

**ALVIN  
COMMUNITY  
COLLEGE**



**CATALOG 1997-1998**



# ALVIN COMMUNITY COLLEGE CATALOG

ANNOUNCEMENT OF COURSES FOR 1997-98  
VOLUME 48, No. 1 AUGUST 1997

#### APPROVED AND ACCREDITED BY:

ALVIN COMMUNITY COLLEGE IS ACCREDITED BY THE  
COMMISSION ON COLLEGES OF THE SOUTHERN  
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TO AWARD ASSOCIATE DEGREES AND CERTIFICATES.

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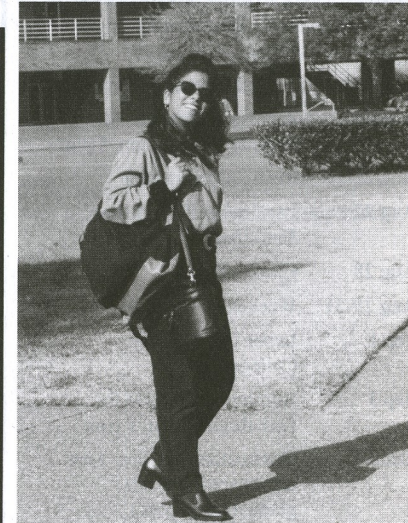
TEXAS HIGHER EDUCATION COORDINATING BOARD,  
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ALVIN COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY  
INSTITUTION AND DOES NOT DISCRIMINATE AGAINST  
ANYONE ON THE BASIS OF RACE, RELIGION, COLOR, SEX,  
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ANY OF THE REGULATIONS, SERVICES, OR COURSE  
OFFERINGS APPEARING IN THIS CATALOG MAY BE  
CHANGED WITHOUT PRIOR NOTICE. THE REGULATIONS  
APPEARING HERE WILL BE IN FORCE STARTING WITH THE  
1997 FALL SEMESTER.



*Welcome to ACC!*

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# ACADEMIC CALENDAR

Students must refer to more detailed calendars included in each semester's class schedule.

## FALL SEMESTER 1997

Jul 29-30	Early Registration
Aug 13	Dolphin Preview: New student orientation
Aug 20	Admission deadline for Regular Registration, 5 p.m.
Aug 25-26	Regular Registration
Aug 27	Faculty/Staff Workshop, 8am-3pm
Aug 28	Classes Begin
Aug 29-31	Weekend Classes Begin
Sep 1	Labor Day Holiday: College closed
Sep 3	Admission deadline for Late Registration, 5 p.m.
Oct 6	Graduation Deadline: Last day to apply for fall graduation (5 p.m.)
Nov 11-12	Early Registration for Spring 1997
Nov 21	Last Drop Date: Records Office, 5 p.m.
Nov 26-30	Thanksgiving Holidays
Dec 5-7	Weekend Classes End
Dec 11	Classes End
Dec 12-14	Finals for Weekend Classes
Dec 12, 15-17	Final Exams
Dec 17	Dolphin Preview: New student orientation
Dec 22- Jan 4	Winter Break: College closed



*In addition to regular semesters, ACC offers special mini semesters.*

## SPRING SEMESTER 1998

Jan 5	College Reopens
Jan 8	Admission deadline for Regular Registration, 5 p.m.
Jan 12-13	Regular Registration
Jan 14	Faculty/Staff Workshop, 8am-3pm
Jan 15	Classes Begin
Jan 16-18	Weekend Classes Begin
Jan 20	Admission deadline for Late Registration, 5 p.m.
Feb 26-28	TCCTA Convention - Dallas: No classes after 1 p.m. Thursday and no day classes on Friday. (Weekend Classes on Friday evening and Saturday will meet.)

Mar 3	Graduation Deadline: Last day to apply for graduation and to order graduation regalia
Mar 16-22	Spring Break: College closed
Apr 7-8	Early Registration for Summer 1 & Summer 12-week
Apr 10-13	Spring Holidays: College closed
Apr 17	Last Drop Date: Records Office, 5 p.m.
May 5	Classes End
May 6-8, 11	Final Exams
May 8-10	Final Exams: Weekend classes only
May 14	Commencement

## SUMMER 1998

### FIRST SESSION

May 20	Admission deadline for Regular Registration
May 26	Regular Registration: Summer 1 and Summer 12-week
May 25	Memorial Day Holiday: College closed
May 27	Classes Begin
May 27-28	Late Registration / Schedule changes
May 28	Admission deadline for Late Registration
May 28	Audit Registration
Jun 18	Last Drop Date (Summer 1 classes): Records Office, 5 p.m.
Jun 22	Graduation Deadline: Last day to apply for August graduation
Jul 1 only	Classes End: 6-week classes
Jul 2 only	Final Exams: 6-week classes

### SECOND SESSION

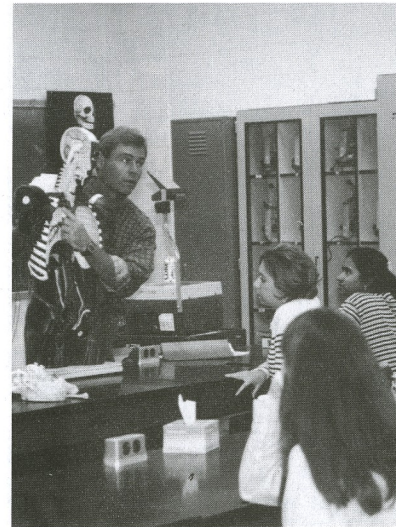
July 2	Admission Deadline for Regular Registration
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Jul 7	Regular Registration: Summer 2
Jul 8	Classes Begin
Jul 8	Late Registration/Schedule Changes
Jul 8	Admission deadline for Late Registration
Jul 8	Audit Registration
Jul 30	Last Drop Date (Summer 12-week and Summer 2 classes): Records Office, 5 p.m.
Aug 11	Classes End: 12-week classes
Aug 12-13, 17-18	Final Exams: 12-week classes
Aug 12	Classes End: 6-week classes
Aug 13	Final Exams: 6-week classes





# GENERAL INFORMATION



*Academic excellence has been a standard at ACC for 49 years.*

## HISTORY

The Alvin Community College District was approved by the qualified voters of the Alvin Independent School District on November 2, 1948. From its inception until the 1971-72 academic year, the College was administered by officials of the Alvin Independent School District. The 1971-72 academic year marked the beginning of a new era in the history of Alvin Community College. A separate administration, tax district, and College Board were established to assume the management, control, and operation of a newly created Alvin Junior College District.

Initially, when the College and public schools were in the same system, the College was part of Alvin High School. The first classes began on September 12, 1949, in facilities which grouped grades 11 through 14 in one building and which placed Alvin under a system known as the 6-4-4 plan. One of the more important changes in the program of Alvin

Community College was the building of a separate physical plant for academic work at the college level and dropping of the 6-4-4 plan in favor of a 6-3-3-2 arrangement. The college program was strengthened by additional facilities, by an enlarged faculty, and by successfully meeting the standards of the Southern Association of Colleges and Secondary Schools (1959). Alvin Community College moved to its present campus in the summer session of 1963.

By a vote of both the original district and voters of adjoining territories, the college district was enlarged to nearly twice its geographical size in 1974. Then, in the spring of 1975, an \$8 million bond issue was approved, providing funds for the facilities necessary to meet an expanding enrollment.

The enrollment of Alvin Community College has grown from 134 students in 1949 to a record high of 4404 in 1988. During this period of growth, Alvin Community College has had five presidents:

- Mr. A.G. Welch . . . . . 1949-1954*
- Dr. A.B. Templeton . . . . . 1954-1964*
- Mr. D.P. O'Quinn . . . . . 1964-1971*
- Dr. T.V. Jenkins . . . . . 1971-1976*
- Dr. A. Rodney Allbright . . . . . 1976 to present*

## PHILOSOPHY

We believe in the dignity and worth of all individuals. Learning is a lifelong process, and all individuals should have opportunities for lifelong education. Education should help people develop, to their maximum capacity, technical excellence, occupational proficiency, and academic ability. Education should also provide for personal enrichment. To prosper in a complex and changing society, each individual must learn to think independently, value logical and tested conclusions, develop problem-solving abilities, and function effectively with other people. Competent performance contributes significantly to individual health and



happiness and benefits the organizations and communities in which individuals work and live. Alvin Community College is an integral part of the community it serves, and it must respond to identified needs and interests. In delivering educational services, we believe that there is no substitute for the pursuit of excellence.

### MISSION

Alvin Community College is a public, two-year, comprehensive community college with a strong educational heritage and a continuing emphasis on providing quality educational experiences for all of its students.

The College seeks to implement its philosophy by providing quality post-secondary educational services, including technical, college transfer, and adult programs, for all those who can benefit from them, as well as quality technical program opportunities for area secondary students.

The College also seeks to provide accessible educational services, through varied formats and schedules and full- and part-time programs, which address a wide spectrum of individual needs and abilities, along with educational programming related to the economic and employment realities of the area served, and to offer expanded career options through cooperation with industry, business, professions, government, and other educational institutions.

In addition, the College seeks to offer comprehensive programs which integrate communications, math, science, humanities, interpersonal skills, and reasoning.

Further, the College seeks to provide students the opportunity to develop skills needed to enter and succeed in college programs through continuing opportunities to extend and upgrade skills, knowledge, and interests; through testing, evaluation, and counseling to allow students to make informed decisions regarding their abilities, achievements, and



*The Fine Arts Center includes rehearsal rooms, a recording studio, and theatre/auditorium.*

behavior; and through experiences to develop personal, social, and cultural dimensions.

The College is accountable for its mission within the limitations of its physical and financial resources.

### INSTITUTIONAL GOALS

To fulfill its stated mission, the College has established specific goals that are modified as needed to meet changing circumstances. These goals are:

- To provide technical instruction to meet the demands for technicians, skilled craftsmen, and semiprofessional workers.
- To provide first and second year courses in the arts and sciences and pre-professional curriculums that transfer to senior institutions.
- To offer developmental courses that improve the basic skills of students

whose academic foundations need strengthening.

- To provide individuals of all ages and levels of education with a wide range of opportunities for extending or diversifying their learning experiences.
- To provide professional assistance in helping students achieve educational, occupational, and personal goals.
- To provide student activities to supplement formal learning through extracurricular development of social, recreational, and cultural aspects of the total college experience.
- To provide special programs and services to meet the particular training requirements of new or expanding occupations and to provide constructive responses for the changing needs of the community.
- To provide activities and training for the continuous professional growth and competency of all college employees.
- To provide support to instructional and student services personnel.

### FACILITIES

The main campus of Alvin Community College, situated on 113 acres in Alvin, Texas, consists of sixteen buildings: Learning Resources Center, Fine Arts Center, Health and Paramedical Technologies Center, Business and Industrial Technologies Center, Student Center, Physical Fitness Center, Liberal Arts Building, Natural Sciences Building, Occupational Technical Building, Court Reporting Center/KACC Radio-T.V. Building, Nolan Ryan Center, Maintenance Complex, Transportation Center, and Storage Complexes.

The first floor of the Learning Resources Center contains the Computer Center, Office of the Associate Dean of Student and Instructional Services, Counseling and Testing Center, Financial Aid and Placement

Office, Records Office, Veterans and Graduation Offices, Business Office, Communications Center, and Media Center. The second floor houses the Learning Lab, classrooms, the Library, and offices for the Physical Plant, GED, and various faculty. The Fine Arts Center contains facilities for the Music Department, Drama Department, and Art Department. Facilities include studios, rehearsal rooms, offices, an art gallery, and the theater/auditorium.

The Health and Paramedical Technologies Center contains offices, classrooms and laboratories for all health-related departments. An Early Care and Education Laboratory School is also located in the building. The lower floor houses the offices of the Dean of Technical Programs. In addition to the many classrooms and offices located in the Business and Industrial Technologies Center, laboratories are provided for the various programs in the area. Facilities include an open-concept office administration lab and a fashion merchandising window display unit. Facilities for instruction in industrial programs include an electronics lab, auto mechanics lab, and a welding lab and fabrication shop.

The Student Center consists of the Texas Room (a student lounge), the Brazos Room (a conference/dining room), a gameroom, Student Activities offices, the cafeteria, and the College Store.

The Physical Fitness Center includes the athletic offices, the gym, two weight rooms, four racquetball courts, saunas, dressing rooms, lockers, eight tennis courts, a baseball field, two-mile jogging track, a soccer/football field, a softball field, and related fitness equipment.

The Liberal Arts Center contains classrooms, faculty offices, the offices of the Dean of Instruction, Student and Community Services, the University Parallel Division Chairs, and the Associate Dean of Continuing Education and Evening Programs, the Continuing Education Office, and the language lab.





*The Nolan Ryan Center for Continuing Education is the most recent addition to the ACC campus.*

The Natural Sciences Building houses seven physical science laboratories, faculty offices, and a greenhouse. The Occupational Technical Building includes a drafting lab/classroom, two additional laboratories, six classrooms, faculty offices, and the Criminal Justice Training Center. The Court Reporting Center/KACC Radio-TV building is the operational center for 89.7 KACC, a federally licensed FM radio station and student laboratory.

The Nolan Ryan Center for Continuing Education is the newest addition to the campus. The 12,000 square foot Center was built by the Nolan Ryan Foundation and donated to the College in 1996. The building contains office space and classrooms for the College's Business Resource Center and has a community room that seats 200 people. The remaining portion of the building will house the Nolan Ryan baseball exhibit center.

There is parking space on campus for approximately 1,940 vehicles.

Continuing Education classes are taught on campus and at various locations throughout the surrounding communities.

#### ACCREDITATION

Documentation on Alvin Community College is available in the Office of the Associate Dean of Student & Instructional Services.

