the beginning of each semester.

Periodically during the year information bulletins regarding safety are distributed on campus and in the residence hall. Students and staff are encouraged to watch for suspicious activity and to contact the Vice President of Student Services (Gainesville), the Associate Dean of Student Services (Corinth), the Campus Director (Flower Mound and Graham), or the Campus Dean (Bowie) when such activities are noted. The following suggestions are provided in the spirit of crime prevention:

- Always lock your vehicle and place all valuable items in the trunk and out of sight.
- Engrave your personal identification number or drivers license number on all valuables. Record serial numbers and complete descriptions of your property and keep in a safe place.
- Always lock your residence hall room door, if you live on campus.
- Never keep large sums of money or valuable jewelry in your residence hall room. Keep all items of value out of sight.

- Never leave books or other items unattended.

Course Identification Number

A four-digit number designates courses at NCTC. The first digit indicates the level at which the course is taught: 1 = freshman level, 2 = sophomore level. The second indicates the semester hour value of the course. The third and fourth digits are the distinguishing numbers of the course.

Course Load

The number of semester hours for which a student is officially registered and enrolled is considered his/her course load. At North Central Texas College, a full-time student is defined as one who is enrolled for a minimum of 12 semester credit hours per Fall, Spring, or combined Summer semester. Special permission must be obtained from the Vice President of Instruction or designee in order to enroll for more than 18 semester credit hours during a Fall or Spring semester, more than 7 semester credit hours in an individual Summer session, or more than 14 semester credit hours during the combined Summer semesters.

Curriculum

A stated list of courses that are required for completing a certificate, diploma or degree is the curriculum for a particular major.

Dropping/Withdrawing Courses

Dropping a class is done on or before the official date of record each semester. Please note if you drop AFTER the official date of record it is no longer considered a drop but a withdrawal. Check the Academic Calendar for the official date of record.

To drop a course you have the option to:

- Go online and drop the course
- Visit the Admissions/Registrar's Office in person to fill out a drop form
- Meet with your advisor and fill out a drop form

Remedial courses CANNOT be dropped online. You must come to the Admissions/Registrar's Office in person to drop a remedial course. If you are only taking one remedial course and drop this course you will have to drop ALL your courses. You must stay in at least one of your required remedial courses to remain in additional classes.

Withdrawing from a Course or Courses

To withdraw from a course on or after the official date of record with a grade of 'W', students will need to complete the Petition for Course Withdrawal online.

- If you receive financial aid please contact that department before withdrawing. Withdrawing can affect your financial aid.
- Developmental courses may NOT be withdrawn online. Students must complete a withdraw form ON CAMPUS for those courses.
- All withdrawals must be processed online, in person, faxed and/or postmarked on or before the official date of record.
- Requests need to include student ID number, full name, course information (please include course ID and section number-example ENGL1301 123), and a signature. If the request is not signed or does not include all information, it may not be processed.

Online Requests

If the Admissions/Registrar's Office should receive the form via e-mail, the form will be processed within 24 hours and the student should receive an email confirmation that the withdrawal has been processed. If the student does not receive an email, it is the student's responsibility to contact the Admission's office for confirmation. The student is responsible for verifying that the email was received by the Admissions/Registrar's Office prior to the last day to withdrawal.

It is the **student's responsibility** to officially withdraw from any class they do not wish to attend. Students who stop attending classes and who do not officially withdraw may be assigned a final grade of "F".

Dual Credit Students

Dual Credit students must fill out the Petition to Withdrawal for Dual Credit students form. Please have it filled out and signed completely and turn into the admissions office at any of our locations.

6 Drop Limit-S.B. 1231 Legislation

Important information you need to know about withdrawing from courses. Effective 2007, section 51.907 of the Texas Education Code applies to first-time freshman students who enroll in a Texas public institution of higher education in the fall semester of 2007 or thereafter. High school students currently enrolled in the North central Texas College Dual Credit and Early Enrollment program are waived from this requirement until they graduate from high school.

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

appropriate college official that one of the following events occurred to the student during the semester or summer session:

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

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

Medical Withdrawal

a. Policy

1. The Registrar (or designated representative) may grant medical withdrawals to students who must withdraw for medical reasons from all courses for which they are registered at NCTC. It is expected that the appeal will be filed as soon as possible, no later than the end of the semester in which courses are being taken.
2. Students who receive medical withdrawals after the last day to withdraw without receiving a grade shall receive a "W" in each course for which they were registered.

b. Procedures

1. Students (or their appointed representatives if they are unable to act for themselves) who seek to withdraw for medical reasons from all courses for which they are registered at NCTC shall, as soon as possible, request medical withdrawals in writing from the Registrar, submitting all appropriate documentation, including a statement from a physician or psychologist, with their written requests.

Complete Withdrawal

If a student withdraws completely from NCTC prior to the course withdraw deadline, a final grade of "W" will be recorded for each course in which the student is enrolled. It is the student's responsibility to officially withdraw from any classes they do not wish to attend or cannot, for any reason, complete. This requires the completion of a form available in the Admission Office at Gainesville, Corinth, Flower Mound, Graham, and/or Bowie campus.

Return of Federal Title IV Funds

North Central Texas College refunds unearned funds received from Federal student assistance programs in accordance with Federal Title IV student assistance regulations, as amended, under 34 CFR, section 668.22(d) of the Reauthorization of Higher Education Act of 1965, with rules of the Texas Higher Education Coordinating Board, and the rules of the college's Board of Regents.

The student receiving assistance from Federal Title IV programs is required to complete a minimum number of hours for which assistance was received. If the student completely withdraws from school during the semester, or quits attending but fails to officially withdraw, the student may be required to return the unearned part of the funds received to help pay educational expenses for the term. Liability for the return of Federal Title IV funds will be determined according to the following guidelines:

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

Return of Federal Title IV funds will be distributed according to statutory regulations. Worksheets provided by the U.S. Department of Education will be used to determine the amounts and order of return. The student will be notified and will be allowed 45 days from the date of determination to return their share to the program accounts. If the student does not return the amount owed within 45 days, the amount of the overpayment will be

reported to the U.S. Department of Education (DOE) via the National Student Loan Database (NSLDS) and the student will be referred to the DOE for resolution of the debt. Contact Financial Aid for questions and examples of this policy. See the Return of Title IV Aid Policy in the NCTC Catalog for additional information.

Early Alert

The NCTC Early Alert program has been established to assist students who are at risk of failing or withdrawing from a course. Instructors may refer students to this program if they are missing assignments, failing tests, excessively absent, or have personal circumstances impacting academic performance. If submitted as an Early Alert, the student will be notified via your NCTC e-mail address and then contacted by a Counseling and Testing advisor or counselor to discuss possible strategies for completing the course successfully.

Elective

An elective course is one that is not specifically designated as a part of a curriculum. The course normally complements the major course of study in a specific discipline and is chosen by the student from among a number of such courses available in consultation with a faculty advisor. The number of electives in a program varies according to the specific major.

Email

Email is the official form of communication between NCTC and students. Email accounts are provided by NCTC. Your email address is your Network Account @ student.nctc.edu and password is your Student ID number. You should activate your email after you register for classes and receive your desktop account activation email from the Admissions Office. This process begins the week before classes begin. If you are unable to activate your email account by the first day of classes, contact the Help Desk at 940-668-4284. Students are encouraged to check their email box on a regular basis for important information. Examples of notices sent to the student email are the location to access 1098Ts, academic standing, and financial aid status.

Ex-Students Association

Former NCTC students (including non-graduates) are encouraged to join the Ex-Students Association to stay in contact with former classmates, provide input in the future direction of the college and to stay informed about college programs, activities, students and personnel. Contact the NCTC Ex-Students Association Office at 940-668-4213, or go to www.nctc.edu/StudentPages/AlumniFriends.aspx.

Financial Aid

North Central Texas College recognizes that many students may not have the financial resources available to pay the cost of higher education. The NCTC Financial Aid Office is available to assist students in applying for various federal, state, and institutional funding sources. All students wishing to be considered for financial assistance must complete a Free Application for Federal Student Aid or FAFSA at the website www.fafsa.ed.gov. The FAFSA application is used to determine a student's eligibility for all need-based programs, including Federal Title IV grants, Federal Work-Study, Federal Student Loan Program, as well as state grants and some institutional scholarships.

Some sources of Financial Aid are limited and will be distributed to students based on a first-come-first-service basis. Therefore the NCTC Financial Aid Office encourages students to apply early. The FAFSA application is available to students beginning in January of each year. In some cases, a student may be required to verify eligibility for aid by submitting supporting documents, such as tax returns. FAFSA applications will not be considered complete until all required supporting documentation is in the student's financial aid file. Late or incomplete FAFSA applications will be processed as time allows.

Students who require Financial Aid to pay enrollment expenses at the time of registration must have a completed FAFSA application no later than June 1st for fall, November 1st for spring, and April 1st for summer. Students with late or incomplete FAFSA applications will be expected to pay cash for tuition, fees, and books at the time of registration.

North Central Texas College Foundation Office offers a wide variety of scholarships each year to eligible students. An NCTC Scholarship Application can be completed online at http://www.nctc.edu/Student_Services/FinAid/scholarships.html. Paper applications can be obtained by calling the NCTC Financial Aid Office or the NCTC Foundation Office. Deadlines for scholarship applications are: April 15th for fall awards and October 15th for Spring Awards. For more information call 940-668-4213.

Refer to Financial Aid in the Student Services section of the NCTC Catalog for more information or you may contact the Gainesville Campus Financial Aid Office at 940-668-4242 or metro 817-430-0352. Students may also contact the Corinth Campus Financial Aid Office at 940-498-6294.

Food Services

Great Western Dining Services, Inc., a private company, operates the College food service program on the Gainesville campus. And located on the Corinth Campus is the Hydrant Café. The cafeteria and snack bar are operated

Monday through Friday. All residence hall students are **REQUIRED** to be on a meal plan. (For more information refer to the college Catalog or the NCTC Residence Life Handbook.)

Food and Drink in Classrooms

Food and drink are not permitted in classrooms. The only exception is an approved, scheduled function that includes food as a part of the activity.

Full-Time Student and Part-Time

A full-time student is enrolled for 12 or more semester hours during a regular long semester (fall or spring) or during a summer semester.