#### PUBLIC NOTICE & COMPLIANCE STATEMENTS

**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. 95-256), Alvin Community 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:

Alvin Community College complies with Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112) and with the Americans With Disabilities Act (P.L. 101-336), and does not discriminate on the basis of a disability in the areas of admission, accessibility, treatment and employment. Individuals with disabilities, as defined under the law, who are otherwise qualified to meet the institution's academic and employment requirements will be provided with a variety of academic services and resources. ACC supports efforts in making the campus more accessible and encourages students with disabilities to participate in all activities. Students seeking assistance should contact the Counseling Center. Information concerning college practices as they relate to Section 504 and ADA should be directed to the Associate Dean of Student & Instructional Services.

**Access To Programs:** Admission to College programs is based on requirements outlined in this catalog.

Alvin Community College will take steps to assure that lack of English language skills will not restrict admission to and participation in its programs.

For information about your rights and grievance procedures, contact the Associate Dean of Student and Instructional Services, 281/388-4623, or the Director of Personnel, 281/388-4764, at 3110 Mustang Road, Alvin, Texas 77511-4898.

La admisión a los programas del colegio se efectúa a base de los requisitos descritos en este catálogo. Alvin Community College tomará medidas para asegurar que el desconocimiento del idioma inglés no sea obstáculo a la admisión a todos los programas. Para información sobre los derechos o los procedimientos para presentar quejas, comuníquese con el Decano de Estudiantes al número 281/388-4623 o con la Directora de Personal al número 281/388-4764, dirección 3110 Mustang Road, Alvin, Texas 77511-4898.

#### 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. See "Relevance of Directory Information" section in this catalog.

**Religious Holy Days:** In compliance with Texas Education Code, Section 51.911, Alvin Community College allows a student who is absent from class for the observance of a religious holy day to make up the class work for that day within a reasonable time after the absence. Students who intend to be absent for religious holy days must file forms for this purpose (available in the Counseling Center) by the 15th calendar day of the semester.

**Illegal Drugs:** In compliance with HR 253/SR 645, 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 Associate Dean of Student and Instructional 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 Alvin Community College policy on HIV infection and AIDS is available in the office of the Associate Dean of Student and Instructional Services. The educational pamphlet on AIDS developed by the Texas Department of Health is available in the Counseling Center and in brochure racks throughout the campus.

For information about your rights or about grievance procedures, contact the Associate Dean of Student and Instructional Services, Alvin Community College, 3110 Mustang Road, Alvin, Texas 77511-4898, 281/388-4623.





*Plays produced by the Department of Speech & Drama are enjoyed by students and community throughout the year.*

#### INTERPRETATION OF CATALOG

The administration of Alvin Community College acts as final interpreter of this catalog. The College may change requirements and regulations as necessitated by college or legislative action. For the purpose of administering the College, class schedules published in the fall, spring, and summer are considered implementation of College policy and an extension of this catalog.

### ALVIN COMMUNITY COLLEGE PHONE LISTING

281/331-6111 (For numbers not listed)

#### ADMINISTRATIVE OFFICES

President .....	388-4612
Administrative Coordinator .....	388-4614
Dean of Administrative Services .....	388-4606
Dean of Instruction, Student and Community Services .....	388-4659
Dean of Technical Programs .....	388-4730
Associate Dean of Student and Instructional Services .....	388-4623
Associate Dean of Continuing Education and Evening Programs .....	388-4682
Division Chair of English & Fine Arts .....	388-4665
Division Chair of Social Sciences .....	388-4668
Division Chair of Math & Sciences .....	388-4663
Division Chair of Legal & Public Service Programs .....	388-4865
Division Chair of Business & Industry Programs .....	388-4698
Division Chair of Technical Programs .....	388-4826
Director of Computer Services .....	388-4652
Director of Counseling and Testing .....	388-4631
Director of Fiscal Affairs .....	388-4712
Director of Food Services .....	388-4791
Director of Personnel .....	388-4764
Director of Physical Plant .....	388-4743
Director of Research, Planning and Development .....	388-4857
Director of Sports and Human Performance .....	388-4706

#### DEPARTMENTAL AND STAFF OFFICES

Accounting/Business .....	388-4784
Admissions Information .....	388-4636
Aerospace Technology .....	388-4831
Agriculture .....	388-4846
Air Conditioning/Refrigeration /Heating .....	388-4826
Art .....	388-4792

Biology .....	388-4846	Respiratory Care .....	388-4695
Business Office .....	388-4712	Retail Management & Marketing .....	388-4808
Cafeteria .....	388-4791	Social Sciences .....	388-4668
Campus Police .....	388-4800	Speech .....	388-4724
Chemistry .....	388-4780	Sports & Human Performance .....	388-4706
Child Care Center .....	388-4748	Student Activities Office .....	388-4698
Communications .....	388-4675	Student Employment/ Financial Aid Office .....	388-4630
Computer Center .....	388-4651	Technical Programs .....	388-4730
Computer Science .....	388-4826	Testing/Counseling Center .....	388-4636
Continuing Education Office .....	388-4681	Theatre Box Office .....	388-4727
Court Reporting .....	388-4817	Vocational Nursing .....	388-4693
Counseling Center .....	388-4636	Welding .....	388-4826
Criminal Justice .....	388-4751	Services for Students with Disabilities Voice .....	388-4636
Drafting .....	388-4865	TDD .....	388-4913
Drama .....	388-4724		
Electronics .....	388-4803		
English .....	388-4665		
Financial Aid Office .....	388-4630		
Fitness Center .....	388-4706		
Foreign Language .....	388-4879		
Geology .....	388-4805		
Horticulture .....	388-4846		
KACC Radio-TV .....	388-4772		
Legal Assistant .....	388-4786		
Library .....	388-4645		
Management Development .....	388-4698		
Mathematics .....	388-4663		
Media Center .....	388-4732		
Medical Laboratory Technology .....	388-4696		
Mental Health .....	388-4793		
Music .....	388-4792		
Nursing .....	388-4688		
Off-Campus Housing Information .....	388-4636		
Office Administration .....	388-4810		
Physical Plant Operations .....	388-4743		
Physics .....	388-4805		
Public Relations Office .....	388-4614		
Reading .....	388-4841		
Record's Office Admission & Enrollment Application Status .....	388-4619		
FAX .....	388-4926		
Graduation/Transfer Evaluation .....	388-4621		
Transcript Service .....	388-4615		
Veteran's Certification Services .....	388-4615		





## ACADEMIC POLICIES & REGULATION

### ADMISSION

To apply or re-apply or to request information in person, visit the Counseling Center. Correspondence regarding admission should be addressed to the Records Office.

Alvin Community College is an open admission institution. However, admission to the College does not guarantee admission to specific programs. Some departments require that the student obtain departmental approval

before registering for their programs and courses, and special requirements may apply.

Admission to the college is required for admission to all departmental programs. See the *Admission to Specific Curriculums* section.

Students will be admitted under the following categories when all requirements have been met.

Records and forms required for admission must be received in the Records Office by the deadline (see Academic Calendar).

CLASSIFICATION	RECORDS AND FORMS REQUIRED
<b>High school graduate:</b> Graduates from accredited high schools	Admission Application, Admission Advising Form, high school transcript with graduation date, TASP, ACT, SAT, or Placement Test scores.
<b>High school equivalency:</b> Students who have passed the General Educational Development (GED) Test	Admission Application, Admission Advising Form, GED Test scores, and TASP, ACT, SAT, or Placement Test scores reflecting the ability to benefit from instruction.
<b>College transfer:</b> Students from another college or university	Admission Application, Admission Advising Form, transcripts from previous colleges. TASP, ACT, SAT, or Placement Test may be required (see <i>Testing</i> and <i>TASP</i> sections). Bring copies of transcripts/test scores to advising session. Students on probation or suspension must get approval from the Associate Dean of Student and Instructional Services, 281/388-4623.
<b>Returning student:</b> Former ACC students who have not attended for one or more semesters	<ol style="list-style-type: none"> <li>1. All returning students must provide current transcripts from colleges attended since last attending ACC. Students on academic probation or suspension at another institution must obtain approval from the Associate Dean of Student and Instructional Services, 281/388-4623.</li> <li>2. Students who last attended ACC <i>before Fall 1992</i> must be readmitted. Documents required: Admission Application, Admission Advising Form, transcripts from all previous colleges. Test scores may be required (see <i>Testing</i> and <i>TASP</i> sections).</li> </ol>
<b>Early admission:</b> High school students who have completed their junior year and have parental and high school approval	Admission Application, Admission Advising Form, Early Admission Application, high school transcript verifying completion of junior year, and TASP, ACT, SAT, or Placement Test scores reflecting college-level skills in writing, reading, and mathematics.
<b>International student:</b> Students born in another country who are not U.S. citizens or resident aliens	Approval from the Counselor for International Students is required. For additional requirements, see section on <i>International Student Regulations</i> or call 281/388-4636.
<b>Individual approval:</b> Persons not in above classifications including graduates of home schools and non-accredited private schools.	Interview to determine eligibility, Admission Application, Admission Advising Form, Individual Approval Form, and TASP, Local Placement Test, SAT, or ACT scores reflecting the ability to benefit from instruction.

Test scores are used for placement in courses; they are not used to deny admission to college. For information on the Placement or TASP Test, see *Testing* and *TASP* sections.

For information on advising see *Academic Advising*. This is an admission requirement, and no student will be permitted to register until all admission requirements are completed.



## OFFICIAL RECORDS

Records (test scores, transcripts, etc.) are considered official when sent directly from the issuing institution to the ACC Records Office or when presented in person in a sealed envelope issued by the institution. Students are responsible for requesting their official records from the issuing institution. All required official records must be on file by the end of the student's first semester unless otherwise noted.

## ADMISSION TO SPECIFIC CURRICULUMS

To enter the following curriculums, students must meet specific departmental requirements in addition to the general college admission requirements:

Early Care and Education  
Court Reporting  
Medical Laboratory Technology  
Musical Theatre  
Nursing

## RECOMMENDED ACADEMIC PREPARATION FOR COLLEGE

High school students planning to enroll at Alvin Community College and then transfer to a senior college or university are strongly encouraged to take the following courses while enrolled in high school.

High School Curriculum	Credits	Courses
English Lang. Arts	4	English I-IV
Mathematics	4	Algebra, Geometry, Precalculus, Math elective
Science	3	State Board of Education approved courses include: Physical Science, Biology I and II, Chemistry I and II, Physics I and II
Social Studies	4	United States History, United States Govt., World History Studies, World Geography, Economics
Foreign Language	3	Levels I-III proficiency in the same language
Health	½	½ credit minimum
Fine Arts	1	1 credit minimum
Physical Education	1½	1½ credits
Speech	½	Speech Communication, Public Speaking, Debate, Oral Interpretation
Technology Applications	1 min.	Computer Science Business Computer Applications Business Computer Programming Computer Applications Microcomputer Applications Business Information Processing Computer Mathematics Industrial Technology Computer Applications
Electives	2	
TOTAL	24½	

Nursing-Transition  
Respiratory Care  
Vocational Nursing

Departmental admission requirements are listed in the *Curriculum Offerings* section of the catalog.

Students will be admitted to a curriculum, subject to enrollment limits, when all of the listed departmental requirements are met. Students who do not meet the admission requirements for a specific curriculum may be eligible to enter that curriculum or course after satisfactorily completing preparatory course work. Admission to these curriculums is determined by the department.

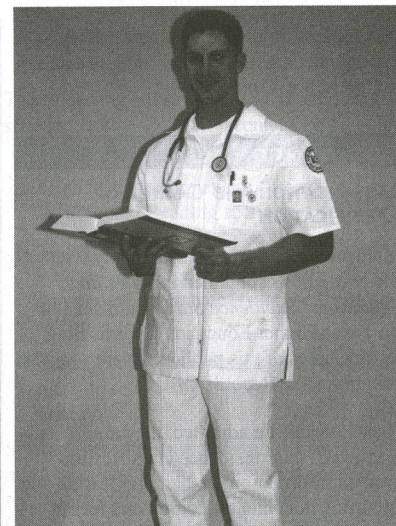
## HONORS PROGRAM

The Alvin Community College Honors Program offers highly motivated, academically exceptional students the challenge of enriching their intellectual experience and exploring subject areas in great depth. The program, open to full-time and part-time students, offers individualized attention, increased responsibility, and a high level of intellectual stimulation. Students who qualify for the program may choose from the following enriched courses:

BIOL 1408-1409  
ENGL 1301-1302  
GEOL 1401-1402  
GOVT 2301-2302  
HIST 1301-1302  
MATH 2413-2414  
PHYS 1401-1402  
PSYC 2301

To be considered for admission to the Honors Program, a student must meet at least two of the following criteria:

- ACT composite score of 26 or higher
- SAT combined score of 1100 or higher
- Graduation in top 10% of high school class
- GPA of 3.5 or higher on a minimum of 12 semester hours excluding developmental courses



*Graduates of ACC's Associate Degree Nursing program consistently maintain high pass rates on the state licensure exam.*

- Recommendation(s) from previous ACC instructor(s)
- Individual approval based on personal interview with the Honors Committee

To achieve Honors Program Graduate status, a student must have at least a 3.0 grade point average on all college-level courses, must complete a minimum of 12 semester hours of honors courses, and must earn a grade of **B** or higher in all honors courses. Contact the Counseling Center for more information.

## ACADEMIC ADVISING

Students entering ACC for the first time (including transfer students) and returning ACC students who last attended before Fall 1992 must be advised before they will be admitted. Students should complete placement testing before their advising session, or **bring TASP, ACT, or SAT scores or proof of TASP exemption to the session.** (See *Testing* section to determine if you need to take a test.) Transfer students should also bring copies of transcripts or



grade reports from other institutions they have attended. Admission advising is done by the Counseling Center staff.