A student enrolled for fewer than 12 semester hours during a regular long-term (fall or spring) or summer semester is considered to be a part-time student.

Grades and Reports

Grades are reported and made a part of the official record (filed in the Registrar's Office) at the end of each semester. Students may view their grades online by accessing the NCTC Student Portal or alternate access in the NCTC Student Portal.

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

Incomplete Grades

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

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

4. In the Campus Connect Final Grade Submission process, the option of issuing the grade of "I" will not be available.
 - a. Instructors who wish to issue a grade of "I" must submit the Petition for Change of Grade with appropriate documentation to the Department Chair or Dean for approval.
 - b. The Registrar's Office will issue the grade of "NR" for all grades that have not been reported. Then, once grades have been moved to history, the appropriate instructors, department chairs, and deans will receive a listing of all students who received an "NR" grade.
 - c. Once an Incomplete is finished, the instructor must submit a new Petition for Change of Grade.

System of Grading

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

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

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

Pass/Fail Option

North Central Texas College permits enrollment in selected courses on a pass/fail option basis. In courses where this option is available to the student, the instructor will provide the necessary forms for selecting the pass/fail option during the first week of class. (Forms are available in the Registrar's Office at any NCTC Campus location). The forms must be completed by the student and instructor and returned to the Registrar's Office by the second Tuesday of the second week of the current semester. The pass/fail option will not be extended beyond this date. **ONCE YOUR DECISION IS MADE, YOU CANNOT CHANGE YOUR OPTION.** It is not a good idea to select the pass/fail option if the course in which you are enrolled is to be included as a part of your college major and you expect to transfer that course to a senior college or university.

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

Grade Points

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

A = 4 grade points B = 3 grade points

C = 2 grade points D = 1 grade point

F = 0 grade points

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

A student’s GPA is determined by dividing the total grade points earned by the total number of hours attempted. To illustrate, a student who has attempted 30 semester hours, earning 60 grade points, would have a GPA of 2.0.

Minimum Grades for Good Standing

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

Academic Probation

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

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

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

Academic Suspension

A student who is already on Academic Probation status will move to Suspension status if his/her cumulative GPA remains below 2.0 at the end of the next Fall or Spring semester in which the student is enrolled, AND his/her term GPA for that Fall or Spring semester is also below 2.0. A student on Suspension is notified of this status through a mailed letter, NCTC and ANGEL e-mail, and a notation on the transcript. A student placed on Academic Suspension is required to sit out the next semester in which he/she intended to enroll at NCTC, unless the student completes the Appeal process AND is approved in one of the ways listed below.

<http://nctc.smartcatalogiq.com/2012-2013/Catalog/Academic-Policies/Grades-and-Reports/Scholastic-Suspension-Appeal-Process>

A student placed on Academic Suspension status whose Appeal has been denied or who does NOT Appeal but rather sits out the next semester(s) (i.e. sits out Summer and/or Fall if placed on Suspension after Spring, or sits out Spring if placed on Suspension after Fall), will have a Registration Hold placed on his/her account and MUST meet with an Academic Advisor in order to re-enroll for the next eligible semester. Also, this student will automatically be placed on Academic Probation status when he/she does re-enroll at NCTC, and therefore MUST earn a term GPA of at least 2.0 in the first semester back at NCTC in order to avoid returning to Suspension status.

Academic Suspension Appeal Process

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

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

After reviewing the appeal, Suspension Appeal Committee will reach a decision regarding enrollment and may recommend or require a student: (1) to undergo testing and/or counseling and/or (2) to enroll in specified courses and/or (3) to enroll only for a limited number of hours. The Committee may also deny enrollment, in which case the student will be required to serve out the suspension prior to enrollment. Students allowed to enroll will be placed on probation.

Permanent Suspension – NCTC does not permanently suspend students for poor academic performance.

Student Grade Appeal

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

1. Collect all tests, assignments, class notes and other relevant materials and request a conference with the instructor of the course in question.
2. Present the case for grade appeal directly to the instructor.
3. If not satisfied with the decision of the instructor, the student has 15 calendar days to appeal to the instructor's Department Chair or Program Coordinator (see listing in College Personnel section of the Catalog). All tests, assignments, class notes and other relevant materials must be presented to the Department Chair or Program Coordinator.
4. If not satisfied with the decision of the Department Chair or Program Coordinator, the student has 15 calendar days to appeal to the appropriate instructional Dean. All tests, assignments, class notes and other relevant materials must be presented to the instructional Dean.
5. If not satisfied with the decision of the instructional Dean, the student has 15 calendar days to appeal to the Vice President of Instruction. All tests, assignments, class notes and other relevant materials must be presented to the Vice President of Instruction.
6. If not satisfied with the decision of the Vice President of Instruction, the student has 15 calendar days to appeal to the President of the College. All tests, assignments, class notes and other relevant materials must be presented to the President.

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

Graduate Guarantee Program

Transfer Credit

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

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

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

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

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

Guarantee for Job Competency

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

1. The graduate must have earned the Associate of Applied Science degree or Certificate of Completion beginning May, 1992 or thereafter in a technical, vocational or occupational program identified in the college's General Catalog.
2. The graduate must have completed requirements for the Associate of Applied Science degree or Certificate of Completion with the North Central Texas College system, with a minimum 75 percent of credits earned at North Central Texas College, and must have completed the degree or certificate within a five-year span.
3. Graduates must be employed full-time in an area directly related to the area of program concentration as certified by the appropriate Department Chair.
4. Employment must commence within 12 months of graduation.

5. The employer must certify in writing that the employee is lacking entry-level skills identified by North Central Texas College as program exit competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.
6. The employer, graduate, Department Chair, and appropriate faculty member will develop a written educational plan for retraining.
7. Retraining will be limited to 12 credit hours or additional skill training related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
8. All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
9. The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees and other course-related expenses.
10. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.

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

Graduation/Degree Requirements

A student must have a cumulative GPA of at least 2.0 in the work presented for any degree. To be a candidate for graduation from North Central Texas College, a student must complete a minimum of 18 semester hours in residence for any degree or certificate. (Refer to NCTC Catalog for specific requirements for degrees and certificates).

Application for Graduation

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

An evaluation of course work submitted to fulfill degree requirements must be completed before candidacy for

graduation is approved. Any student within 12 hours of finishing may participate in commencement. Those applying for May graduation must fulfill all requirements by the end of the second summer session following the semester they applied. Diplomas are granted only after all requirements are met.

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

Graduation Honors

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

4.0 GPA	Summa cum laude
3.90-3.99 GPA	Magna cum laude

Catalog Restrictions

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

Housing (On-Campus)

For all policies regarding student housing on campus, students are asked to consult the current Residence Life Handbook and the current NCTC Catalog. Questions about student housing may also be directed to the Office of the Vice-President of Student Services. Housing for students is available only on the Gainesville Campus. Refer to On-Campus Housing Services in the NCTC Catalog for additional information.

International Students

See Admissions section of the catalog for more information.

Or contact:

International Admissions
North Central Texas College
1525 W. California St., Gainesville, TX 76240
international@nctc.edu

Library and Learning Resource Centers

NCTC has a main library on the Gainesville campus and Learning Resource Centers on the other campuses. Students use the on-line catalog to identify materials and, if the item needed is on another campus, the student can request the item through the on-line catalog. A courier service between campuses ensures rapid delivery of materials.

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

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

Hours of Operation

Hours may vary by campus and between semesters. Students should consult the current hours posted at the entrance to the Library/LRC at each campus and on the Library/LRC website.

General Access Computer Labs are available on each campus. Lab hours are posted on the Library/LRC website. Students will present identification to use the lab and to check out library materials.

Important Note:

A student's library record must be clear at the conclusion of each semester before transcripts of grades will be released or before he/she is allowed to re-enroll. At the end of the semester, a hold is placed on records of any student having an unpaid fine and/or a currently overdue book. Library/LRC circulation policy is posted on the Library/LRC website.

Lost and Found Services

Lost and found services are located in the Admissions Office of each campus.

Major

A student's major is the primary course of study with 24 to 36 semester hours in one subject area.

Orientation Policy

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

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

Parking Regulations

1. Vehicles parked in spaces designated for "Disabled Parking" must display proper markings (window decals, cards, etc.).
2. Students may park in any parking space EXCEPT those marked for "College Vehicles," "Fire Lane," "Disabled" "Reserved" and "Staff".
3. Vehicles parked outside of designated parking spaces and blocking driving lanes or otherwise creating hazards will be reported to the appropriate police department (Gainesville, Corinth or Bowie) and may be ticketed and towed away at the student owner's expense. All NCTC campuses are subject to all city traffic laws; therefore speeding, reckless driving, etc. on campus also will be reported.
4. Students in violation of these parking regulations are subject to disciplinary action.

Payments for Tuition and Fees

Payment for tuition and fees may be made in person using cash, personal check, MasterCard, or Visa. Payment may also be made using MasterCard or Visa by accessing the College's on-line registration system at www.nctc.edu.

Picture Identification

NCTC provides photo student ID cards through the Business. Please visit the Business Office on each campus to obtain your photo student ID card.

Picture identification is required for all testing in the Testing Centers. Acceptable picture identification is a driver's license, military ID card, NCTC picture ID, passport or Texas Department of Public Safety ID. Some testing requires a driver's license or other official card, which includes date of birth. All students MUST present an official and current NCTC ID Card when accessing Library and Computer Lab services and the DCTA transportation service on the Corinth Campus. There is a \$20.00 replacement fee for all lost or stolen photo ID cards.

Project REV

Project REV is a federal grant-funded program that provides resources for victims of the following crimes: dating or domestic violence, sexual assault and stalking. Although NCTC is one of the safest college campuses, it is important for students to be informed about these issues, which college-age women are at a disproportionately high risk of facing. More information can be found at www.nctc.edu/StudentServices/ProjectRev.aspx.

Career Services

Each campus' Counseling and Testing Center provides counselors and advisors who are able to assist students in identifying career interests, researching potential career fields, and linking appropriate college majors to related careers. Free career assessments and other resources are available through the Counseling and Testing website linked to www.nctc.edu. Counselors and advisors will also assist students with interpreting any assessment results, and determining the best options for achieving their educational and career goals.

Each campus' Counseling and Testing Center posts full and part-time job vacancy announcements on bulletin boards located in common areas. Additional job postings can be viewed online under the "Student Employment" link located on the Counseling and Testing website. Resume and cover letter assistance are also available to job-seeking students through online resources such as Career Cruising and Grade Results, and also through NCTC's Writing Center. Contact a counselor or advisor for

more information about resources to assist you with your job search.

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

As its name implies, this office also serves as the center for administering tests, including the American College TEST (ACT), the College Level Examination Program (CLEP) tests for course credit, high school equivalency tests of the General Educational Development (GED) program, the Texas higher Education Assessment (THEA) and COMPASS to determine placement in college courses. Starting in September 2013, the new statewide TSI Assessment test will be the only accepted placement test available in Texas. Students tested and enrolled by August 26th, 2013, will be grandfathered in and can continue to use their current test scores and/or exemptions to qualify them for continued enrollment. Any first-time college student who did not enroll in classes prior to August 26th, 2013, will be subject to the new TSI Assessment test (unless previously listed exemptions are met).

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

Technical Program Faculty

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

Counseling Center

Each campus counseling center provides counselors who are qualified to assist students in identifying career interests, researching potential career fields, and assessing student potential for success and satisfaction in a given employment field. Testing resources are also available to support the career and employment selection process. Visit the NCTC Counseling Center web site for additional information and resources related to career and employment services.

Part and Full-Time Job Placement

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

Prerequisite

A course that must be satisfied prior to taking a higher level course is a prerequisite.

Refund Schedule

Refer to the NCTC Catalog for additional information.

Scholarships

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

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

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

Semester Credit Hour

A semester credit hour is determined by the number of hours a class is taught during a regular week. (Example: ENGL 1301 meets three hours per week and is a three-semester credit hour class). Lab hours are calculated on a ratio basis. (Example: PHED 1118 meets three hours per week and receives one semester credit hour.

Sexual Harassment

Definition

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other sexual conduct, either verbal or physical, or any conduct or other offensive unequal treatment of an employee, student, or group of employees or students that would not occur but for their sex, when:

1. The advances, requests, or conduct have the effect of interfering with performance of duties or studies or creating an intimidating, hostile, or otherwise offensive work or academic environment; or
2. Submission to such advances, requests, or conduct is explicitly or implicitly a term or condition of an individual's employment or academic achievement or advancement; or
3. Submission to or rejection of such advances, requests, or conduct is used as a basis for employment or academic decisions.

Prohibited Conduct

Employees shall not engage in conduct constituting sexual harassment. The District shall investigate all allegations of such harassment and shall take appropriate disciplinary action against employees found to engage in such harassment.

Complaint Procedure

An employee or student who believes he or she has been or is being subjected to any form of sexual harassment as defined above shall bring the matter to the attention of the dean or immediate supervisor, in accordance with the District's grievance policy [see DOA (L) or FDE (L)]. However, no procedure or step in that policy shall have the effect of requiring the employee or student alleging such harassment to present the matter to a person who is the subject of the complaint. For more information, refer to NCTC Board Policy Manual (accessible on-line at www.nctc.edu).

Smoking Policy

Because of the rising concern over the health hazards associated with smoking and related harmful effects of "secondary" smoke and chewing tobacco, North Central Texas College has established a Tobacco-Free Policy in all campus buildings. College officials recognize that enforcement of this policy will rely upon the thoughtfulness, consideration and cooperation of both smokers and non-smokers for its success. Clove cigarettes (and any other variations) are strictly prohibited on NCTC campuses. See the Tobacco-Free section of the handbook for more information.

Special Accommodations (Office for Students with Disabilities)

The OSD provides support services for students with disabilities, students enrolled in technical areas of study, and students who are classified as special populations (i.e. single parents). Your path to academic success at NCTC may hold some unexpected challenges. The OSD will serve you if you qualify for disability accommodations as defined by the Rehabilitation Act of 1973, the Americans With Disabilities Act (ADA) of 1990 and the ADA Amendments Act of 2008.

Support services for students with disabilities might include appropriate and reasonable accommodations, or they may be in the form of personal counseling, academic counseling, and career counseling. Furthermore, the OSD Counselors work with students to encourage self-advocacy and promote empowerment. The Counselors also provides resource information, disability-related information, and adaptive technology for students who qualify.

To obtain disability support services, students must:

- be accepted for admission to NCTC;
- meet with an OSD Counselor for an intake session;
- provide documentation from a certified professional in the medical field, psychological field, or educational field, indicating the presence of a physical or mental impairment, which substantially limits one or more major life activities.

Types of Accommodations:

After assessing your documentation, the OSD Counselors will determine the most appropriate accommodations for you.

Accommodations might include:

- Sign Language Interpreters
- Readers and Scribes for Tests
- Extra Time on Tests
- Alternate Testing Environment
- Electronic Tests/Texts
- Notetaker Services
- Registration Assistance
- Adaptive Technology Services

Students who are in technical areas of study and/or are special populations students:

Networks Program:

This program facilitates access to technical education and training and provides support services for students pursuing technical areas of study. Services include:

- Career Assessment: Students will be assessed to determine their abilities and interest to assist them in selecting their career choice.
- Tutors: Educational tutors may be available to assist students who need additional help comprehending concepts in their area of study or who need help with study skills.
- Referrals: The OSD Counselors will work with other NCTC support services and community organizations to refer participants to the appropriate programs or services.
- Childcare Assistance: Supplemental monetary assistance is available to students who qualify.

Eligibility Requirements:

1. Students must be enrolled in a technical area of study or in a non-traditional career program.
2. Students must present documentation that shows financial need.
3. Students must complete an intake session with an OSD Counselor.
4. Students must complete a Childcare Assistance Application for the Networks project and provide all requested documentation.

Inter-Agency Cooperation

The OSD department also assists students in networking with local and state agencies that provide information resources and services to persons with a wide array of challenges. These departments include, but are not limited to, the Texas Department of Assistive and Rehabilitative Services (DARS) offices. Contact an OSD counselor for referral to these and other agencies.

OSD Department Contacts

The OSD Coordinator is located on the Corinth Campus in Room 170 and can be reached at 940-498-6207. The OSD Specialist is located on the Gainesville Campus in Room 110 and can be reached at 940-668-4321. See the NCTC Catalog for additional information.

Student Activities

The College administration welcomes input from students regarding its student activities programs. NCTC strives to be responsive to practical suggestions for expansion of existing programs or implementation of new ones within the framework of budgetary limitations, available staff and

physical facilities. Refer to the NCTC Catalog for additional information.

Student Health Services

Because such a large number of North Central Texas College students commute, no student health service such as an infirmary is currently available on any campus. However, each campus is only minutes away from a variety of health care facilities in the communities served by NCTC. Students who live on campus are urged to secure the services of a local physician to see in case of emergency. Also, students living in the Residence Hall are urged to inform the Residence Hall Manager and the Office of the Vice-President of Student Services of any medical conditions such as diabetes, epilepsy, etc., so that appropriate steps may be taken in case of an emergency. Moreover, such students are urged to inform these persons of any family physician or family member who should be contacted in emergency situations.

Important Note on Bacterial Meningitis Vaccination:

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

Student Organizations

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

All student group-sponsored activities on the college campus are to be sponsored by one of the recognized clubs or organizations and its advisors.

Club promotions, fund-raisers and activities involving the public must be cleared through the Vice-President of Students or the Director of Student Life.

New clubs and organizations are required to petition the Vice-President of Student Services for official recognition.

Specific questions regarding Student Activities and Organizations should be made to the Vice-President of Student Services or the Director of Student Life at 940-668-4240 or kbrown@nctc.edu

See Clubs and Organizations in the NCTC Catalog for additional information.

Student Right-to-Know and Campus Security Acts, Public Law 102-542

This Act requires an institution to collect certain statistics concerning the occurrence on campus of the following criminal offenses that have been reported to the Vice-President of Student Services.

North Central Texas College's annual campus security reports are posted on the NCTC website and are available for the general public to review. It can be accessed at <http://ope.ed.gov/security/Search.asp>

Registered Sex Offenders Notification

In accordance with the Campus Sex Crime Prevention Act (Section 1601 of Public Law 106-386), which is a Federal Law enacted on October 28, 2000, that provides for the tracking of convicted registered sex offenders enrolled as students at institutions of higher education or working on college campuses, the North Central Texas College in providing the following website available to the college community to search by name and location: http://records.txdps.state.tx.us/dps_web/Portal/index.aspx.

Institutions are also required to publish graduation rates for all students and varsity athletes.

For students who began college, Fall 2008:

All degree seeking students	13%
Intercollegiate athletes	35%

Additional information regarding annual completion rates that are broken down by race and sex may be obtained by individual request from the Office of the Registrar.

Student Role and Participation in Institutional Decision Making

The governing board and administration of North Central Texas College value the opinions and input of students in regard to a wide variety of college-related issues, and they believe strongly in empowering students by giving them a meaningful voice in the institutional decision-making process. This is done in a variety of ways, which include but are not limited to voting membership on the President's Council on Excellence, employee search/selection committees, and many Standing Committees of the college.

In addition, student input is actively encouraged and sought on a system-wide basis from such student organizations as the Student Government, Student Nursing Association and others. At both the Corinth and Bowie campuses, members of Student Advisory Committees provide input on issues of specific interest and importance to both students and the administrative leadership at those sites.

Finally, students may—either individually or collectively—bring issues before the Instructional Council, President’s Cabinet, or other administrative bodies of the college at any time by complying with the appropriate process for requesting that they be placed on the agenda.

Texas Success Initiative (TSI)

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

See Admissions Section on the college website.

Students in the categories mentioned above (5, 6, 7, 8, and 9) must sign a waiver before enrollment.

North Central Texas College administers the THEA exam (see Quick THEA/COMPASS Testing) during a short period of time prior to the beginning of a semester’s registration schedule. This is in addition to the six normally scheduled THEA examinations held across the state throughout the year. All students should contact the Advising, Counseling, & Testing Office to obtain information about dates and times of THEA testing. Refer to Texas Success Initiative in the NCTC Catalog for additional information.