## RESIDENCE

### CLASSIFICATION AND CHANGE OF CLASSIFICATION

A student's registration must comply with state regulations contained in *Rules and Regulations: Residence Status* published by The Texas Higher Education Coordinating Board. Copies of this publication are available in the Records Office.

When students are admitted, they are informed of their residence classification based on information on their application and supporting documents. Tuition and fees at registration are based on this classification. If a student's residence status changes after admission, the student must file a Residence Reclassification Petition with the Records Office and provide supporting documentation proving the residence classification claimed. Documentation which is not submitted and approved by 12 noon on the census date does not affect a student's tuition and fees for that semester; it will apply, if unchanged, to the next semester.

### PROOF OF RESIDENCE

All documentation (for both state and in-district classification) must show the student's name. To claim dependent residence status, a student must provide IRS 1040 (parents' federal tax return). Parents' state residence must be proved by documentation as listed below.

To be classified as a Resident, a student must prove Texas residence for the 12 months immediately prior to the census date for the given semester, by providing one or more of these documents no later than 12 noon on the census date:

- Texas high school transcript (showing attendance for the last 12 months)

- Texas college or university transcript (showing attendance for the last 12 months)
- Texas voter registration (at least one year old)
- Permanent driver's license (at least one year old)
- Employer's statement of employment for last 12 months
- Lease agreement for the last 12 months
- Canceled checks for the last 12 months
- Utility bills for the last 12 months
- Other third party documentation

To be classified as In-District, Texas residents (see above) must prove they physically reside within the geographic boundaries of the ACC District by providing one or more of these documents no later than 12 noon on the census date for the given semester:

- Ad valorem tax receipt showing ACC District tax status (available at Alvin City Hall)
- Permanent driver's license showing ACC District address (P.O. Box excluded)
- Current utility bills showing service at ACC District address (P.O. Box excluded)
- Current checks showing ACC District address (P.O. Box excluded)
- Voter registration card showing ACC District address (P.O. Box excluded)
- Lease agreement showing ACC District address (P.O. Box excluded)

College District property owners and their dependents who do not physically reside in the district are eligible for a waiver of out-of-district fees. To qualify for a waiver, students must prove eligibility by noon on the census date for the given semester by providing an ad valorem tax receipt showing ACC District

tax status (available at Alvin City Hall). If the student is a dependent, the student must provide the parent's IRS 1040 for the previous year and an affidavit of dependency for the current year.

A student classified as Non-Resident (Out-of-State or International) is one who lives away from his family and whose family resides in another state or another country, or a student who has not resided in Texas for the twelve months immediately prior to the census date.

Individuals who live in this country under a visa permitting permanent residence or who have filed a declaration of intention to become a citizen with the proper federal immigration authorities have the same privilege of qualifying for residence status as a citizen of the United States.

A student's residence status can be affected by the death or divorce of the student's parents, custody of a minor by court order, marriage of the student, active military duty of the student or the student's spouse or parents in a state-supported college or university in Texas, or temporary assignments of the student's parents out of Texas that do not affect actual legal residence. Further details about residence can be obtained from the Records Office.

## TESTING

Placement testing is an admission requirement for first-time students, transfer students, and returning ACC students. However, some students may be exempt from all or specific sections of the test, as indicated below.

The following students are exempt from all sections of the Placement Test:

- students with TASP, ACT, or SAT scores and those who qualify for a TASP exemption;
- students with a baccalaureate or higher degree from an accredited institution; and

- returning ACC students who have already taken the Placement Test.

The following students may be exempt from specific sections of the Placement Test:

- Students who have passed a college-level English course are exempt from the Writing and Reading sections.
- Students who have passed college-level courses with a significant reading component are exempt from the Reading Section.
- Students who have passed a college-level math course are exempt from the Math Section.

Students meeting any of the above conditions must bring documents (transcripts, score reports) to their admission advising session. Other circumstances may also exempt a student from the Placement Test. Call (281) 388-4636, if you have any questions.

***Test scores are used to place students in appropriate courses; they are not used to deny admission to college.***



## TASP

### (TEXAS ACADEMIC SKILLS PROGRAM)

The Texas Academic Skills Program is a program of testing, advisement, and remediation mandated by the Texas Legislature. The goal of the program is to insure that students attending Texas colleges and universities have the pre-requisite skills of English, reading and mathematics to perform at the college level.

### TASP-OBLIGATED STUDENTS

Students who are not exempt (see TASP-Exempt Students, below) must take the official TASP Test prior to the end of the semester in which they accumulate (from all Texas public colleges) nine or more college-level semester credit hours. This requirement applies to first-time college students and students transferring from Texas public colleges and all private or out-of-state colleges. Failure to take the TASP Test when required will limit the student to developmental courses.

In addition, all students planning to enroll in a teacher training program in Texas are required to pass the TASP test.

Students who have already taken the TASP Test must provide official score reports by the end of the first semester of enrollment. Students who are eligible for exemption must provide official documentation as described under TASP-Exempt Students. Student copies of score reports and transcripts accepted for provisional admission and advising are not considered official.

### TEST FEE WAIVERS

Alvin Community College may receive a limited number of TASP Test Fee Waivers from the Texas Higher Education Coordinating Board. These fee waivers permit qualified financial aid recipients to take the test without paying a fee. Contact the ACC Financial Aid Office (Room A127 or 281/388-4630) to see if waivers are available and if you qualify.

### TASP-WAIVED CERTIFICATES

TASP-obligated students who enroll in the certificate programs listed below may have their TASP obligation waived (postponed). The waiver is in effect only while the student remains in the specified certificate. Taking or attempting to take courses outside the certificate plan will result in loss of the waived status.

Correctional Administration  
Correctional Science  
Court Reporting Scopist  
Crime Scene Technician  
Drafting  
Early Care and Education  
Early Care and Education Administration  
Electronics  
General Data Processing  
Management Development  
Mental Health  
Office Assistant  
Process Technician  
Radio Broadcasting  
Retail Management and Marketing  
Television Broadcasting  
Texas Peace Officer  
Vocational Nursing  
Word Processing

### TASP-OBLIGATED CERTIFICATES

Court Reporting  
Instrumentation Technology  
Respiratory Therapy

### TASP-EXEMPT STUDENTS

The following students may be exempt from TASP requirements. Official documentation must be received in the Records Office before the exemption is awarded.

- Students who earned at least 3 semester hours of college-level credit before Fall 1989 at an accredited institution. Official transcripts must be received in the Records Office by the end of the first semester.
- Students who have a baccalaureate or higher degree from an accredited institution. Official transcripts must be

received in the Records Office by the end of the first semester.

- Transfer students entering temporarily from accredited private or out-of-state institutions of higher education. To use this exemption, students must have attended the private or out-of-state institution the semester immediately preceding their enrollment in the Texas public institution of higher education. A transcript, grade report, or paid fee receipt for the preceding semester must be presented at the time of admission. Exemption forms are available in the Counseling Center.
- Students with a certificate or associate degree from an accredited private or out-of-state institution of higher education who attend Texas public institutions of higher education temporarily (one semester only). The exemption may not be used if the student is working toward a certificate or degree. A diploma or transcript showing evidence of graduation must be presented at the time of admission. Exemption forms are available in the Counseling Center.
- Students age 55 or older who are not working toward a certificate or degree. A driver's license must be presented as proof of age at the time of admission. Exemption forms are available in the Counseling Center.
- Students who perform at or above the levels set by the Coordinating Board on the ACT, SAT, and TAAS (see below). All subscores must be obtained in one sitting. Initiating requests for exemptions and providing proper documentation in a timely manner are student responsibilities. Scores posted to an official high school transcript or received directly from the testing agency will be considered. Exemption applications are available in the Counseling Center.
- **ACT:** Composite score of 26 or higher with individual math and English scores of no less than 22. Scores can be no more

than 5 years old; "residual" ACT scores are not acceptable.

- **SAT:** Composite score of 1180 or higher with a minimum of 550 on both the verbal and math tests. For tests taken before April 1995, composite score of 1090 or higher with minimum of 470 on verbal test and 530 on the math test. Scores can be no more than 5 years old; PSAT scores are not acceptable.
- **TAAS:** For tests taken spring 1994 onward, TLI of 86 or higher in math, TLI of 89 or higher in reading, and a writing scale score of 1780 or higher. If test date is before Spring 1994, scale scores of 1780 or higher on all relevant tests (reading, writing, math). TAAS scores can be no more than 3 years old.

### SPECIAL GUIDELINES - DYSLEXIA

The Texas Higher Education Coordinating Board has prescribed special guidelines for students diagnosed with dyslexia or a related disorder by a qualified professional. Contact the Counseling Center for information.

### PASSING SCORES

Students who took the TASP Test before September, 1995, and made a score of 220 or higher in each skill area (reading, mathematics, and writing) have passed the TASP Test. Effective September, 1995, the state minimum passing standard is a score of 230 in reading and in mathematics and a score of 220 in writing.

Students who fail one or more sections must enroll in the appropriate remedial course for at least one of the failed sections until all sections are passed. Students must attend classes and participate in instruction. Failure to attend and participate could result in being dropped from all classes.

The TASP Test must be passed before a student may graduate or take upper-division hours.



## RESPONSIBILITY FOR COURSE SELECTION

The College provides students with information and academic advice to assist them in making academic decisions. The Counseling Center, program director, and department head are responsible for providing current and accurate information and advice concerning the academic and technical programs of the College. The student is responsible for seeking advice, for knowing and meeting the requirements of the selected degree or certificate program, and for enrolling in appropriate courses in the proper sequence to ensure orderly and timely progress toward the degree or certificate. Although curriculums are arranged in a semester scheme, courses in the curriculum may be taken out of sequence provided the prerequisites are met. The instructional departments will make every effort to offer the courses in sequence as scheduling permits.

The student is also responsible for knowing and meeting TASP and other testing requirements. Students transferring credit are responsible for knowing the transfer policies of the receiving college or university.

## PLACEMENT REGULATIONS

Enrollment in some courses may require demonstration of specific knowledge or skills (referred to as pre- or co-requisites). These requirements may be satisfied by successful completion of previous courses, by passing scores on either the TASP, ACT, SAT, or the Placement Test, or by concurrent enrollment in a specific course. Compliance with pre- and co-requisites is mandatory for TASP-obligated students and is recommended for TASP-exempt (grandfathered) students.

Course pre- and co-requisites are identified in the *Description of Courses* section of this catalog and in class schedules.

## INTERNATIONAL STUDENT REGULATIONS

International students are citizens of a country other than the United States who have an F-1 or M-1 visa for educational purposes and who intend to return to their home country upon completion of their educational program. International students must carry a minimum of twelve (12) semester hours to meet the requirements of the United States Department of Justice and the Immigration and Naturalization Service.

Before any admission action can be taken, international students must complete and file the following with the Counselor for International Students at least three months prior to the beginning of the semester in which they plan to enroll:

1. A completed application form.
2. Official transcripts for at least the last four years of secondary school study and for any university-level or other post-secondary school work. These records must list all subjects taken, grades earned or examination results in each subject, and all diplomas and certificates awarded. If these documents are not in English, they must be accompanied by authorized English translations. (See *Credit from Foreign Institutions*, p.19.)
3. A score of at least 500 on the Test of English As A Foreign Language (TOEFL), administered by Educational Testing Service, Princeton, NJ, or adequate competency in English instruction courses.
4. An Affidavit of Support that documents proof of available funds to cover both personal and educational expenses while in this country.
5. A health form or physician's statement verifying student's immunization record.
6. For students transferring from another US college or university, an educational background letter from the International Student Office at that institution.

Once admitted, students must obtain personal health insurance for the duration of their studies, enroll in and attend International Student Orientation each semester during their first year, and deposit a \$500 security fee with the ACC Business Office, refundable when the student graduates or transfers.

International students interested in receiving admission information should send an international money order for \$25 to the Office of International Student Affairs, Alvin Community College, 3110 Mustang Road, Alvin, Texas 77511-4898, or call (281) 388-4636.

## EVALUATION OF PREVIOUS EDUCATION

### TRADITIONAL EDUCATION

(For additional information regarding transfer of credits, see the Core Curriculum section.)

Evaluation of transfer transcripts is part of the admission process at ACC. Students are required to provide official transcripts from colleges and universities previously attended. Transfer course work may be accepted when:

- the transfer institution was accredited as a degree-granting institution by a regional accrediting commission at the time the course work was completed;
- comparable course work is offered at ACC at the time of the transfer and the transferred courses are equivalent in content and credit; and
- transfer grades meet departmental degree or certificate criteria.

Transfer course work is posted to the student's transcript using ACC course identification to assist transfer students with course selection.

Proper course selection and the nonduplication of course work remain the responsibility of the student.

## CREDIT FROM FOREIGN INSTITUTIONS

Students petitioning to receive transfer credit from foreign institutions must have their transcript evaluated and translated into English by an approved evaluation service. ACC will only accept an evaluation from the following evaluators:

World Evaluation Services  
Educational Credential Evaluators, and  
International Research Foundation –  
Credential Evaluation Service.

Inquiries regarding these services should be directed to the International Student Affairs Office at (281) 388-4636.

## TECH-PREP EDUCATION

State approved Tech-Prep programs link high schools, the college, business, and industry to meet the needs of local and regional employers and students. Tech Prep Programs provide career ladder technical preparation (Tech-Prep) resulting in an Associate of Applied Science Degree. A key element in the Tech-Prep program is acceptance of high school course work meeting college-level standards toward the AAS Degree. Students must apply for Tech-Prep credit; forms are available in the Records Office.