Testing Services

In addition to academic assessment tests, NCTC Advising, Counseling, Testing Center personnel also administer other types of tests to students on a request basis. Such tests can be scheduled at the student’s convenience. Examples of tests available are: achievement, aptitude, personal interest inventories, personality profiles, reading, study skills, advanced standing examinations and so on. Test results are confidential and interpretations of scores are used only for counseling purposes. Testing services are available at all campuses and are scheduled by appointment only.

Placement Testing

The NCTC Counseling and Testing Office offers the THEA (Texas Higher Education Assessment) for those students who are not TSI exempt and are required to have placement testing. An appointment to take the THEA may be made by contacting the Counseling and Testing Office at your preferred campus and paying a \$10 non-refundable deposit to reserve your specific THEA date. An additional \$29 testing fee must be paid on the day of the THEA exam. Results are available 7-10 business days after taking the

THEA and will be mailed directly to the student, who must then submit the scores to the NCTC Admissions Office.

The Counseling and Testing Office also offers the Compass, a computer-based placement exam which is available at scheduled days and times during periods of regular and late registration. The full \$39 testing fee is required on the day you arrive to take the Compass, and results are available immediately after completing the exam.

Students who do not pass/meet NCTC and TSI standards in one or more sections of the THEA or Compass will be prohibited from enrolling in the following courses:

READING: passing score required to enroll in HIST 1301, HIST 1302, GOVT 2305, GOVT 2306, PSYC 2301, and any sophomore level Literature course.

WRITING: passing score required to enroll in ENGL 1301 and ENGL 1032

MATH: NCTC minimum passing score required to enroll in ANY college-level Math, other than MATH 1332

TRIO Program

The TRIO Program at North Central Texas College is designed to provide students an equal opportunity to develop their talents and to achieve their academic and career goals. Funded through United States Department of Education grant, this TRIO Student Support Services program is available for students on Bowie, Corinth, Gainesville and Graham campuses who meet specific eligibility requirements. To be accepted into the program, students must have an academic need and meet at least one of the following criteria:

- the student is economically disadvantaged (as determined by federal guidelines).
- the student is a First Generation college student (neither parent has a 4-year college degree).
- the student has a documented disability.

The TRIO staff assists students to become academically successful, increasing their chances of staying in school and/or transferring to a four year institution. The program works closely with all Student Services Offices on campus to provide comprehensive support for students who are eligible. Services provided by the TRIO Program include: tutoring, academic, advising, career counseling, personal counseling, financial literacy information, and cultural enrichment activities.

Students may request an application by contacting the TRIO Programs at the following numbers or addresses:

TRIO Program Office
1500 N. Corinth Street, Room 170
Corinth, TX 76208
Phone 940-498-6214 • Fax 940-498-6404

TRIO Program Office
1525 W. California Street, Room 112
Gainesville, TX 76240
Phone 940-498-4905 • Fax 940-665-7075

Tobacco Policy

Tobacco-Free Campus

North Central Texas College is committed to providing a safe and healthy environment for its employees, students, and visitors. NCTC recognizes the health hazards of tobacco use and of exposure to secondhand smoke. NCTC restricts the use of any and all tobacco products and is aware that tobacco use influences underage students, accumulates unsightly tobacco litter and interferes with assuring clean air for all who come to the college. More information can be found at www.nctc.edu/TobaccoFree.aspx.

Tutoring

Tutoring is available to students who need assistance with their coursework. Please contact any campus Student Success Center for more information.

The Student Success Center is designed to help all students at NCTC develop tools to achieve their academic goals. The center links students to FREE tutoring, including a Writing Center, a Math Lab, and free online tutoring in the evening. Refer to the Department of Student Success in the NCTC Catalog for more information.

Veteran Services

NCTC, in conjunction with the U.S. Department of Education and Veteran's Administration, provides an Office of Veteran Services. Staffing the office are personnel trained in VA law, regulations and procedures to help each qualified veteran or eligible dependent with questions and/or claims related to eligibility, educational benefits, and tutorial assistance. Veteran Services is housed in the Financial Aid Office on both the Gainesville and Corinth Campus; contact the Director of Financial Aid at 940-668-4242 or Financial Aid Office in Corinth at 940-498-6294 for more information. Refer to the NCTC Catalog for additional information.

Vocational Rehabilitation

The Texas Department of Assistive and Rehabilitative (DARS) offers assistance for tuition and non-refundable fees to students who have certain disabling conditions, provided their vocational objectives have been approved

by a DARS counselor. Examples of such conditions are physical limitations, emotional disorders, diabetes, epilepsy, heart conditions, etc. Other services also are available to assist the handicapped or disabled student to become employable. Application for such service should be made to: Texas Department of Assistive Rehabilitative - (DARS). For more information, contact 1-800-687-6544.

Voter Registration

Voter registration cards are made available at the start of each semester through the Vice-President of Student Services office (Gainesville) and the Admissions Offices. NCTC students are encouraged to vote as part of their civic duty.

Section II

Related Policy References

IMPORTANT NOTICE: Students should consult the official NCTC Board Policy Manual (which can be accessed on the NCTC website at <http://pol.tasb.org/Home/Index/335>) for additional information regarding policies relating to students, conduct and rights and responsibilities. Official policies are frequently revised and updated; therefore, the wording of some of the policies cited below may not correspond precisely with that found in the most current edition of the NCTC Board Policy Manual. They are included here as a guide and for informational purposes only and should not be considered "official."

Transportation Management

[See **CJ (Local)**]

Modes of Transportation

Modes of transportation used for student travel shall include, but not be limited to, cars, vans, and buses. Travel arrangements for student groups shall be made in accordance with administrative regulations.

Driver Requirements

A driver who is transporting students in College District-owned or leased - vehicles must:

1. Be an employee or currently enrolled student of the College District who has been approved by the Director or Dean of Administrative Services or the President to operate College District vehicles based upon the employer or enrolled student having an acceptable driving record.
2. Hold a current, valid driver's license appropriate for the vehicle to be driven. A driver of a commercial motor vehicle must have a commercial driver's license.

Safety Standards

The driver shall ensure that the number of passengers does not exceed the designed capacity of the vehicle and that each passenger is secured by a safety belt, if provided.

Driver Fatigue

A driver shall not drive for more than three consecutive hours without taking a fifteen-minute break or relief from driving by changing drivers.

Health Requirements and Services: Communicable Diseases

[See FDAD (Local)]

The College shall not discriminate in enrollment against any student solely on the ground that the student has a communicable disease. Members of the student body of the College shall not be denied access to College facilities or campus activities solely on the ground that they have a communicable disease. The College shall comply with all pertinent status regulations which protect the privacy of persons in the College community who have a communicable disease. The College shall ensure that procedural safeguards sufficient to maintain the strictest confidence about persons who have HIV infection are in effect in all offices of the College.

Solicitations

[See FI (Local)]

All fund-raising activities carried on by College-sanctioned clubs and organizations must be cleared and approved in advance by the Vice-President of Student Services or designee on other campuses. NCTC non-student organization must schedule activities with the Office of Student Services on all other campuses. Generally, solicitation of monetary contributions among students, faculty, administration, or staff is strictly forbidden on campus.

Security and Retention Of Student Records

[See FJ (Local)]

The Director of Admissions and Registrar is designated as primary custodian of student records and is responsible for the security of all student records.

Student grade transcripts shall be maintained in a secure vault area with access limited to authorized personnel only. Duplicate copies of grade transcripts shall be made on a regular basis and stored in an off-site facility.

The retention and disposal of related student records shall be consistent with the approved record retention schedule on file in the Office of Admissions and Registrar. The record retention schedule shall be reviewed periodically

and updated to accommodate local needs and changing governmental requirements.

Types and Locations of Records

Each record custodian shall be responsible for the education records of the District. These records may include:

1. Admissions data, personal and family data.
2. Standardized test data, including intelligence, aptitude, interest personality, and social adjustment ratings.
3. All achievement records, as determined by tests, recorded grades, and teacher evaluation.
4. Attendance record.
5. Records of faculty, counselors, or administrative conferences with the student or pertaining to the student.
6. Disciplinary records. (Kept separate from academic records).
7. Copies of correspondence with parents and others concerned with the student.
8. Records transferred from secondary schools and other post-secondary institutions the student has been enrolled in.
9. Records pertaining to participation in student activities including awards or recognition by the College.
10. Information relating to student participation in special programs.
11. Records of tuition and fees paid and outstanding.
12. Other records that may contribute to understanding of the student.
13. Financial aid records.
14. Records of scholastic disciplinary actions.
15. Job placement records.
16. Scholarships or other financial awards.
17. Academic awards or recognition by the College.

Directory Information

Directory information may be released to the general public without the written consent of the student. A student may request that all of any of the general information be withheld from the public by making a written request to the Office of Admissions and Registrar during the first twelve days of the fall or spring semester, or the first four class days of a summer session. This request to withhold information shall apply only to the current enrollment period. The following is considered to be directory information:

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

Directory information shall be released to any individual or organization that files a written request with the Director of Admissions and Registrar or designee.

Access by School Officials

For the purposes of this policy, “school officials” shall mean any employees, trustees, or agents of the District, as well as attorneys, consultants, and independent contractors who are retained by the District. “School Officials” are deemed to have a “legitimate educational interest” in a student’s records when they are working with the student; considering disciplinary or academic actions or the student’s case; compiling statistical data; or investigating or evaluating programs.

Custodians of Records

The custodians of records are as follows:

1. Academic Records:
 - a. Admissions records and documents, transcripts and permanent records of grades earned, hours completed - Director of Admissions and Registrar.
 - b. Adult vocational and avocation (non-credit) program records, community records - Dean of Lifelong Learning.
2. Student Affairs Records - Vice-President of Student Services, Associate Dean of Student Services (Corinth), and Director of Counseling/Testing.
3. Financial Records – Vice-President of Financial Services and Director of Student Financial Aid.

Address for the custodians of records shall be included in the Annual Notice of Students Rights under 20 U.S.C. 1232g.

Records Not Accessible to Students

The following information is not accessible to students:

1. Financial information submitted by their parents.
2. Confidential letters and recommendations associated with admissions, employment, or job placement, or honors to which they have waived their right of inspection and review.
3. Educational records containing information about more than one student, in which case the institution shall permit access only to that part of the record, which pertains to the inquiring student.
4. Confidential letters and recommendations placed in their files prior to January 1, 1975, provided these letters were collected under established policies of confidentiality and used only for the purposes for which they were collected.

Review of Record

Any student who desires to review his record may do so upon request to the appropriate office immediately responsible for the record. A student may be required to complete a “Request for Review of Student Record” form.

Procedure to Amend Records

Any student who desires to challenge the accuracy of his/her record should follow the procedure outlined below:

1. Information Review: Follow the procedure as outlined for REVIEW OF RECORD. The custodian of the record shall summarize action taken on “Request for Review of Student Record” form and shall sign and date the form. Within 15 school days of the record custodian’s receipt of a request to amend records, the District shall notify in writing of its decision on the request and, if the request is denied, of their right to a hearing. If a hearing is requested, it shall be held within ten school days after the request is received.
2. Formal Review: If the informal review does not clarify the question of accuracy of record keeping, the student may request a formal review. The Vice President of Instruction shall chair and appoint a committee to hear challenges concerning academic records. The Vice-President of Student Services shall chair and appoint a committee to hear challenges concerning non-academic records.

The student shall be notified in advance of the date, time, and place of the hearing. The chairman, a person who is not responsible for the contested records, shall conduct the hearing. Members of the hearing committee shall not have a direct interest in the outcome of the hearing. The student shall be given a full and fair opportunity to present evidence and may be assisted or represented at the hearing, at his own expense. The student shall be notified of the decision in writing within fifteen school days of the hearing. The decision shall be based solely on the evidence presented at the hearing and shall include a summary of the

evidence and reasons for the decision. If after the hearing the request is refused, the student shall be given a copy of this policy and the opportunity to within thirty school days, place in the record a statement commenting on the information and/or setting forth any reason for disagreeing with the District's decision.

Student Activities

[See FK (Local)]

Off-Campus Speakers/Entertainers

Any organization wishing to invite a speaker or outside entertainer to campus who is not a member of the College community must contact and receive prior approval from the Vice-President of Student Services or designee on other campuses.

Campus Visitors Rules

Visitors are welcome on the campus. However, when undesirable behavior on the part of the campus guest hinders or threatens the normal function of the campus, he/she will be asked to leave the campus, and, if this is not done, he/she will be escorted off campus premise by local law enforcement officials. Violators may be prosecuted under Texas law. The following acts are considered violation of College policy or state and local law.

1. Destroying or defacing property.
2. Disrupting classes or campus activities.
3. Posting or carrying unauthorized signs, posters, leaflets, etc.
4. Disturbing the peace (inside or outside of buildings).
5. Blocking a public passageway.
6. Possessing or being under the influence of any illegal drug or intoxicating beverage.
7. Driving recklessly or in any way endangering the health and well being of others.
8. Loitering (on campus for no apparent purpose or reason).
9. Speaking or behaving in any way that might be considered abusive or indecent.
10. Attempting to organize or promote any unauthorized organizations or activities.
11. Violating any NCTC regulations.

Scheduling Events

A student activities calendar of all college campus activities is maintained in the Office of the Vice-President of Student Services at each campus. It is necessary that all events and activities of the various campus student

organizations/ clubs be approved and cleared in advance to prevent any conflict in activities or in the use of facilities.

Activities that are planned for the college facilities should be scheduled at least two weeks in advance. A faculty or staff sponsor must be present at all activities. Students must remember that all functions on campus are subject to applicable laws and regulations prohibiting alcoholic beverages, drugs, firearms, and so on. Students should remember also that all such functions and events must terminate by midnight, with any variations to be approved in writing by the Vice-President of Student Services.

Admission Fees

When any student organization sponsors a campus function for which an admission fee shall be charged, the proposed fee must be cleared in advance through the Vice-President of Student Services. Faculty-staff sponsors must be present at such functions to oversee the collection of admission fees.

Student Activities: Student Publications

[See FKA (Local)]

Posters/Announcements

College organizations may use the bulletin board in the Snack Bar and Activities Center areas for posting notices, posters, and the like. Posting of such announcements, posters, flyers, and the like, in other locations on campus must be approved in advance by the Vice President of Student Services or designee on other campuses. In addition, materials are subject to the following restrictions:

1. Persons desiring to post an announcement, poster, and the like, must have it initialed "approved" and dated in the office of the Vice-President of Student Services or designee on other campuses.
2. Announcements, flyers, and the like shall not exceed a size of 8-1/2" x 11", and posters may not exceed 24" x 36".
3. Such materials may be posted only in approved locations in each building on campus. Student organizations may check with the Vice-President of Student Services or designee on other campuses. No announcement or poster is to be placed on any general glass or wall space; however, with approval of the responsible faculty or staff member, they may be placed inside office windows or on doors (such as the bookstore.)
4. Posters, announcements, flyers, notices, and the like may remain up for various periods of time in advance of the event they concern (usually a week to 10 days). All shall be removed immediately after the event by an organizational representative. Repeated failure to

remove them may jeopardize the organization's right to post any future notices.

Student Publications

All college-published and financed student publications are required to conform explicitly to the canons of responsible journalism (such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and techniques of harassment and innuendo).

The College reserves the right to insure free and responsible media through the educational process.

Petitions, Handbills and Literature

Each student petition, handbill, or piece of literature shall identify the person or organization distributing it. No person or organization may publicly distribute on District property one or more petitions, handbills, or pieces of literature that are obscene or libelous, or that contain nonpermissible solicitation. Distribution must be conducted so as not to interfere with free and unimpeded flow of pedestrian and vehicular traffic or to disturb or interfere with academic or institutional activities. No person or organization may distribute literature by accosting individuals, or by hawking or shouting. The distributor must clean the area around which the literature was distributed.

It is the policy of North Central Texas College not to participate in, directly or indirectly, (including by means of the publishing or distributing of statements) any political campaign on behalf of or in opposition to any candidate for public office. In the absence of recognition, organizations may not reserve College facilities.

While recognized student organizations may reserve University facilities to conduct organizational meetings, or to sponsor and publicize the appearance of a candidate, no organization or individual may:

1. Use College facilities to raise funds through admissions, fees, contributions, donations, or sale materials or services to benefit a political party, campaign, or candidate.
2. Use College facilities for planning or participating in the operational process of a political campaign.
3. Use organization or College funds to purchase promotional material, pay for campaign ads or contribute in any way to a political campaign.
4. Use organization or College funds to pay honoraria or cover transportation, A/V services, accommodation or meal expenses, for candidates for public office.

Signs

For the purposes of this policy, "sign" shall be defined as billboard, decal, notice, placard, poster, banner, or any kind

of hand-held sign; and "posting" shall be defined as any means used for displaying a sign.

Except for non-permissible signs, as defined herein, a student or registered student organization may publicly post a sign on District property in areas or location designated by the Vice-President of Student Services or designee on other campuses. No object other than a sign may be posted on District property.

Before publicly posting a sign, a student or registered student organization must:

1. Deposit in the Vice-President of Student Services or designee on other campuses' office a copy, photograph, or description of the sign to be posted.
2. Give notice to the Vice-President of Student Services or designee on other campuses, on a form prescribed by the College President, containing the following information:
 - a. The name of the student or organization; and, if an organization, the name of its advisor.
 - b. The proposed general location for posting the sign.
 - c. The length of time the sign shall be posted.
 - d. The signature of the student; or, if an organization, the signature of its authorized representative and the signature of its advisor.
1. Place the date of posting on each sign posted.

A sign may not be attached to:

1. A shrub or plant.
2. A tree, except by string to its trunk.
3. A permanent sign installed for another purpose.
4. A fence or chain or its supporting structure.
5. A brick, concrete, or masonry structure.
6. A statue, monument, or similar structure.

A sign may not be posted:

1. On or adjacent to a fire hydrant.
2. On or between a curb and sidewalk.
3. In a College building except on a bulletin board.

A student or organization shall remove each of its signs not later than 14 days after posting or attaching or, if it relates to an event, not longer than 24 hours after the event to which it relates has ended. At the time of removal, the student or organization shall clean the area around which the sign was posted. No person may remove a sign posted or attached in accordance with this section without permission from the Vice-President of Student Services or designee on other campuses, the student, or the registered student organization.

Non-Permissible Signs

No student or registered student organization may post or carry a sign that:

1. Involves nonpermissible solicitation.
2. Contains material that is obscene or libelous.
3. Is larger than 22 inches by 28 inches, unless authorized by the Vice-President of Student Services or designee at other campuses as appropriate.

Student Activities: Registered Student Organizations

[See FKC (Local)]

An organization in which membership is limited to students, staff, and faculty may become a registered student organization by complying with the registration procedures established by the Vice-President of Student Services (Gainesville), the Associate Dean of Student Services (Corinth) or the Campus Dean (Bowie).

Registration Required

A group composed of seven or more students is entitled to register as a student organization. Approval for registration of an organization on any one campus or center is effective College-wide.

Any student group seeking to use College facilities shall apply to the Vice-President of Student Services or designee at other campuses. The College may require payment for use of District facilities in accordance with Board policy. (See GF)

Each registered student organization has the responsibility to abide by the policies and procedures of the College and local, state and federal laws. Registration does not imply approval of the College of the activities of the registered organization.

Eligibility

A group shall be eligible for registration if:

1. Its membership consists of seven or more students.
2. It does not deny membership to anyone on the basis of sex, handicap, race, nationality, or religion.
3. It has an advisor who is a member of the faculty or staff.
4. It is not under disciplinary penalty prohibiting registration.
5. It conducts its affairs in accordance with College policies, procedure, rules, and regulations, and with local state, and federal laws.
6. Its membership is limited only to students, staff, and faculty of the District.

Application

A group shall apply for recognition as a registered student organization on an official College form. The completed form shall include:

1. The name and mailing address of the proposed organization.
2. The names and signatures of its officers, members, and its advisor.
3. A general description of its purposes.
4. Tentative plans of procedure.
5. Financial structure, dues, if any, and the like.
6. Method of initiation (shall be approved in advance by Vice-President of Student Services).
7. Proposed constitution, bylaws, or equivalent general outline of the organization's structure, purposes, or operation.