Alvin Community College will accept toward an AAS degree successfully completed high school courses identified as equivalent to college courses and taught as part of state approved Tech-Prep programs. To receive consideration for college credit, Tech-Prep high school students are encouraged to complete the admission process and provide official high school transcripts during their last semester prior to graduation. ACC will provide the following:

- A Tech-Prep degree audit listing requirements for the AAS Degree and the high school credit to be recognized toward degree completion
- An admission status letter outlining any unmet admission requirements



Credit for college equivalent, high school Tech-Prep courses will appear on the Alvin Community College transcript, along with the high school grade earned, at the end of the first semester in which the student completes courses at Alvin Community College.

#### NON-TRADITIONAL EDUCATION

ACC recognizes that each student's educational experiences are unique and that individual learning and subject matter proficiency may be gained outside the college classroom. ACC recognizes non-traditional learning from these sources:

#### EXAMINATIONS

Consult the Counseling Center, Records Office, or department chairperson for information on approved tests.

Alvin Community College -  
Departmental Exams

American College Testing - Proficiency  
Examination Program

Certified Professional Secretary  
Examination

College Board: College Level  
Examination Program -Subject

College Board Advanced Placement

Defense Activity for Non-Traditional  
Education Support - Subject

Registered Professional Reporter  
Examination

#### OTHER

Educational Credit for Training  
Programs - ACE Recommendations

Military Schools and Training -  
ACE Recommendations

Texas Law Enforcement Academy  
Certification

Credit from other than regionally accredited colleges and universities may be considered for application to certificate or degree requirements when acceptability and equivalency to Alvin Community College courses are determined. References used include: The Guide to Evaluation of

Educational Experiences in the Armed Forces, The National Guide to Educational Credit for Training Programs, or other equivalency guides which may be published by the American Council on Education.

Experiential learning (life experiences) will be considered for credit if documented by taking applicable national or departmental examinations.

#### EVALUATION PROCEDURE FOR NON-TRADITIONAL EDUCATION

#### COURSE WORK AND NATIONALLY RECOGNIZED EXAMINATIONS

Non-traditional education will be evaluated if all applicable criteria are met:

- The student applies at the Records Office during the first semester of attendance. The student must list all sources of non-traditional education to be considered, insure that all documents, official transcripts, and official test scores are on file in the Records Office not later than the end of the first semester attended, and pay a non-refundable fee. See page 29 for fee.
- Non-traditional education will be accepted as equivalent to ACC courses if the non-traditional education matches courses offered under the ACC catalog in effect at the time of acceptance. To be accepted, non-traditional education must be equal to ACC courses in content and credit hours. Any change of degree or certificate program requiring reevaluation requires a new application and fee.
- Departmental approval of equivalency to ACC courses offered is obtained for credit awards.

No more than fifteen semester credit hours of non-traditional education may be accepted toward a student's certificate or associate degree. Credit granted for non-traditional

education is posted to the student's transcript on completion of the evaluation. Non-traditional credit is noted as NT/EX (non-traditional educational experience) and is assigned a grade of S.

#### DEPARTMENTAL EXAMINATIONS

Departmental examinations are available only to fully admitted and currently registered students who:

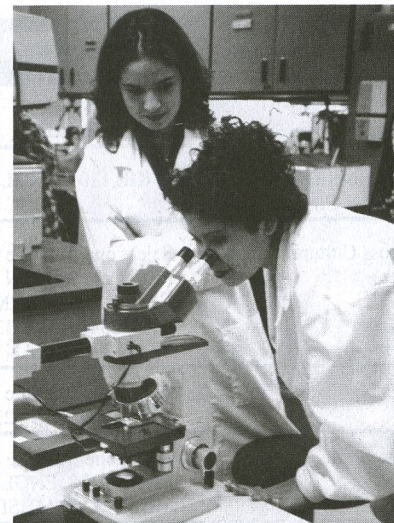
- apply for Award of Credit by Exam at the Records Office and pay the non-refundable fee,
- have not attempted the course previously at ACC by either enrollment or examination, and
- receive approval of examination results by the department chair, division chair, and dean.

Credit and a letter grade of A, B, or C are awarded and posted to the student's transcript on successful completion of departmental examinations, except that the English Department grants credit for grades of A or B only. Transcript entries for courses completed by departmental examination are noted as Credit By Exam. Students are advised to confer with institutions to which they plan to transfer regarding acceptance of departmental examination credit.

#### CORE CURRICULUM

The legislative statute which created The Texas Higher Education Coordinating Board directed the Board to develop a "basic core of general academic courses, which, when offered at a junior/community college during the first two years of collegiate study, shall be freely transferable among all public institutions of higher education in Texas who are members of recognized accrediting agencies on the same basis as if the work had been taken at the receiving institution."

Subsequent recommendations from the Coordinating Board include the charge that "core components should provide study in



*ACC students have access to state-of-the-art labs.*

Composition, History, Literature, Interdisciplinary/Crosscultural Studies, Mathematics, Physical/Life Sciences, Political Science, and the Visual or Performing Arts. Each core course should include specific competencies in reading, writing, speaking, and critical thinking, as well as discipline specific competencies."

In compliance with state mandates and recommendations, and in an effort to provide sound educational service to our students, ACC will require that all students seeking an Associate of Arts or Associate of Science degree complete the core curriculum of 44 semester hours. Emphasis will be placed on the development of adequate skills in reading, writing, speaking, and critical thinking within the core curriculum. The core is also designed to enhance the students' perspectives related to multi-cultural awareness and to help students establish broad and multiple perspectives on the individual in relationship to the larger society.



## CORE CURRICULUM REQUIREMENTS FOR ASSOCIATE OF ARTS AND ASSOCIATE OF SCIENCE

Core Component	Course Options	Required Semester Hours
Composition/ Written Communication	ENGL 1301, ENGL 1302	6
Cross Cultural Studies	Select one from the following courses: ANTH 2346, FREN 2311, FREN 2312, GEOG 1301, GEOG 1303, GERM 2311, GERM 2312, HIST 2311, HIST 2312, HIST 2341, PHIL 1301, SOCI2319, SPAN 2311, SPAN 2312, SPAN 2321	3
History	Select two from the following courses: HIST 1301, HIST 1302, HIST 2301	6
Literature	Select one from the following courses: ENGL 2322, ENGL 2323, ENGL 2326, ENGL 2332, ENGL 2333, MUSI 1308 <sup>1</sup> , MUSI 1309 <sup>1</sup>	3
Mathematics	Select one from the following courses: MATH 1314, MATH 1316, MATH 1324, MATH 1335, MATH 1348, MATH 2413, MATH 2414	3
Physical and Life Sciences	Select two from the following courses: BIOL 1408 <sup>2</sup> , BIOL 1409 <sup>2</sup> , BIOL 2401, BIOL2402, CHEM 1405, CHEM 1407, CHEM 1411, CHEM 1412, GEOL 1401, GEOL 1403, GEOL 1404, GEOL 1405, PHYS 1401, PHYS 1402, PHYS 2425, PHYS 2426	8
Political Science	GOVT 2301, GOVT 2302	6
Visual/Performing Arts	Select one from the following courses: ARTS 1301, ARTS 1303, ARTS 1304, COMM 2366, DRAM 1310, DRAM 2366, HUMA 1301, HUMA 1302, MUSI 1306, MUSI 1308, MUSI 1309, MUSI 1310	3
Oral Communication	Select one from the following courses: SPCH 1315, SPCH 1318, DRAM 2366 <sup>3</sup>	3
Social/Behavioral Sciences	Select any anthropology, economics, geography, sociology or psychology course.	3
<b>Total Core Credits</b>		<b>44</b>

<sup>1</sup>Music Majors only.

<sup>2</sup>See ACC and University of Houston–University Park 2+2 Plan.

<sup>3</sup>Music and Drama majors only.

## RESOLUTION OF TRANSFER DISPUTES

The following procedures shall be followed by public institutions of higher education in the resolution of credit transfer disputes involving lower-division courses:

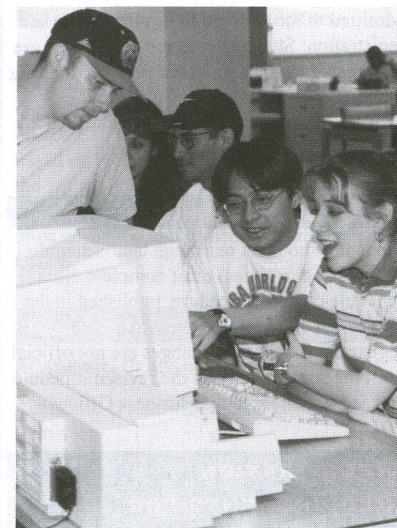
1. If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course credit is denied.
2. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Coordinating 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.

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 institution.

## PHYSICAL ACTIVITY REQUIREMENT

Alvin Community College recognizes the importance of physical activity/ education as a collegiate concept; therefore, the College requires two semester hours of physical activity as partial satisfaction of curriculum requirements. The two physical activity courses may have the same number if the courses are taken during different semesters.

**Students are strongly advised to research the transferability of repeated courses before enrollment.** Three-semester-hour PHED classes do not meet the physical activity requirement.



*Electronic registration speeds up the registration process.*

## REGISTRATION

### EARLY REGISTRATION

An early registration is conducted during designated semesters for currently enrolled students who plan to continue their enrollment the following semester. In addition, new and returning students who have been admitted or readmitted by the designated deadline are eligible for early registration. The dates for early registration are listed in the Academic Calendar of this catalog. Complete details are available each semester in the Class Schedule.

### LATE REGISTRATION

Students who do not register during early or regular registration may register late according to the dates and times published in the Class Schedule each semester. There is no late registration fee, but students must still be



admitted to the College to be eligible for late registration. Students entering classes late are held responsible for material presented during their absence and must consult with the instructor. Complete details are published each semester in the Class Schedule.

### SCHEDULE CHANGES

Students who must rearrange their schedule (classes and/or times) must complete the schedule change procedure, published in the Class Schedule, prior to the end of late registration. Schedule changes are not official until the student delivers the revised schedule and fee statement to the Business Office.

### REGISTRATION REQUIREMENTS FOR TRANSFER STUDENTS

Transfer students should bring copies of admission documents, transcripts, and TASP score reports to registration. Without these documents, the student may face delays.

### CLASS SCHEDULES

For the purpose of administering the College, class schedules published for the fall, spring, and summer semesters are considered implementation of College policy and an extension of the catalog. The class schedule for each semester contains courses being offered during the given semester and are distributed in time for all scheduled registrations. At the time schedules are published, it is the intention of the College to teach the classes according to the published information (date, time, instructor, location). The College reserves the right, however, to make necessary adjustments to the schedule as circumstances warrant.

### AUDIT / CREDIT REGISTRATION

Audit registration is permitted on the last day of late registration each semester on a space

available basis to admitted students who do not wish credit for the course.

To register in a course for audit, students must obtain and complete an Audit Registration Agreement (Records Office), obtain the approval of the Director of Counseling and Testing, and return the form to the Records Office. Payment for audit registration is due at that time. Charges for audit registration are the same as for credit registration.

Students who register in a course for credit may not change their registration status to audit. Likewise, students who register in a course for audit may not change their registration status to credit.

### SENIOR CITIZENS AUDIT REGISTRATION

Residents of the ACC District who are 65 years or older are permitted to audit without payment of fees, on a space-available basis, any course the College offers (Texas Education Code 54.210). Applicants need to provide evidence of age. See Audit/Credit Registration section above.

### TUITION ADJUSTMENT

Concurrently enrolled students who register for 5 or less hours at ACC may receive a tuition adjustment if their enrollment at another college was prior to ACC registration. To determine eligibility for this adjustment, students must bring a paid registration receipt from the other college to the Records Office and complete a Tuition Adjustment Approval form.

Tuition adjustment requests must be completed by the census date of the semester for which the adjustment is requested (see Class Schedule). Tuition adjustments are not available after the census date.

### REFUND POLICY

A student's eligibility for a refund is based on these regulations:

The student must officially withdraw in writing (see Withdrawing from Classes section).

Withdrawals are dated the day they are received in the Records Office.

Class-day count begins at 8:00 a.m. on the date identified "Classes Begin" in the Academic Calendar each semester.

If tuition and fees are paid with financial aid, the refund is applied first to the financial aid source and then to the student.

Refunds for Title IV grants are made according to the refund schedule available in the Financial Aid Office.

Refunds are available approximately six weeks after the close of registration.

### REFUND—WITHDRAWING FROM COURSES

Students who withdraw from any or all courses on the dates listed below will receive the refund indicated.

#### Fall and Spring Semesters:

Prior to 1st class day . . . . 100% refund less  
\$15 registration fee

1st through 15th class day . . . . 70% refund

16th through 20th class day . . . . 25% refund

After 20th class day . . . . . No refund

#### Summer Sessions:

Prior to 1st class day . . . . 100% refund less  
\$15 registration fee

1st through 5th class day . . . . . 70% refund

6th through 7th class day . . . . . 25% refund

After 7th class day . . . . . No refund

### REFUNDS — SCHEDULE CHANGES

If students change their schedules and the net result is an increase in tuition and fees, they must pay the difference. If the net result is a decrease in tuition and fees, the refund is based on the refund schedule shown above. If the net result is no change in tuition and fees, there is no charge. Schedule/fee statements must be signed and turned it to the Business Office.

### ACADEMIC REGULATIONS

#### ACADEMIC CLASSIFICATION

Academic classification is determined as follows:

**Full-time Student:** A student who is registered for a full-time load as defined under **Academic Load**.

**Part-time Student:** A student who is registered for less than a full-time load as defined under **Academic Load**.

**Freshman:** A student who has completed less than 30 semester hours.

**Sophomore:** A student who has completed 30 or more semester hours but less than 60 semester hours.

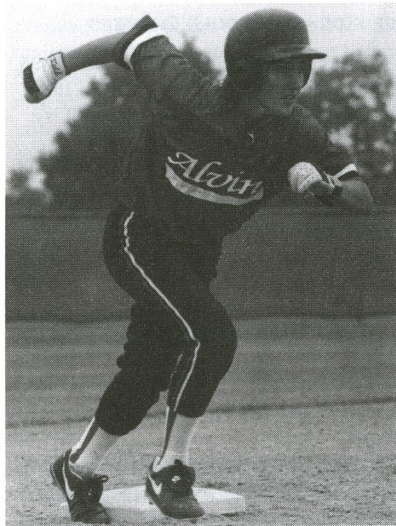
**Unclassified:** A student who has completed 60 or more semester hours.