The Vice-President of Student Services shall recommend approval or rejection of the application.

Rejection of Application

If the Vice-President of Student Services or designee at other campuses does not approve the application for registration, he/she shall provide the applicant with a copy of a written statement of the reasons for refusal, and the applicant may appeal to the President.

The President may take one of the following actions:

1. Affirm the decision.
2. Reverse the decision.
3. Appoint a committee to conduct a hearing and report its findings to the applicant and the President, who will then take final action. The President's decision may be appealed to the Board.

Rights and Duties

A registered organization shall be entitled to sponsor or present a public performance on College property in accordance with the rules and regulations governing such use.

A registered organization may not advertise or promote events or activities or other functions in a manner that violates the policy on use of College facilities and/or the policy on student discipline and penalties.

Loss of Registration

A registered student organization may have its registered status cancelled by the Vice-President of Student Services or designee at other campuses if it:

1. No longer meets the eligibility requirements set forth herein.
2. Violates the rights/duties of organizations set forth herein.

A student organization whose registered status has been cancelled may appeal to the President, who may take appropriate action regarding the issue.

A registered student organization whose registered status has been cancelled may apply for re-registration not less than four months following the date of such cancellation.

Violations

Violations of College policy shall subject the student organization to disciplinary action or revocation of registration as a student organization.

The President shall require registered student organizations to furnish to the Vice-President of Students at the beginning of each semester a complete list of officers or other representatives of the organization who are authorized to receive official notices, directives, or information from the College on behalf of the organization. The list shall be kept current and accurate by the organization.

At the beginning of each semester, each registered student organization or group must file with the Vice President of Students an affidavit stating that the organization or group does not, and will not accept any member who is not a student or a member of the faculty or staff of the College.

No registered student organization or group may have any person as a member who is not either a student or a member of the faculty or staff of the institution.

A registered student organization whose registration has been revoked by the College President may apply for re-registration not less than six months following the date of such revocation.

Organization Officers

Each organization shall submit a list of officers and members to the Office of the Vice-President of Student Services at the beginning of each academic year.

Use of College Name

The name of North Central Texas College may be used by campus organizations for any event on or off campus ONLY when:

1. The event has been cleared and approved in advance by the Vice-President of Student Services.
2. The organization's faculty/staff sponsors have full knowledge and approval of the event.

Faculty/Staff Sponsors

All student organizations/clubs must have active faculty-staff sponsors who serve as advisors and guides, who help the group to achieve its purposes and who are versed in College policies affecting such groups. Such sponsors accept this role with the understanding that they will:

1. Attend all social functions sponsored by the group.
2. Give counsel and guidance when necessary and when asked and take care not to interfere with or unduly influence organizational plans, policies or activities.
3. Keep themselves informed of the group's activities.

Student Rights and Responsibilities: Student Conduct
[See FLB (Local)]

Definitions

Definitions to be used in this policy shall be as follows:

1. "Vice-President of Student Services" shall mean an administrator bearing that title, or the officer or officers directly responsible for student affairs in the College.
2. A "student" shall mean one who is currently enrolled in the College. These policies and regulations shall also apply to any prospective or former student who has been accepted for admission or readmission to any component institution while he/she is on the campus of any component institution.

Responsibility

Each student shall be charged with notice and knowledge of the contents and provisions of the rules and regulations concerning student conduct.

Specific Conduct Regulations/Restrictions

All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. In addition to activities prohibited by law (see policies FLB (Local)), the following types of behavior shall be prohibited:

1. **Alcoholic or Intoxicating Beverages:** Possession or consumption of alcoholic beverages on campus. [See FLBE] North Central Texas College student organizations are NOT allowed to serve/have alcoholic beverages at their off campus events. Misconduct occurring at events where alcoholic beverages are served may result in revocation of the organization's charter and/or disciplinary action against the individual students involved.
2. **Campus Dress:** Students shall not wear clothing that materially and substantially interferes with normal school operations. Official sponsors/advisors may establish and enforce regulations for dress and

grooming in regard to attendance at college-sponsored extracurricular activities. Such regulations shall be printed and distributed and/or formally announced to participating students at the beginning of a semester or in advance of activities. Student shall not wear clothing that materially and substantially interferes with normal operation **to include “sagging” which is the manner of wearing pants or shorts below the waist that exposes undergarments.** Official sponsors/advisors may establish and enforce etc.

3. **Cell Phone Policy:** Classroom disruption by cell phones or other electronic devices is prohibited. All cell phones and similar electronic devices must remain turned off and out of sight for the duration of class. Electronic devices utilized in a learning context, such as laptops and language interpreters, may be permitted at the professor’s discretion. A student may face a zero and/or failure in the class if an electronic device is used for cheating during a test. Cheating at North Central Texas College is not tolerated and may result in expulsion.
4. **Cheating:** See Scholastic Dishonesty.
5. **Checks:** Students will be notified by certified letter, return receipt requested, of a check to the college returned for “insufficient funds.” If the check is not redeemed within 24 hours of receipt of the notice, the student will be dropped from the rolls. Generally, there will be a charge assessed for all returned checks, and checks shall not be accepted from students who have given bad checks previously.
6. **Children in Classes and Unaccompanied Children:** Minor children of North Central Texas College students are not permitted to attend class with their parents. Furthermore, minor children may not be unaccompanied at any location or property where North Central Texas College classes are taught. If a minor child is brought to the NCTC campus or any location where NCTC classes are taught, the child must be accompanied by an adult at all times. For their safety and welfare, unaccompanied children on the NCTC campus will be escorted to the Office of Student Services and the parents or guardians will be summoned to pick them up immediately.
7. **Controlled Dangerous Substances (Narcotics/Drugs):** The illegal use, possession, and/or sale of a drug or narcotic, as those terms are defined by the Texas Controlled Substances Act, on campus. Violators will be subject to criminal prosecution and to immediate expulsion from the college. [See FLBE]
8. **Destruction of College Property:** Students who deface or damage college property will be required to pay the full cost of all damages, and such students may be subject to disciplinary action. Persons committing acts of vandalism are subject to criminal prosecution.
9. **Debts:** The college is not responsible for any debts contracted by individuals enrolled in the college or by college-sponsored student organizations. The college does expect such individuals and organizations to properly and promptly discharge their financial obligations. Failure to do so could result in disciplinary action against individual students or revocation of organizational charter. (Refer also to “Payment of Accounts”.)
10. **Disorderly Assembly:** It is expressly forbidden for any group of students to gather in such a manner as to incite riot, do violence to any person or property, disrupt the functions of the college, or interfere with teaching, research, administration, or the college’s subsidiary responsibilities through “disorderly conduct” or “disruptive behavior.”
11. **Falsification of Records:** Any student who has been determined to have intentionally falsified official college records shall be subject to immediate suspension or expulsion.
12. **Firearms/Fireworks/Explosives:** The possession on Campus or campus parklots of firearms, fireworks, or explosives by students (or any unauthorized visitor) is strictly prohibited. Any student violating this rule may be suspended or expelled from the college and shall be subject to criminal prosecution.
13. **Gambling:** Gambling in any form is prohibited on campus. Gambling is also an offense punishable under state and federal law.
14. **Hazing:** Hazing in any form is prohibited by the college. Moreover, college-sponsored student organizations that allow hazing as part of their initiation rites (or for any other reason) may have their charters revoked. [See FLBC]
15. **Parking and Traffic:** The college may require that students register and obtain a parking permit/sticker for motor vehicles brought to campus. Students are expected to observe the various restricted parking areas on campus. Spaces marked Staff Faculty, College Vehicle, Reserved, Fire Lane, Loading Zones, etc., are strictly off limits to student vehicles. Parking spaces marked for Disabled Parking are restricted solely to those for whom they are intended. Violators can expect to have their vehicles towed away and are subject to fines under state law. Speed limits for parking lots and access drives on campus are 20 miles per hour, and students should exercise extreme caution at all times because of the large amount of pedestrian traffic in these areas. Recklessness, speeding, and the like may result in disciplinary action.
16. **Payment of Accounts:** Debts incurred by students to the college are expected to be discharged promptly. Failure to settle such accounts within a reasonable time and/or according to established terms may result in

cancellation of the student's enrollment or in the placing of a hold on the student's official record. Such a hold may result in the failure of a student to receive grades, a diploma, obtain an official transcript or re-enroll. Even in cases of suspension from the college the student is still required to discharge the indebtedness or be subject to civil action through the courts.

17. **Petitions:** The circulation of any petition on college property must have the prior approval of the Vice President of Student Services. [See FKA(Local)]
18. **Physical Violence:** The threat or commission of physical violence or the use of abusive or obscene language against any member of the college community is expressly prohibited. Student violators are subject to disciplinary action including possible suspension or expulsion from the college.
19. **Publications (Anonymous):** Any student or students who publish, circulate or aid in circulating anonymous publications on campus jeopardize their enrollment in the college. [See FKA (Local)]
20. **Scholastic Dishonesty:** Scholastic Dishonesty: Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by Board policies. Scholastic dishonesty shall include, but not be limited to:
 - a. Cheating, which shall include:
 - (1) Accepting any unauthorized assistance in taking quizzes, tests, examinations, standardized tests, and the like.
 - (2) Copying from another exam paper before, during, or after the exam.
 - (3) Having someone else take an exam in the student's place or taking the exam for someone else.
 - (4) Collaborating on take-home exams, papers, or assignments where it has been forbidden.
 - (5) Depending upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments.
 - (6) Intentionally giving or receiving unauthorized aid or notes on examinations, papers, or class assignments intended to be individually completed.
 - (7) Dually submitting a paper or project, or resubmitting a paper or project to a different class without express permission from the instructor.
 - (8) Falsifying or fabricating information on official course materials, such as community service forms, attendance sheets, internship documentation, test proctor forms, and the like.

(9) Acquiring, without permission, tests or other academic materials belonging to a member of the College District's faculty or staff.

(10) Obtaining an unadministered test or information about an unadministered test.

b. "Plagiarism", which shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.