#### ACADEMIC LOAD

Students are responsible for determining the academic load they may successfully complete during each semester within compliance of college regulations.

**Full-time Load:** The full-time academic load for a fall or spring semester is 12 or more semester hours. For a 12-week summer session, the full-time load is 8 or more semester hours; for a six-week summer session, 4 or more semester hours.





ACC fields women's teams in softball and volleyball.

**NOTE:** Students receiving financial aid must meet the full-time load required for each financial aid program.

**Normal Load:** The normal academic load for a fall or spring semester is between 15 and 17 semester hours. For a 12-week summer session the normal load is 12 semester hours; for a six-week summer session, 6 semester hours. Students on academic probation may be required to take less than a normal load.

**Maximum Load:** In a fall or spring term, students may not exceed a total of 18 semester credit hours. However, students with a 3.0 or higher grade point average may exceed this limit with written approval from the Dean of Instruction, Student and Community Services or his designee. Summer term students may not exceed a total of 7 semester credit hours for a six-week term or 14 hours for the combined summer terms. The total number of hours includes all hours taken at ACC and any hours taken concurrently at another college or university.

**Minimum Load:** No minimum load is required.

#### ADMISSION TO CLASSES AND ATTENDANCE POLICY

Students may not attend classes without completing registration, including payment of all tuition and fees. To avoid disruption of classroom instruction, children of enrolled students may not attend classes or related activities. Further, cellular phones, pagers, and other electronic equipment which may be considered disruptive to instruction should not be brought to class. (See Section 8.11 of the ACC Procedures Manual.) In emergencies, students may be contacted through the Campus Police Office, (281) 388-4800.

Failure to attend class sections for which the student is officially registered will result in a failing (F) grade. (Also see sections on Schedule Changes and Withdrawing from Classes.)

Regular attendance in classes is expected. If an absence is unavoidable, the student is responsible for completing all work missed during the absence. Any work missed and not subsequently completed will affect the grade of the student regardless of the reason for the absence.

Instructors may administratively withdraw students who exceed course absence standards.

Withdrawing from classes may affect enrollment in other courses, insurance eligibility, financial aid, and/or veterans benefits.

Students who are enrolled in developmental courses because of their TASP or Placement Test scores must attend classes and participate in instructional activities. Failure to attend and participate could result in being dropped from all classes. If these students are unable to attend, they should contact their

instructors as soon as possible concerning the absence.

#### INCLEMENT WEATHER AND CLOSING OF THE COLLEGE

Alvin Community 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 local television and radio stations. 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.

#### WITHDRAWING FROM CLASSES

Students who have registered and paid for courses are considered enrolled until they officially withdraw by submitting a Withdrawal Form to the Records Office. The form must be received by the deadline (see Academic Calendar). Ceasing to attend class does not terminate enrollment. Therefore, a student who ceases to attend class without officially withdrawing from that class will receive a failing grade.

Students wishing to withdraw should consult the procedures detailed in each semester's Class Schedule. The withdrawal is not official until it is received in the Records Office. All

withdrawals must be consistent with TASP guidelines.

Students should withdraw in person; however, a signed request mailed or faxed, (281)388-4929, to the Records Office is acceptable. The official withdrawal date will be the date the withdrawal is received in the Records Office.

Emergency withdrawals are official effective the date of the emergency provided the student submits written proof of the emergency (examples: military orders, medical certification of family emergency).

Because withdrawing from classes may affect enrollment in other courses, insurance eligibility, financial aid and/or veterans benefits, prior to finalizing withdrawal, students are advised to:

- review insurance policies regarding college attendance requirements (usually applies to students carried on parents' health/insurance plans) and/or
- consult with the Financial Aid Office and/or
- consult with the Veterans Coordinator.

#### GRADES FOR WITHDRAWALS

Courses dropped on or before the census date each semester are not recorded on the student's transcript. Course withdrawals received in the Records Office after the census date and before the withdrawal deadline for each semester are recorded on the student's transcript with the grade of W.



## ADMINISTRATIVE WITHDRAWAL

Students who have excessive absences as defined in the Student Information Plan may be administratively withdrawn by the instructor. The withdrawal form must be received in the Records Office by the deadline.

## GRADING

### GRADE-POINT VALUE

- A** Excellent - Four grade points per semester hour
- B** Good - Three grade points per semester hour
- C** Average - Two grade points per semester hour
- D** Poor - One grade point per semester hour
- F** Failure - No grade points per semester hour
- AU** Audit - Grade points not assigned  
An AU grade is assigned to any student who registers for a course under Audit Registration rules. The audit grade remains on the student's transcript whether or not the student attends the entire course.
- I** Incomplete - Grade points not assigned  
An I may be awarded when the instructor determines that minimal work on the part of the student and the instructor will complete the course requirements. An I grade not changed by the instructor to a grade of completion (A,B,C,D, or F) by the end of the following semester (December, May, August) will automatically be changed to an F.
- IP** In Progress - Grade points not assigned  
An IP is a temporary notation that appears on the Student Information

Sheet (SIS). It indicates semester hours in progress.

- R** Re-enroll - Grade points not assigned  
The R grade is used only with court reporting courses (machine shorthand, CTRP 1250, CTRP 2341 only), developmental courses, and non-course-based remediation when the student is making satisfactory progress toward course objectives and needs additional time and instruction to master the material.
- S** Satisfactory - Grade points not assigned  
The S is used only for non-course-based remediation and non-traditional education.
- U** Unsatisfactory - Grade points not assigned  
The U is used only for non-course-based remediation.
- W** Withdrawn - Grade points not assigned  
Students who file withdrawal requests by the published deadline will receive a W grade.

### CALCULATION OF GRADE POINTS

Grade points earned are calculated by multiplying the semester hour value of a course attempted at Alvin Community College by the grade point value of the grade received in the course for grades of A, B, C, D or F. The grades of AU, I, IP, R, S, and W have no point value and are not included in any grade point calculation. Example: A 3-semester-hour course graded A produces 12 grade points.

### GRADE POINT AVERAGES

Three grade point averages are noted on Alvin Community College transcripts:

The Cumulative Grade Point Average is computed by dividing the total grade points earned by the total semester hours in all courses attempted at Alvin Community College.

The College Grade Point Average is computed by dividing the total grade points earned by the total semester hours in college level courses attempted at Alvin Community College. This grade point calculation excludes developmental courses.

The Semester Grade Point Average is computed by dividing the total semester grade points earned by the total semester hours in all courses attempted at Alvin Community College for the semester.

### GRADE RANGE

As a general guide, the following letter grades are assigned for percentage grades:

Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	Less than 60

Exceptions to this grading system exist and are published in the Student Information Plan distributed in class.

### GRADE REPORTING

Grades are assigned by instructors and may be based on several factors such as class and/or laboratory performance, test scores, departmental academic requirements, and attendance. Instructors' grading requirements are included in the Student Information Plan (SIP) distributed in class.

Grades are available to students by the following means:

Grade reports mailed at the end of each semester by the Records Office to the student's address of record. This allows students to monitor their performance immediately.

Student Information Sheets and degree/certificate audits provided to each student as part of each semester's registration. This allows students to review their cumulative academic record prior to course selection for each semester.

Transcripts provided by the Records Office.

### GRADE CHANGE

Grade change requests begin with the course instructor and must be approved at the next two levels (i.e., department chair, division chair, and/or dean). Grade change forms are available in the Records Office.

A student who wishes to challenge a course grade must first discuss the matter with the instructor. If no resolution is reached and the student wishes to pursue the challenge, a written appeal must be presented to the department chair or program director. Further appeals will be directed through the appropriate division chair, the Dean of Technical Programs and/or the Dean of Instruction, Student and Community Services, and the Academic Affairs Committee. The decision of the Academic Affairs Committee is final. The student has one semester from the date of grade assignment to apply for a grade change unless the student documents emergency circumstances.

Grade changes requested more than one semester after grade assignment should be submitted in writing to the Associate Dean of Student and Instructional Services for review. All appropriate documents substantiating circumstances must be included.

## ACADEMIC HONORS

### PRESIDENTIAL SCHOLAR

To be designated a Presidential Scholar, a student must have

- completed 45 college-level semester hours at Alvin Community College, excluding sports and human performance activity credits,
- completed 18 of the 45 semester hours in university-parallel courses,
- earned a 3.9 grade point average on college-level courses taken at ACC with no grade below a "B," and



- completed at least 12 semester hours at ACC during the previous academic year.

Presidential scholars are selected during the spring term.

#### DEAN'S LIST

Through the Dean's List the College honors the scholastic achievement of full-time students. Issued each fall and spring semester, it contains the names of all students who have earned 12 or more resident, college-level, semester hours during the semester with a minimum 3.5 grade-point average with no grade lower than a "C." Resident college-level courses exclude credit-by-exam, non-traditional, transfer, and developmental courses.

#### MERIT LIST

Through the Merit List, the College honors the scholastic achievement of part-time students. Issued each fall and spring semester, it contains the names of all students who have earned 7-11 resident, college-level, semester hours during the semester with a minimum 3.5 grade-point average with no "F" or "U" grades. Resident college-level courses exclude credit-by-exam, non-traditional, transfer, and developmental courses.

#### ACADEMIC SUSPENSION/PROBATION

The concept of academic suspension or academic dismissal based on grade point average alone is contrary to the College's philosophy. However, students who do not make satisfactory progress in the following curriculums will be subject to removal from these curriculums:

- Court Reporting
- Medical Laboratory Technology
- Nursing
- Nursing - Transition
- Respiratory Care
- Respiratory Care - Certificate
- Vocational Nursing

See the requirements for each curriculum in the *Curriculum Offerings* section of this catalog.

Students are placed on academic probation when they fail to maintain at least a 2.0 cumulative grade-point average (GPA) on a minimum of 6 semester hours. The probation stands until the cumulative GPA is raised to 2.0 or higher. Students with a cumulative GPA and last-semester GPA of less than 2.0 are required to meet with a counselor prior to registration to verify the conditions necessary for continued enrollment at the College. The maximum course load may be limited to improve chances for success.

Veterans and students on financial aid will be given a Satisfactory Progress Form to identify the requirements they must meet to continue receiving financial aid each semester.

#### STUDENT RECORDS POLICY AND PROCEDURES

Other than directory information, the College does not release any information concerning a student without the written consent of the student (or his parent, if the student is a minor).

#### RELEASE OF DIRECTORY INFORMATION

The following items of directory information may be released without the written consent of the student: name, address, telephone number, date of birth, major, awards and degrees, participation in sports and activities, weight and height of athletic team members, dates of attendance and most recent educational institution attended. The student is responsible for notifying the Records Office by the 12th class day of the fall and spring semesters and by the 4th class day of the summer sessions if any of the information listed above is not to be released.

#### NAME OR ADDRESS CHANGE

Students are responsible for maintaining current personal information in their ACC file by completing a Student Data Change Request Form in the Records Office. Personal information includes such items as name, address, telephone number, and emergency contact. Any communication mailed to the name and address on file is considered delivered. The Records Office will place a student's records on hold if the Post Office returns the student's mail because of an incorrect address.

#### CHALLENGE TO ACCURACY OF RECORDS

Students who desire to challenge the accuracy of their records must present their request in writing to the Director of Admission and Records. Forms are available in the Records Office.

#### RECORDS ON HOLD

A student's records are placed on hold when the student has an outstanding obligation, such as records obligation, library fine, traffic violation, financial aid obligation, business obligation, or other obligation. The hold prohibits the student from future registration or from releasing his records (transcript) for any purpose. The Counseling Center or Records Office will assist the student in determining the office which placed the hold. The student must go to the appropriate department (i.e., library, college police, etc.) to clear the obligation.

#### TRANSCRIPT REQUESTS

Students may request official transcripts by completing the Request For Transcript Service form or by letter or fax, (281) 388-4929. The letter or fax must include the student's name at the time of last attendance, current name, social security number, date of birth, approximate date of last attendance, and signature. All requests must provide a

complete address to which the transcript is to be sent or they will be returned.

Except for peak operational periods in the Records Office, transcript services are provided at the time of the request. There is no charge for transcripts sent by regular, first-class mail. Express transcript service is provided when pre-paid and arranged for by the student. Students must contact the express service for rates and procedures. To ensure security of records, Alvin Community College does not fax transcripts.

#### GRIEVANCE PROCEDURE

Students who have a grievance not covered by other sections of this catalog should first discuss the matter with the individual concerned. If the student wishes to pursue the matter, he must present his grievance in writing to the department chair or program director. If necessary, the grievance will then be directed through the appropriate division chair to the Dean of Instruction, Student and Community Services, and the Academic Affairs Committee. If the matter is still unresolved, the student may request through the President a hearing before the Board of Trustees.

Questions concerning other grievances (sexual harassment, disability/access, and discrimination) should be directed to the Associate Dean of Student and Instructional Services.

#### DEVELOPMENTAL COURSES

The College offers developmental courses in basic math, reading, and English as well as a developmental psychology course that focuses on study skills. Students who need full-time status may register for up to 12 semester hours of developmental courses. TASP-obligated students whose Placement Test or TASP Test scores are below the college level must enroll and participate in the appropriate developmental course. For more information, contact the Counseling Center.



#### DEVELOPMENTAL COURSES:

English 0309, English 0310,  
Math 0309, Math 0310, Math 0312,  
Reading 0309, Reading 0310,  
Reading 0312,  
Orientation 0100  
Psychology 0309

Developmental courses receive local credit; however, they may not be used to fulfill the requirements for a degree or certificate. Grades earned in developmental courses will not be used to meet any honors. Furthermore, these courses do not transfer.

### GRADUATION

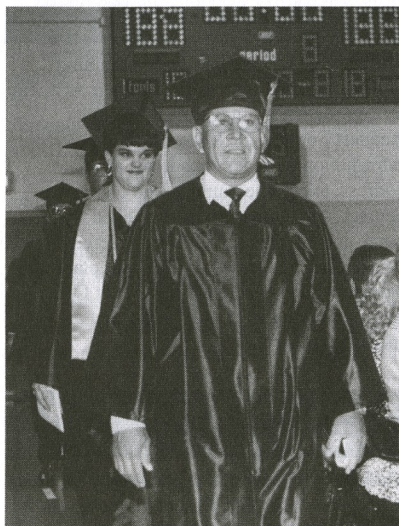
#### GRADUATION POLICY

The College does not automatically award a degree or certificate when a student has completed the requirements. To receive a degree or certificate, a student must apply for graduation in the Records Office and pay the graduation fees in the Business Office. Deadlines for graduation application are published in the academic calendar of the ACC Catalog and the class schedules. If a graduation applicant does not fulfill all degree requirements in the designated semester, he must reapply and pay an additional graduation fee.

#### GRADUATION REQUIREMENTS

The student is responsible for ensuring that he has fulfilled the total number of college credits and required courses in his certificate or degree program. To graduate a student at ACC must:

1. meet entrance requirements.
2. fulfill all course requirements of a particular curriculum as specified in the ACC Catalog.
3. complete 24 semester hours in residence at Alvin Community College for a two-year program; complete 12 semester hours in residence for a one-year program. In either program at least half the hours in residence must be in the



*Graduation is one of the most highly attended events on campus.*

4. student's major. Semester hours granted for nontraditional education, including credit-by-examination, do not apply toward hours in residence required for graduation.
4. earn a minimum 2.0 grade point average in courses completed at ACC which apply to the student's particular degree or certificate, and a minimum 2.0 in combined ACC courses and transfer courses which apply to the student's particular degree or certificate.
5. complete two semester hours of physical activity courses for a two-year program.
6. pass the Texas Academic Skills Program (TASP) Test, if not exempt or waived from the test (waivers apply to specific certificates only).
7. have on file a plan for each degree or certificate sought.
8. file an application for graduation with the Records Office by the deadline.
9. resolve all financial obligations to the College and return all borrowed materials including library books.

Students who fail to resolve such obligations will have their records placed on "hold," prohibiting graduation.

#### GRADUATION UNDER A PARTICULAR CATALOG

To graduate, students must complete the study requirements of the ACC Catalog in effect at the time a degree or certificate program is elected. Degree or certificate program election is normally accomplished during the admission process. To change an election, a new degree or certificate plan must be filed with the Records Office. Students who interrupt their studies for more than four consecutive semesters (fall, spring, summer 1 and summer 2) must meet the requirements of the catalog under which they were readmitted.

#### COURSE SUBSTITUTION

Semester credit hours and core academic requirements for a degree or certificate will not be waived. Substitutions for other requirements must be approved by the appropriate department chair, division chair and dean. Application for substitution may be initiated through the Counseling Center, department chair, and Records Office.

#### GRADUATION HONORS

Degree candidates whose college grade-point average at Alvin Community College is 3.2 or higher will receive honors recognition at graduation. The college grade-point average includes all credit hours completed (excluding developmental) and all grades for repeated courses.

Appropriate scholastic achievement honors are recorded on the student's transcript and diploma:

- 3.2 grade point average - Cum Laude (with honors)
- 3.5 grade point average - Magna Cum Laude (with high honors)
- 3.8 grade point average - Summa Cum Laude (with highest honors).

### EDUCATIONAL GUARANTEE

#### UNIVERSITY PARALLEL PROGRAMS - TRANSFER CREDIT

Alvin Community College hereby guarantees to students who have graduated with the Associate of Arts or Associate of Science degree in May 1993 and thereafter that the course credits earned as part of these degree programs will transfer to those Texas colleges or universities which cooperate in the development of ACC's Transfer Guide provided the following conditions have been met:

1. Transferability means acceptance of credit toward a specific major and degree. Courses must be identified by the receiving university as transferable and applicable in the Transfer Guide dated 1991-92 or later.
2. Limitation on total number of credits accepted in transfer, grades required, relevant grade point average, and duration of transferability apply as stated in the general undergraduate catalog of the receiving institution.
3. Only college-level courses with Community College General Academic Course Guide Manual approved numbers are included in this guarantee.
4. To be eligible for the guarantee, the student must file a written transfer plan with the Counseling Center.

The transfer plan must include:

- a. courses to be taken for transfer,
- b. the name of the institution to which the student plans to transfer,
- c. the bachelor's degree and major the student plans to pursue,
- d. the date the decision was made, and
- e. an Associate of Arts or Associate of Science degree plan

If all of the above conditions are met and a course or courses are not accepted by a receiving institution in transfer, the student



must notify the Dean of Instruction, Student and Community Services within ten (10) days of notice of transfer credit denial so that a "Transfer Dispute Resolution" process can be initiated.

Alvin Community College guarantees that if course denial is not resolved, the College will offer the student tuition-free alternate courses, semester hour for semester hour, not to exceed twelve semester hours, which are acceptable to the receiving institution. This guarantee will be good for a one-year period from the granting of a degree by Alvin Community College. The student is responsible for payment of any fees, books, or other course related expenses.

This guarantee is designed specifically for those ACC students who have made firm decisions about their major and the institution to which they plan to transfer. In order to secure such a guarantee, students must begin the process in the ACC Counseling Center.

This guarantee does not apply when degree requirements set by some universities vary significantly from ACC's degree programs.

#### **TECHNICAL PROGRAMS - COMPETENT JOB SKILLS**

Alvin Community College hereby guarantees that recipients of an Associate of Applied Science degree or certificate of completion will have the job skills for entry-level employment in the occupational field for which the student has been trained. If such a degree or certificate recipient is judged by the employer to be lacking in technical job skills (identified as exit competencies for the specific program by ACC), the recipient will be provided up to nine (9) tuition-free credit hours of additional skill training. The following special conditions apply to this guarantee:

1. The student must have earned the Associate of Applied Science degree or certificate as of May 1993 or thereafter

2. The student must complete the program within four (4) years prior to the date of graduation and earn, as a minimum, 75% of the credits at ACC.
3. The student must be employed full time within six (6) months of graduation in an occupation directly related to the specific program completed at ACC.
4. The employer must certify in writing that the student lacks the entry-level skills as identified by ACC as program exit competencies and must specify the areas of deficiency within ninety (90) days of the student's initial employment.
5. Upon receipt of the employer's written notice, an educational plan for retraining will be developed by the Dean of Technical Programs and other appropriate personnel.
6. Retraining will be limited to nine (9) credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
7. All retraining must be completed within a calendar year from the time upon which the educational plan is agreed.
8. The student and/or employee is responsible for the cost of books, insurance, uniforms, fees and other course related expenses.
9. The guarantee does not imply that ACC graduates will pass any licensing or qualifying examination for a particular career.
10. A student's sole remedy against ACC and its employees for skill deficiencies shall be limited to nine tuition-free credit hours under conditions described above.

in a technical or occupational program listed in ACC's catalog.

### **DEGREES AND CERTIFICATES**

Developmental courses may not be used to fulfill the requirements for a degree or certificate.

#### **THE ASSOCIATE IN ARTS (AA) DEGREE:**

- Art
- Drama
- General Liberal Arts
- Music-Instrumental Concentration
- Music-Voice Concentration
- Musical Theatre
- Sports and Human Performance

#### **THE ASSOCIATE IN ARTS (AA) DEGREE - GENERAL STUDIES**

This degree is awarded for a sixty-four hour multidisciplinary academic program pursued by students who do not have a specific baccalaureate degree goal. The core curriculum and core academics for this program include English, fine arts, history, government, mathematics, speech, sciences, and physical activity.

#### **THE ASSOCIATE IN SCIENCE (AS) DEGREE:**

- Biological Science
- Business Administration
- Mathematics
- Physical Science

#### **THE ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE:**

- Aerospace Technology-Computer Programming
- Communications-Radio Broadcasting
- Communications-Television
- Computer Science Technology
- Computer Repair Technology
- Court Reporting
- Criminal Justice-Correctional Science
- Criminal Justice-Law Enforcement & Police Administration
- Drafting Technology

- Early Care and Education
- Electronic Technology
- Legal Assistant
- Management Development
- Medical Lab Technology
- Mental Health
- Nursing
- Office Administration-Office Professional
- Office Administration-Legal Office Professional
- Office Administration-Medical Office Professional
- Respiratory Care
- Retail Management and Marketing

#### **THE ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE WITH ADVANCED SKILLS CERTIFICATE:**

- Aerospace Technology-Computer Programming
- Correctional Science
- Drafting
- Law Enforcement and Police Administration

#### **THE CERTIFICATES:**

- Communications-Radio Broadcasting
- Communications-Television
- Computer Science-Data Processing
- Court Reporting
- Court Reporting Scopist
- Criminal Justice-Correctional Administration
- Criminal Justice-Correctional Science
- Criminal Justice-Crime Scene Technician
- Criminal Justice-Texas Peace Officer
- Drafting
- Early Care and Education
- Early Care and Education Administration
- Electronics
- Instrumentation Technology



Management Development  
Mental Health  
Office Administration-Office Assistant  
Office Administration-Word Processing  
Process Technician  
Respiratory Care Technician  
Retail Management & Marketing  
Vocational Nursing

#### SECOND DEGREE OR CERTIFICATE

Alvin Community College grants credit for all previously completed courses which also meet the requirements of an additional degree or certificate. The student must pay for additional degrees or certificates.

#### DEFINITIONS OF ACADEMIC TERMS

**Academic Probation:** The status of a student whose cumulative grade point average is below the minimum standard of 2.0.

#### Admission:

**Full:** Acceptance of a student to the college after all admission requirements have been met.

**Provisional:** Temporary acceptance of a student to the college pending receipt of official transcripts and test scores. Failure to submit these documents will prevent future registration and transcript service.

**Audit:** A comment recorded on a transcript in place of a grade for a course which a student has elected to take without credit.

**Co-requisite:** A course which must be taken simultaneously with another course.

**Curriculum:** A specific course of study leading to a degree or certificate.

**Elective:** A course which a student may choose to take, as distinguished from a required course.

**Expulsion:** Dismissal from the College, usually without recourse for re-enrollment.

**Faculty:** The instructional staff of the College.

**Grade Point Average:** The ratio of grade points earned to credit hours attempted.

**Pre-requisite:** A course which must be taken before taking another course or a test which must be passed before taking a course.

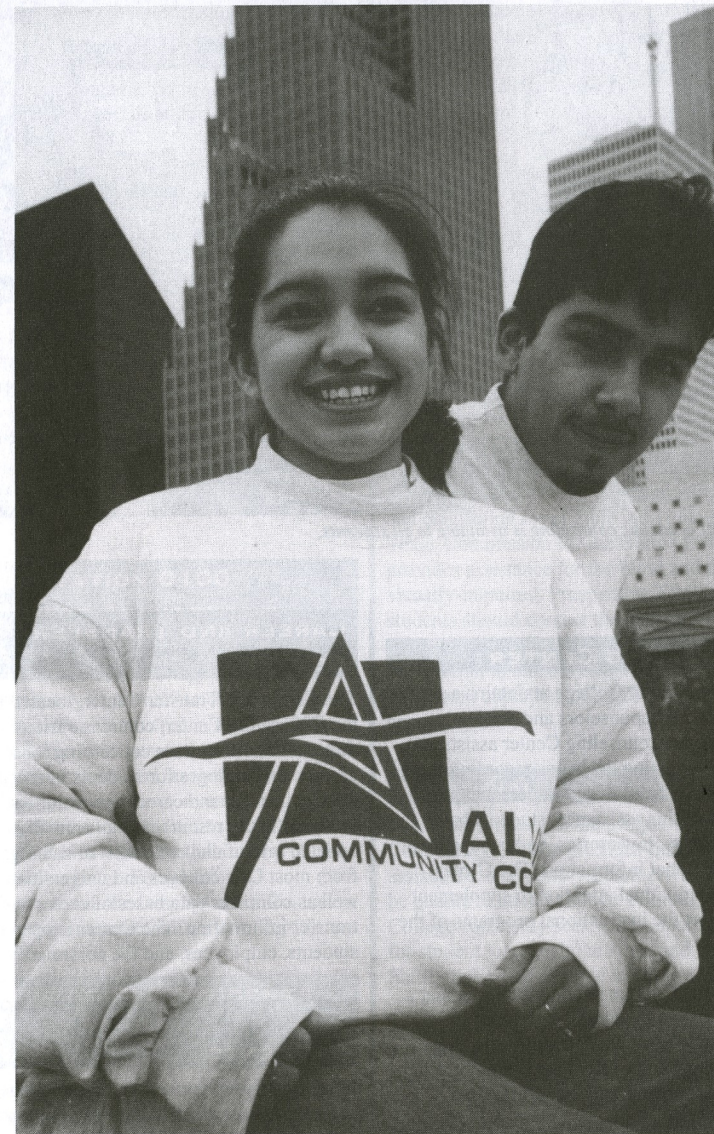
**Registration:** Process of enrolling for classes, constituting the selection of courses by days and hours and the payment of fees.