"Plagiarism" is further defined as any of the following:

- (1) Turning in someone else's ideas, opinions, theories, or work as one's own.
- (2) Copying words, ideas, or images from someone else without giving credit.
- (3) Failing to put a quotation in quotation marks.
- (4) Giving incorrect information about the source of a quotation or image.
- (5) Changing words but copying the sentence structure of a source without giving credit.
- (6) Copying so many words, ideas, or images from a source that it makes up the majority of one's work, whether the student gives credit or not.

Note: This definition was taken from plagiarism.org with some modification.

c. "Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

21. **Tobacco-Free:** The College District shall be committed to providing a safe and healthy environment for its employees, students, and visitors. In light of findings of the U.S. Surgeon General that exposure to secondhand tobacco smoke and that use of tobacco products are significant health hazards, the Board establishes a tobacco-free environment for the College District. [See CGD(LOCAL)].
22. **Solicitation:** No commercial enterprise will be allowed to operate on campus without prior clearance and approval from the Vice-President of Student Services. Solicitation from outside agents, organizations, salesmen, etc., is rarely permitted. Students are warned not to sign anything an agent or salesman offers until all the fine print has been read, and students are urged to check on all such persons in the Office of the Vice-President of Student Services.
23. **Stealing:** Any student who takes the property of another without right, authority, or prior permission is

guilty of stealing. Stealing is a crime, and thieves are subject to criminal prosecution.

24. **Unauthorized Entry:** Any student who makes unauthorized entry is subject to disciplinary action, and nonstudents may be prosecuted for trespassing and/or breaking and entering. Unauthorized possession of keys to college buildings/facilities also is strictly prohibited.
25. **Unauthorized Holidays:** "Walkouts" or unauthorized holidays are not allowed. In most cases excused absences will be allowed for College-related or college-sponsored activities (such as field trips, attending organizational conventions, etc.) with prior approval from the department chair and instructional dean. Persistent, unjustified absences from classes or laboratories will be considered sufficient cause for college officials to drop a student from its rolls. (For more detailed information regarding attendance regulations, refer to the College Catalog.)
26. **Unauthorized Possession of Examinations:** Any student who illegally obtains, is found in possession of, copies or sells a copy of an examination/test before the test is given will be subject to disciplinary action.
27. **Unlawful Display of Flags:** Under state law (Texas Penal Code 24.09) it is unlawful to display, hoist, raise or place certain flags, standards, colors or ensigns upon or over state college property. Such unlawful action constitutes a misdemeanor; therefore, North Central Texas College students are advised to obtain a copy of the law before displaying certain flags on campus.
28. **Violation of Housing Regulations:** The violation of any of the regulations governing student conduct in College housing may subject the student in question to appropriate disciplinary action, including removal from college housing and/or suspension or expulsion from the college. These rules and regulations governing student conduct in college-owned housing are published and distributed by the Office of the Dean of Student Services.
29. **Weapons:** [See FLBF(Local)]

Discipline

Any student violating this policy shall be subject to discipline, including suspension in accordance with College policies.

Student Conduct: Alcohol and Drug Use

[See FLBE (Local)]

The use of intoxicating beverages shall be prohibited on campus. State law shall be strictly enforced at all times on all property controlled by the District in regard to the possession and consumption of alcoholic beverages.

The possession of alcoholic beverages or drugs is sufficient cause for denying any person entrance to a College function. It is also sufficient cause for the removal of any person from a College function.

A person under the influence of an alcoholic beverage or drug is not to be admitted to a College function. If one is inadvertently admitted, he/she is to be removed when his/her condition is observed.

This policy is to be enforced by properly deputized law enforcement officers and/or authorized College personnel.

Prohibitions

No student shall possess, use, transmit, or attempt to possess, or be under the influence of (legal intoxication not required), any of the following substances on school premises during any school term or off school premises at a school-sponsored activity, function, or event:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

The transmittal, sale, or attempted sale of what is represented to be any of the above listed substances is also prohibited under this policy.

Exception

A student who uses a drug authorized by a licensed physician through a prescription specifically for that student's use shall not be considered to have violated this rule.

Violation

Students who violate this policy shall be subject to appropriate disciplinary action.

NOTICE: Such disciplinary action may include referral to drug and alcohol counseling or rehabilitation programs or student assistance programs, probation, suspension, expulsion, and referral to appropriate law enforcement officials for prosecution.

Student Complaints: Sexual Harassment

[See FDE (LOCAL)]

Sexual Harassment by Students

Students shall not engage in sexual harassment toward another student or a District employee.

What is the College District policy concerning sexual misconduct?

The College District forbids employee conduct constituting sexual harassment of students. The College District forbids students from engaging in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a College District employee.

What is sexual harassment?

Sexual harassment of a student by an employee includes any unwanted or unwelcome sexual advances, requests for sexual favors, and other verbal (oral or written), physical, or visual conduct of a sexual nature. It also includes such activities as engaging in sexual oriented conversations for purposes of personal sexual gratification, telephoning a student at home or elsewhere to solicit inappropriate social relationships, physical contact that would be reasonably construed as sexual in nature, and enticing or threatening a student to engage in sexual behavior in exchange for grades or other school-related benefit.

What laws address sexual harassment of students?

Sexual harassment or abuse of students by College District employees may constitute discrimination on the basis of sex and is prohibited by Title IX (the federal law prohibiting gender-based discrimination by schools that receive federal funds).

What will the College District do when it learns of sexual harassment of a student?

When a college administrator receives a report that a student is being sexually harassed or abused, he or she will initiate an investigation and take prompt action to intervene.

What do I do if I have been sexually harassed at college?

A student who has a complaint alleging sexual harassment by other student (s) or sexual harassment by an employee may request a conference with the appropriate administrator or designee, or the College District's Title IX coordinator. The conference will be scheduled and held as soon as possible, but within seven calendar days. The appropriate administrator or the Title IX coordinator will coordinate an investigation. Oral complaints should be reduced to writing to assist in the College District's investigation.

A complaint may also be filed separately with the Office of Civil Rights:

Regional Director
Office of Civil Rights, Region VI
1999 Bryan Street, Suite 2600
Dallas, Texas 75201

Telephone: (214) 880-2459

Fax: (214) 880-3082 • TDD: (214) 880-2456

Who is the Title IX coordinator and how do I contact that person?

The Title IX coordinator for the College District is:

Vice-President of Student Services
1525 W. California Street
Gainesville, Texas 76240
Telephone: (940) 668-4240

The Title IX coordinator is a College employee who has the responsibility to assure College District compliance with the requirements of Title IX. The coordinator will investigate or oversee an investigation of a complaint alleging violations of Title IX.

The College District has adopted complaint procedures for handling Title IX complaints, which may be obtained from the appropriate administrator or Title IX coordinator. The student may be accompanied by an advisor throughout the complaint process.

Will my complaint be confidential?

To the greatest extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation.

What if I am not satisfied with the College District's resolution of my complaint?

If the student is not satisfied with the College District's initial response to the complaint, he or she has seven calendar days to request a conference with the College President or designee, which will schedule and hold a conference. Prior to or at the conference, the student must submit a written complaint that contains a statement of the complaint; any evidence to support the complaint; the resolution sought; the student's and/or student (s) signature; and the date of the conference with the appropriate administrator.

If the student considers the resolution unsatisfactory, he or she may request that the Board of Regents hear the complaint at its next regular meeting, in accordance with policy BD (Local). The Board will hear the complaint in closed meeting, unless otherwise required by the Texas Open Meetings Act. At the conclusion of the hearing, the Board will decide what action it deems appropriate.

Student Conduct: Weapons

[See FLBF (Local)]

A student shall not intentionally, knowingly, or recklessly possess or go onto school premises with any prohibited weapon, as defined below, unless pursuant to written regulations or written authorization of the District. Penal Code 46.03 (a)

Prohibited weapons are defined as follows:

1. A firearm (any device designed, made and adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use). Penal Code 46.03 (s), 46.01 (3)
2. An illegal knife (hand instrument designed to cut or stab another by being thrown, dagger, bowie knife, sword, spear). Penal Code 46.03 (a), 46.01 (6)
3. An explosive weapon (any explosive or incendiary bomb, grenade, rocket, or mine that is designed, made or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the principal purpose of causing such as loud report as to cause undue public alarm or terror, and includes a device designed, made, or adapted for delivery or shooting an explosive weapon). Penal Code 46.01 (2)
4. A machine-gun (any firearm that is capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger). Penal Code 46.01 (9)
5. A short-barrel firearm (rifle with a barrel less than 16 inches or a shotgun with a barrel of less than 18 inches, or any weapon made from a rifle or shotgun that, as altered, has an overall length of less than 26 inches). Penal Code 46.01 (10)
6. A switchblade knife (any knife with a blade that folds, closes or retracts into the handle or sheath and that opens automatically by pressing a button or by the force of gravity or centrifugal force). Penal Code 46.01 (11)
7. Knuckles (any instrument consisting of finger rings or guards made of a hard substance that is designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles). Penal Code 46.01 (8)
8. Armor-piercing ammunition (handgun ammunition that is designed primarily for the purpose of penetrating metal or body armor and to be used primarily in pistols and revolvers). Penal Code 46.01 (12)
9. A chemical-dispensing device (other than a small chemical dispenser sold commercially for personal protection), that is designed, made or adapted for the purpose of causing an adverse psychological or physiological effect on a human being. Penal Code 46.01 (4)
10. A zip gun (a device or combination of devices that was not originally a firearm and is adapted to expel a projectile through a smoothbore or rifled-bore barrel by using the energy generated by an explosion or burning substance). Penal Code 46.01 (16)

11. A club (an instrument specifically designed, made or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, including a blackjack, nightstick, mace, and tomahawk). Penal Code 46.01 (1), Penal Code 46.05 (a)

Student Conduct: Disruptions

[See FLBH (Local)]

Disorderly Conduct

Disorderly conduct shall include any of the following activities occurring on property owned or controlled by the College or at College-sponsored functions:

1. Behavior of a boisterous and tumultuous character such that there is a clear and present danger of alarming persons where no legitimate reason for alarm exists.
2. Interference with the peaceful and lawful conduct of persons under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
3. Violent and forceful behavior at any time, such that there is a clear and present danger that free movement of other persons will be impaired.
4. Behavior involving personal abuse or assault when such behavior creates a clear and present danger of causing assaults or fights.
5. Violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
6. Willful and malicious behavior that interrupts the speaker of any lawful assembly or impairs the lawful right of others to participate effectively in such assembly or meeting when there is reason to believe that such conduct will cause or provoke a disturbance.
7. Willful and malicious behavior that obstructs or causes the obstruction of any doorway, hall, or any other passageway in a District building to such an extent that the employees, officers, and other persons, including visitors, having business with the District are denied entrance into, exit from, or free passage in such building.