**Suspension:** A requirement that a student cease enrollment in the College for at least one semester.

**Term:** A subdivision of the academic year - Fall, Spring, and Summer semesters.

**Transcript:** A certified copy of the student's academic record.

**Unit of Credit:** Course work is posted in semester credit hours. Generally, one lecture hour or three laboratory hours constitute one semester hour of credit.



STUDENT SERVICES





*Individual academic counseling is available to all students.*

### **COUNSELING CENTER**

Alvin Community College maintains a staff of professional counselors and academic advisors. The Counseling Center assists students in making decisions regarding their vocational, educational, and personal plans. As a part of this assistance, students have access to tests, inventories, and occupational and educational information. The Center provides individual attention to supplement and support the instructional programs of the College.

Because the College strongly believes that a person's abuse of alcohol and drugs affects his ability to meet educational goals, the Counseling Center offers a program of drug education/prevention to benefit all ACC students.

### **CAREER AND TRANSFER CENTER**

The Career and Transfer Center, located in the Counseling Center, contains various materials and resources concerning jobs, careers, and colleges for students interested in college transfer and career opportunities. Included in the resources is an annually updated microfiche collection of catalogs from most U.S. colleges and universities, as well as computer data bases of career and transfer information. The Center is open to students, employees, and the community.

### **DOLPHIN PREVIEW FOR NEW STUDENTS**

In order to ease the transition into college, to acquaint new students with college programs, and to promote success in college, an orientation program is scheduled by the Student Services Department prior to registration each fall and spring semester. ACC student services staff members, faculty, administrators, and current students are

available to provide information on programs, courses, transfer, registration, services, physical layout of campus, and student activities and organizations. Contact the Counseling Center for additional information.

### **LEARNING ENHANCEMENT AND ACHIEVEMENT PROGRAM (LEAP)**

Services are provided for students who have differences in learning styles. Support is provided to individuals through informal testing, assistance in developing new learning strategies, and suggestions for alternative academic approaches. Students can be referred by faculty, counselors or themselves. For further information and assistance, contact the coordinator of LEAP in the Counseling Center.

### **ORIENTATION 0100: COLLEGE ADJUSTMENT**

ORIE 0100 is a one-semester-hour developmental course designed to teach students many of the skills needed to succeed in college. Topics covered in ORIE 0100 include: time management, study skills, test taking, stress reduction, assertiveness training, career exploration, and decision making. Students who want to take ORIE 0100 should include it on their course plans when they register. For additional information, see the Description of Courses in this catalog or contact the Counseling Center.

### **SERVICES FOR STUDENTS WITH DISABILITIES**

Alvin Community College complies with the ADA and Section 504 of the Rehabilitation Act by making reasonable accommodations for qualified students with disabilities. Students requesting accommodations because of a disability should notify the Counseling Center at least 30 days prior to the beginning of the semester. Services include pre-enrollment counseling and scheduling

assistance, special equipment, notetaking assistance, testing accommodations, sign language interpreters, and referral services. Information and assistance may be obtained from the Counselor for Students with Disabilities located in the Counseling Center, (281) 388-4636 or TDD number (281) 388-4913.

### **TEXAS REHABILITATION COMMISSION TEXAS COMMISSION FOR THE BLIND**

Students with disabilities which constitute a substantial barrier to employment may qualify for vocational rehabilitation services. The Texas Rehabilitation Commission (TRC) provides tuition assistance, diagnostic testing, and counseling for eligible individuals. The Texas Commission for the Blind (TCB) provides assistance for the blind and the visually-impaired. Prospective TRC and TCB students should contact the nearest TRC or TCB office at least six weeks prior to college registration to discuss eligibility and vocational objectives. Call first to set up an appointment.

### **FINANCIAL ASSISTANCE**

The student financial aid program at Alvin Community College provides financial assistance to students who otherwise would be unable to attend college. Although the College constantly seeks additional support for student loans, scholarships, and grants, funds are limited in some of these areas.

Financial aid is awarded in the form of scholarships, grants, loans, and jobs according to financial need, academic grades, and academic load. A student's personal and family resources are considered in determining the student's financial need.

Students who apply for financial aid must:

- complete all requirements for admission to the College;



- complete the college's application for financial aid; and
- complete an application for Federal student aid.

Students must apply for financial aid in person and submit a new application for re-evaluation each year. Application should be made as soon as family income tax information is available and as early in the year as possible. Deadlines are published in class schedules. Application forms and additional information are available in the Financial Aid Office. All information provided to this office remains confidential.

The Financial Aid Office will determine that a student's academic progress has preserved his eligibility for financial assistance.

All tuition and fees must be paid in full at the time of registration or students may not attend classes. If a student's financial aid is not available when tuition payment is due, the student is personally responsible for tuition and fees. Thus, students needing financial assistance should make application to the Financial Aid Office early in order to satisfy deadlines.

### FINANCIAL AID PROGRAMS

**Federal Pell Grants:** This grant makes funds available to eligible undergraduate students who are enrolled at least half-time. All students who desire to participate in this program must submit an application. A student who meets grant requirements will be provided with a Student Aid Report which he must submit to the Financial Aid Office. Some programs require high school graduation, the equivalent and/or other criteria for admission.

**Federal Work-Study Program:** This program provides on-campus employment for students who qualify on the basis of financial need. To be eligible for employment under this program, the student must be enrolled at

least half-time and must show a need for the earnings to pay for college expenses.

**Short-Term Loans:** Alvin Community College has limited funds to provide immediate assistance for tuition and fees. These funds are made available through gifts contributed by individuals and organizations interested in Alvin Community College and in the welfare of its students. The funds are used for emergency loans which must be repaid during the term of enrollment so that the money may be continually circulated. Loan recipients will be charged a processing fee.

**Federal Stafford Loan Program:** This loan program permits students to obtain low-interest loans from private lending agencies. The process is begun by applying for a Pell Grant. Eligibility requirements include, but are not limited to, need. If a student is otherwise eligible, the Student Financial Aid Officer can certify the loan application. These loans are normally made through banks, credit unions, or savings and loan associations who participate in the program.

**State Student Incentive Grant:** All eligible students may be considered for this grant program, which is based on financial need. Although these funds are limited, students applying for other financial aid will automatically be considered for this program.

**Federal Supplemental Educational Opportunity Grants:** Supplemental Educational Opportunity Grants are awarded to students with financial need. Although these funds are limited, students applying for other financial aid will automatically be considered for this program.

**Texas Public Education Grants:** State legislation has made grant funds available to students with financial need. Although these funds are limited, students applying for other financial aid will automatically be considered for this program.

**Hazlewood Act:** The Hazlewood Act is an act of Texas legislation. It provides exemption of payment for tuition and certain fees for Texas veterans at state-supported colleges and universities who present proof of the following:

1. residency in Texas at the time of entry into the military
2. receipt of an honorable or under honorable conditions discharge
3. service time of 180 days of active duty (excluding training time)
4. proof of residence in Texas for a minimum of 12 months prior to college registration

Effective with the Fall 1995 semester, eligible veterans are limited to 150 attempted credit hours of eligibility using the Hazlewood benefit.

Eligibility is determined from an original or certified copy of the veteran's DD214. Veterans who have been discharged within the past ten years must also present a letter from the Department of Veteran's Affairs stating that the veteran is not eligible to receive benefits under the Montgomery GI Bill.

Application for Hazlewood benefits is made through the Records Office, Veterans Coordinator. Additionally, Hazlewood applicants must begin financial aid processing 6 weeks prior to registration to establish financial aid status. Veterans who have bachelor's degrees need only to verify their degree. Hazlewood students must obtain signatures on the Tuition Exemption Form, available in the Records Office, from the Veterans Coordinator and the Director of Financial Aid by the census date of each semester to receive benefits. Census dates are published in class schedules. Students in default on an educational loan are not eligible to receive the Hazlewood exemption.

**Job Training Partnership Act (JTPA):** Eligible students may receive tuition, fees,

books, career counseling, and part-time employment. To be eligible for the JTPA program, students must (1) meet financial need criteria and (2) enroll in a vocational program. For information, contact the JTPA Office, (281) 388-4627.

### SCHOLARSHIPS

#### ATHLETIC GRANTS-IN-AID

For information on athletic grants-in-aid, contact the Athletic Director.

#### MUSIC GRANTS-IN-AID

For information on the music grants-in-aid, contact the Music Department Chairperson.

#### INSTITUTIONAL DEPARTMENTAL ACADEMIC SCHOLARSHIPS

Departmental academic scholarships are provided to qualified students in:

- Art
- Business
- Communications
- Court Reporting
- Drafting
- Early Care and Education
- Electronics
- English
- Foreign Languages
- Law Enforcement
- Legal Assistant
- Math/Management Development
- Medical Lab Technology
- Mental Health
- Music
- Nursing-ADN
- Nursing-LVN
- Respiratory Care
- Retail Management and Marketing
- Social Science
- Science

These scholarships are competitive in nature. Students interested in these scholarships should contact the chairperson of the appropriate department.



## OTHER SCHOLARSHIPS

These scholarships, coordinated by Alvin Community College, are awarded annually:

ACC Association of Educational  
Office Personnel Scholarship  
Aerospace Tech/Rockwell Space  
Operations

Alvin Noon Lions Club Scholarship  
Associate Degree Nursing Faculty  
Scholarship

Francis Joseph (Joe) Phillips Memorial  
Scholarship

M. B. Ward Scholarship  
(for Alvin High School  
Students)

Pan American College Forum  
Neal Nelson Memorial  
Scholarship

Paul Lawson Scholarship (Drama)  
Presidential Scholarship

Presidential Service Award Scholarship  
(Alvin High School  
Graduating Senior)

Rotary Club Scholarship (Alvin Rotary)

Scott Memorial Scholarship  
(Law Enforcement Club)

Other scholarships from outside sources are available to ACC students. For further information concerning all scholarships, inquire at the Financial Aid Office.

## VETERANS ADMINISTRATION BENEFITS

Alvin Community College has been approved for VA educational training. Prospective students who are veterans or eligible veterans' dependents should contact either the VA Regional Office or the Veterans Benefits Coordinator in the ACC Records Office for applications and further information. Early application is advised. VA recipients are expected to comply with standards of academic progress listed below. VA certification is not an automatic process; the

veteran must request certification each semester.

## STANDARDS OF ACADEMIC PROGRESS FOR STUDENTS RECEIVING VA BENEFITS

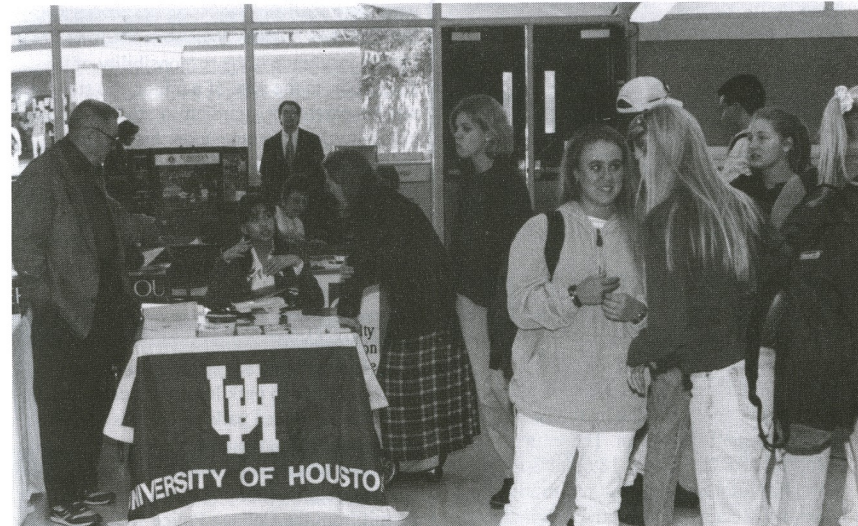
**Satisfactory Progress:** Maintaining a cumulative grade-point average (CGPA) of 2.0.

**Probation:** Failure to achieve a CGPA of 2.0 results in first probation for the student's next registration. If the student achieves a 2.0 GPA for his first semester on probation but does not achieve a CGPA of 2.0, the student will be placed on second probation for one additional semester. Summer sessions (Summer 1, Summer 2, Summer 12-week) are considered one semester.

**Unsatisfactory Progress:** Failure to remove probationary status. Unsatisfactory progress is reported to the VA Regional Office at the end of the first probation period if the semester GPA is below 2.0 and at the end of the second probation period if the cumulative GPA is below 2.0. This action suspends VA educational benefits.

**Transfer Students:** VA students who transfer to ACC under academic suspension or probation at the last school attended are admitted under the terms of first probation listed above.

**Reinstatement of VA Educational Benefits:** Reinstatement of benefits will rely upon achievement of an overall GPA of 2.0 and agreement for re-instatement by the Houston Regional Office of Veteran's Administration.



Annual College and career fairs assist students in planning their futures.

## JOB PLACEMENT SERVICE

The Financial Aid Office provides placement services for students who need part-time or full-time employment during their enrollment and after graduation. Information on job requirements and opportunities is available through the College's contact with business, industry, the professions, and the government. Students seeking part-time work are encouraged to keep in mind their career plans and to seek job experiences that can benefit them in permanent positions after graduation.

## LEARNING LAB

Located on the second floor of the Learning Resources Center, the Learning Lab is an open-concept learning center that serves ACC students. Its purpose is to provide help for students in a relaxed, informal environment. Lab services include developmental classes to better prepare students for their chosen programs; individual tutoring; microcomputers, tape players / recorders / copiers, films, and audio tapes for individual

use. The Learning Lab is open days throughout the academic year, and evening tutoring is available by appointment. All services of the Lab are free.

## LIBRARY

The Library, located on the second floor of the Learning Resources Center, has a collection of 30,000 books and bound periodicals, 200 current periodical subscriptions, and 50,000 microforms. All materials are available for use by students, staff, and residents of the community. Library hours are published in the class schedule.