Violations

Any student participating in a violation of this policy may be subject to suspension or expulsion from the College. In such situation, the President or his/her designated representatives have the responsibility to determine when conditions cited above prevail, and they will have the authority to take such steps as deemed necessary and reasonable to quell or prevent such disruption.

Student Rights and Responsibilities: Student Complaints

[FLD (Local)]

Exclusions

Student complaints regarding discipline and sexual harassment are covered by separate procedures. [See FMA and FLDA, respectively]

Purpose

The purpose of this policy is to secure at the first possible level prompt and equitable resolution of student complaints, including those alleging discrimination on the basis of race, religion, color, sex, age, national origin, or disability.

Representation

The student may be represented at any level of the complaint.

Discussion of Complaint

If the complaint involves a problem with an instructor, the student shall discuss the matter with the instructor before requesting a conference with the department chair at Level One. If the complaint involves a grade received, the student shall collect all tests, papers, daily assignments, class notes and other relevant material prior to the conference with the instructor in question.

Level One

A student who has a complaint shall request a conference with the department chair, or counselor or Student Services, whichever would be most appropriate for the occasion, who shall schedule and hold a conference with the student.

Level Two

If the outcome of the conference with the department chair, Student Services, or counselor is not to the student's satisfaction, the student has 15 calendar days to request a conference with the appropriate instructional dean, Associate Dean of Student Services (Corinth), or Vice-President of Student Services, as appropriate, or designee(s), who shall schedule and hold a conference. Prior to or at the conference, the student shall submit a written complaint that includes a statement of the complaint and any evidence in its support, the solution sought, the student's signature, and the date of the conference with the department chairman or student services counselor.

Level Three

If the outcome of the conference with the Dean is not to the student's satisfaction, the student has 15 calendar days to

request a conference with the Vice-President of Instruction, who shall schedule and hold a conference. Prior to or at the conference, the student shall submit the written statements required at Level Two and the date of the conference with the vice-president.

Level Four

If the outcome of the conference with the Vice President of Instruction is not to the student's satisfaction, the student has 15 calendar days to request a conference with the College President or designee, who shall schedule and hold a conference. Prior to or at the conference, the student shall submit the written statements required at Level Three and the date of the conference with the vice-president.

Level Five

If the outcome of the conference with the College President or designee is not to the student's satisfaction, the student may submit to the College President a written request to place the matter on the Board of Regents meeting agenda.

The College President or designee shall inform the student of the date, time, and place of the meeting. The Board President shall establish a reasonable time limit for complaint presentations. The Board shall listen to the student's complaint and take whatever action it deems appropriate.

The Board's consideration shall be based on the complaint records developed at the administrative reviews and no new evidence shall be received by the Board. Each side shall be entitled to make oral arguments based on the complaint record within the time restrictions established by the Board.

Closed Meeting

the complaint involves or relates to an employee, it shall be heard by the Board in a closed meeting unless the employee requests it to be public.

Discipline and Penalties

[FM (Local)]

Disciplinary Actions

Following are the types of disciplinary actions which may be invoked against students who are considered to be in violation of any of the College policies or regulations:

1. Reprimand – A verbal or written warning to the student following the commission of a minor rule violation. Repetition of such misconduct may result in more severe disciplinary action.
2. Probation – The placing of a student on notice that continued infraction of regulations may result in the consideration of suspension or expulsion from the College. Such probation may include social and

behavioral restrictions upon the student in question. Probation may be for a specified length of time or for an indefinite period according to the relative severity of the infraction or misconduct.

3. Suspension – Forced withdrawal from the College for either a definite period of time or until stated conditions have been met. Normally, suspension shall extend through a minimum of one regular long semester (with summer sessions not counting in the one semester minimum time lapse). However, suspension may exceed the one semester minimum.
4. Expulsion - Permanent forced withdrawal from the College. A student receiving disciplinary expulsion shall have the action noted in his/her permanent record.
5. When cheating, collusion, or plagiarism has occurred beyond any reasonable doubt, the instructor may give the student or students involved an “F” on a particular assignment or in the course. [See Scholastic Dishonesty FLB(Local)] The instructor shall make a written report of the incident and of the planned action to his Department Chair. The Department Chair shall report the incident and action to appropriate instructional dean who shall review the case, notify the student and, if necessary, take further action. This may involve either probation or suspension of the student or students in question. If such disciplinary action is deemed necessary, the Vice-President of Student Services shall be notified, and the action shall be taken through that office.

The five disciplinary actions listed above shall be considered as separate entities. No progression from one level to another is either intended or implied. Repeated infraction or misconduct of a minor nature may lead to more severe disciplinary actions. When the Vice-President of Student Services (herein referred to as the “Vice-President”) receives information that a student has allegedly violated a College policy or administrative rule, the Vice-President shall investigate the alleged violation. After completing a preliminary investigation, the Vice-President may:

1. Dismiss the allegation.
2. Summon the student for a conference. At this point the Vice-President shall notify the student of the right to be represented by a person of his/her own choice. If the student wishes to be assisted by a representative, the conference shall be postponed up to forty-eight hours until the representative can be present; otherwise, the conference shall continue. After conferring with the student, and/or the representative if necessary, the Vice-President shall:
 - a. Dismiss the allegation.
 - b. Determine whether there is a preponderance of evidence that the student is guilty of alleged misconduct and proceed accordingly.

3. Decide upon and notify the student in writing of the appropriate disciplinary action. Prior to the commencement of suspension/expulsion, explain the appeal procedures to the Student Services Advisory Committee.

Immediate Disciplinary Action

The Vice-President of Student Services or designee, may take immediate disciplinary action, including suspension against a student for policy violations if the continuing presence of the student poses a danger to persons or property or an ongoing threat of disrupting the academic process.

Any student who fails to comply with the official and proper order of a duly designated College official, acting within the scope of his employment, will be subject to immediate suspension from the College. If immediate disciplinary action is taken, the student shall be summoned to a conference with the Vice-President of Student Services who shall proceed accordingly.

Suspended or Expelled Students

No former student who has been suspended or expelled for disciplinary reasons from the College shall be permitted on any campus or other facilities of the College during the period of suspension or expulsion without the prior written approval of the College President or a designated representative.

Students who are suspended or expelled may be asked to vacate the campus premises immediately, particularly in cases where a duly authorized administrative official can show due cause to believe that such action is necessary to protect life, health and/or property or to maintain reasonable order.

Disciplinary Record

The College shall maintain for every student who has been charged with serious misconduct at the College, a permanent written disciplinary record that shall reflect the nature of the charge, the disposition of the charge, the penalty assessed, if any, and any other pertinent information. The disciplinary record shall be separate from the student’s academic record and shall be treated as confidential, and the contents shall not be revealed except upon request of the student or in accordance with applicable state or federal laws. The disciplinary record is normally retained for five years following the student’s graduation or termination from the College. Probationary letters may be removed upon written request of the student after terms of the probation have been completed.

Discipline and Penalties: Discipline Hearing Procedure

[FMA (Local)]

In cases in which the accused student is subject to suspension or expulsion, the student may appeal the decision of the Vice-President of Student Services to the Student Services Advisory Committee. No other disciplinary action may be appealed to the committee.

Notice

The Vice-President of Student Services (herein referred to as the "Vice-President") shall notify the student concerned by letter of the date, time, and place for the hearing, which shall take place not fewer than three class days after the date of the letter.

The notice shall be in writing, shall state the time and place of the hearing, and shall state the nature of the evidence and the names of any witnesses whose testimony may be used against the student. The notice shall also state the potential punishment.

Hearing Committee

The Student Services Advisory Committee shall provide the student a hearing at which the student is afforded due process, which shall include the following:

1. Prior notice of the charges and the proposed sanctions so as to afford a reasonable opportunity for preparation.
2. Right to a full and fair hearing before the Committee.
3. Right to a representative or legal counsel.
4. Opportunity to testify and to present evidence and witnesses in his defense.
5. Opportunity to examine the evidence presented by the College administration and to question the administration's witnesses.
6. Right to challenge the impartiality of the members of the committee. Impartiality is defined as a person who has no personal stake in the outcome of the proceedings and who is not a witness to the events.
7. Right to make a record of the hearing at his own expense.

Failure to Comply With Notice

The Vice-President may suspend or impose other appropriate penalty upon a student who fails without good cause to comply with a letter of notice or, at the discretion of the Vice-President, the Vice-President may advise the Student Services Advisory Committee to proceed with the hearing in the student's absence.

Decision

The hearing committee shall render a written decision as to the accused student's guilt or innocence of the charges and shall set forth findings of facts in support of the charges. Decisions shall be rendered only on the preponderance of

evidence presented. The penalty shall also be stated in the decision. The Vice-President shall administer the penalty, if any.

Appeal

The College President, upon application of the disciplined student within thirty days of the committee decision, may review the decision of the hearing committee and upon review, affirm, modify, or reverse the lower decision. The College President shall notify the student of his decision in writing within fifteen days of receiving the application for review.

Exhibit A

ALCOHOL

Consumption or possession by a minor. (Sec. 106.04 and 106.05)

Purchasing for or furnishing alcohol to a minor. (Sec. 106.06)

Public intoxication. (Texas Penal Code, Sec. 42.02)

OTHER DRUGS

Drug possession

CRIME & PENALTY

Misdemeanor 1st violation: \$25 to \$200 fine.
2nd offense: Not less than \$500.

Misdemeanor: \$100 to \$500 fine.

Class C Misdemeanor: Up to \$500 fine.

CRIME & PENALTY

Varies according to placement of the drug on schedules and in possession: Up to \$10,000 fine and 5 to 99 years in jail.

Penalties for drug possession are governed by the Texas Health & Safety Code, Subtitle C. Specific penalties may vary depending on the type of drug and amount.

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