## CAMPUS SERVICES

### CAFETERIA

The cafeteria, located in the Student Center, offers a grill, cold food and snacks, a salad bar, and beverages. It is open each class day, breakfast through lunch.

### EARLY CARE AND EDUCATION LABORATORY SCHOOL

Students, staff, and faculty may enroll their children in the campus early care center, a laboratory school operated by the Early Care and Education Department. The center is licensed for children ages 18 months to 6 years. For information about registration, hours, and charges, contact the Laboratory School Office.

### COLLEGE STORE

The College Store, offering books, school supplies, and sundry items, is operated for the convenience of students and faculty. Located in the Student Center, it is open for day and evening services throughout the academic year. Book-buy-back is conducted by the College Store during the week of final examinations each semester; students may sell their books back for one-half the original purchase price.

### FITNESS CENTER

The ACC Fitness Center, including the gym, racquetball courts, tennis courts, weight training rooms, locker rooms, and saunas, is open to students, faculty, staff, and the residents of the college district who purchase a membership. The center operates seven days a week during the fall and spring semesters except when the College is closed. Summer operating hours are published in the class schedule. For membership information call 388-4706.

### HEALTH INSURANCE

Health insurance is the responsibility of the student or, in the case of a minor, the student and his parents or guardian. A student's eligibility for coverage under his parents' policy may depend on the student's age, dependency status on federal tax returns, and the total hours of enrollment. Students or parents are advised to consult their insurance carrier for specific terms of eligibility.

### PARKING

Automobiles must be registered with the College Police to park legally on campus. Students are issued parking permits and the published traffic regulations as part of registration. Visitors and participants in special programs must obtain a temporary permit from the College Police Office. Parking spaces marked with yellow stripes are reserved for student and registered visitor parking. Those spaces painted white with "Faculty and Staff Parking" signs at the heads of the rows are reserved for registered faculty and staff vehicles. Each parking lot on campus has Handicap Parking that is reserved for vehicles transporting mobility-impaired persons.

### STUDENT ACTIVITIES

Some of the most valuable experiences a student will have while attending college occur outside the classroom. These extra-curricular activities are open to every ACC student and the College encourages its students to participate. Activities include movies, speakers, dances, intramural sports and games, workshops, concerts, programs, and student organizations. Throughout the year special events take place including Fall Festival & Carnival, Festival of Lights, International Festival, Spring Dinner Show, and Spring Fling. The Student Activities Office maintains a calendar of campus events, which are announced in the bi-monthly campus newsletter, FYI.

### STUDENT ORGANIZATIONS

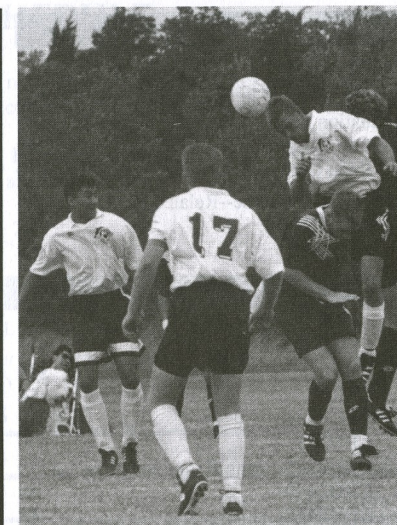
Alvin Community College offers a variety of student organizations classified as curriculum-related, service, social, and religious, as well as a very active Student Government Association. The SGA represents the students' interests, assists with campus programming, and serves as an official channel of communication between students and the college administration. The SGA also recommends students for various college committees. Information on student organizations is available from the Student Activities Office located in the Student Center.

### ATHLETICS

The College is a member of the National Junior College Athletic Association (NJCAA) and participates in intercollegiate competition in men's baseball, women's volleyball and women's fast-pitch softball. Soccer is offered as a club sport. Students have the opportunity to participate in intramural and extramural sports, as well as an extensive sports and human performance program.

### STUDENT HANDBOOK

The student handbook contains the official publication of the Student Code of Conduct. Additionally, it provides information about student activities and organizations, student services, the grievance procedure, and college regulations. It is available in the Student Activities Office in the Student Center.



*Soccer is a co-ed club sport at ACC.*



**SPECIAL FEES**

Credit by Exam	
Per semester hour	\$15
Graduation Fees	
Cap & Gown	\$20
Each Certificate/Degree	\$10
Lab Fees and Course--Related Fees	
ACCT2340	\$8
ARTS	\$8
BIOL	\$12
CHEM	\$8
COMM	\$12
COMM2332	\$15
CSCI	\$10
CTRP	\$8
CTRP2320	\$12
CRIJ2335	\$20
CRIJ2335-Firing Range Supplies	\$139
CRIJ2440	\$8
CRIJ2442	\$8
CRIJ2444	\$8
CRIJ2446	\$8
DRFT	\$10
ECED	\$8
ELEC	\$8
FREN	\$8
GEOL	\$8
GERM	\$8
MELT	\$8
MELT2313	\$17.50
MELT2322	\$13
MELT2412	\$22.50
MENH1321	\$21
MENH1322	\$20
MENH2323	\$20
MENH2324	\$20
MUAP (\$25 per semester hour)	\$50
NURS1300	\$6
NURS1310	\$24
NURS1400	\$24
NURS1750	\$24
NURS1800	\$24
NURS2200	\$20
NURS2401	\$24
NURS2411	\$17
NURS2700	\$24
OFAD	\$10
PHYS	\$8
RESC	\$8
RESC1500	\$22.50
RESC2214	\$22.50

RESC2214	\$100
(Advanced Cardiac Life Support Program Fee)	
SPAN	\$8
TV Course Fee (per course)	\$15
VOCN1800	\$13
VOCN1901	\$15.25
VOCN1911	\$15.25
Non--traditional Education Evaluation Fee	
Per request	\$30
Parking Fee (Annual)	\$15
Physical Education (PHED) Fees	
Towel/Locker use	\$6
Bowling	\$40
Golf	\$65
Scuba Diving	\$75
Registration Fee	
Non--refundable	\$15
Returned Check Fee	
Per check	\$25
Short--Term Loan Processing Fee	
Per transaction	\$5

**TUITION AND FEES SCHEDULE**

Tuition and fees are based on residence status and number of hours taken. They are subject to change without notice by action of the ACC District Board of Trustees or the State of Texas.

Tuition and fees are charged for each registration: Fall, Spring, Summer 1, and Summer 2. Registration does not become official until tuition and fees are paid.

For information about tuition adjustment, see page 26.

**FALL AND SPRING SEMESTERS**

CRED HRS	TUITION			SPECIAL FEES					TOTAL CHARGES*		
	RES- IN	RES- OUT	NON- RES	O/DIS FEE	BLDG USE FEE	STU/ SERV	TECH FEE	REG FEE	RES- IN	RES- OUT	NON- RES
1	\$90	\$90	\$200	\$10	\$5	\$16	\$20	\$15	\$146	\$156	\$266
2	90	90	200	20	10	16	20	15	151	171	281
3	90	90	200	30	15	16	20	15	156	186	296
4	90	90	200	40	20	16	20	15	161	201	311
5	90	90	200	50	25	16	20	15	166	216	326
6	90	90	240	60	30	16	20	15	171	231	381
7	105	105	280	70	35	16	20	15	191	261	436
8	120	120	320	80	40	16	20	15	211	291	491
9	135	135	360	90	45	16	20	15	231	321	546
10	150	150	400	100	50	16	20	15	251	351	601
11	165	165	440	110	55	16	20	15	271	381	656
12	180	180	480	120	60	16	20	15	291	411	711
13	195	195	520	130	65	16	20	15	311	441	766
14	210	210	560	140	70	16	20	15	331	471	821
15	225	225	600	150	75	16	20	15	351	501	876
16	240	240	640	150	80	16	20	15	371	521	921
17	255	255	680	150	85	16	20	15	391	541	966
18	270	270	720	150	90	16	20	15	411	561	1,011
19	285	285	760	150	95	16	20	15	431	581	1,056
20	300	300	800	150	100	16	20	15	451	601	1,101



## SUMMER SEMESTERS

CRED HRS	TUITION			SPECIAL FEES					TOTAL CHARGES*		
	RES- IN	RES- OUT	NON- RES	O/DIS FEE	BLDG USE FEE	STU/ SERV	TECH FEE	REG FEE	RES- IN	RES- OUT	NON- RES
1	\$90	\$90	\$200	\$10	\$5	\$5	\$20	\$15	\$135	\$145	\$255
2	90	90	200	20	10	5	\$20	15	140	160	270
3	90	90	200	30	15	5	\$20	15	145	175	285
4	90	90	200	40	20	5	\$20	15	150	190	300
5	90	90	200	50	25	5	\$20	15	155	205	315
6	90	90	240	60	30	5	\$20	15	160	220	370
7	105	105	280	70	35	5	\$20	15	180	250	425
8	120	120	320	80	40	5	\$20	15	200	280	480
9	135	135	360	90	45	5	\$20	15	220	310	535
10	150	150	400	100	50	5	\$20	15	240	340	590
11	165	165	440	110	55	5	\$20	15	260	370	645
12	180	180	480	120	60	5	\$20	15	280	400	700
13	195	195	520	130	65	5	\$20	15	300	430	755
14	210	210	560	140	70	5	\$20	15	320	460	810
15	225	225	600	150	75	5	\$20	15	340	490	865
16	240	240	640	150	80	5	\$20	15	360	510	910
17	255	255	680	150	85	5	\$20	15	380	530	955
18	270	270	720	150	90	5	\$20	15	400	550	1,000
19	285	285	760	150	95	5	\$20	15	420	570	1,045
20	300	300	800	150	100	5	\$20	15	440	590	1,090

**RES-IN:** Resident, In District  
**RES-OUT:** Resident, Out of District  
**NON-RES:** Non-resident (Out-of-State or International Student)  
**O/DIS FEE:** Out-of-District Fee. \$10 per credit hour, not to exceed \$150.  
 Applies to RES-OUT and NON-RES.

**TECH FEE:** The Technology Fee supports student access to state-of-the-art computer and instructional technologies.

\*Does not include lab fees, PHED fees, parking fees, insurance fees or books.



# CURRICULUM OFFERINGS



## ACADEMIC PROGRAMS

Alvin Community College offers a variety of academic programs. The following degrees and certificates are awarded to students who successfully complete approved programs.

### ASSOCIATE IN ARTS DEGREE

**Degree:** Associate in Arts (A.A.)

**Length:** Four-Semester (Two-Year) Program

**Purpose:** The Associate in Arts Degree (A.A.) is awarded to students who fulfill the requirements in General Liberal Arts, Art, Drama, Music, or Sports & Human Performance curriculum. Students who complete these curriculums normally transfer to a four-year college where they major in one of the following subject-areas:

Art	Library Science
Drama	Music
Economics	Mathematics
Education	Philosophy
English	Physical Education
Foreign Language	Pre-Law
Government	Psychology
History	Sociology
Journalism	Speech

**Program Requirements:** These curriculums include the general education courses and introductory specialty courses that are usually required in the first two years of equivalent baccalaureate programs. When planning a program and selecting electives, the student should become acquainted with the requirements of the major department in the college or university to which he/she expects to transfer.

### GENERAL LIBERAL ARTS

#### ASSOCIATE IN ARTS DEGREE PROGRAM

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>FIRST SEMESTER</b>				
ENGL 1301	Composition and Rhetoric I	3	0	3
**HIST 1301	The U.S. to 1877	3	0	3
MATH	Select from core curriculum:	3	0	3
SPCH 1315	Public Speaking	3	0	3
Foreign Language or Select from core curriculum:	Cross Cultural Studies	3	0-2	3-4
PHED	Physical Activity	0	3	1
		<u>15</u>	<u>3-5</u>	<u>16-17</u>
<b>SECOND SEMESTER</b>				
ENGL 1302	Composition and Rhetoric II	3	0	3
**HIST 1302	The U.S. Since 1877	3	0	3
Select from core curriculum:		3	0	3
MATH	Any College Level Mathematics	3	0	3
Foreign Language or Elective		3	0-2	3-4
PHED	Physical Activity	0	3	1
		<u>15</u>	<u>3-5</u>	<u>16-17</u>

#### Third Semester

ENGL 2332	Survey of Literature I	3	0	3
or				
ENGL 2322	Survey of English Literature I			
SCIENCE	Select from core curriculum:	3	2-3	4
GOVT 2301	American National and State Governments I	3	0	3
Select from core curriculum:	Visual/Performing Arts	3	0	3
Elective		3	0	3
		<u>15</u>	<u>2-3</u>	<u>16</u>

#### FOURTH SEMESTER

ENGL 2333	Survey of Literature II	3	0	3
or				
ENGL 2323	Survey of English Literature II			
SCIENCE	Select from core curriculum:	3	2-3	4
GOVT 2302	American National and State Governments II	3	0	3
Select from core curriculum:	Social/Behavioral Sciences	3	0	3
Electives		3	0	3
		<u>15</u>	<u>2-3</u>	<u>16</u>

*\*\*Texas History (HIST 2301) may be substituted for one semester of U.S. History (HIST 1301 or HIST 1302) to satisfy degree requirements.*

Total Minimum Credits Required for a  
General Liberal Arts Degree ..... 64-66

### ART

#### ASSOCIATE IN ARTS DEGREE PROGRAM

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>FIRST SEMESTER</b>				
ENGL 1301	Composition and Rhetoric I	3	0	3
**HIST 1301	The U.S. to 1877	3	0	3
ARTS 1311	Design I	0	6	3
ARTS 1316	Drawing I	0	6	3
ARTS 1303	Art History I	3	0	3
PHED	Physical Activity	0	3	1
		<u>9</u>	<u>15</u>	<u>16</u>
<b>SECOND SEMESTER</b>				
ENGL 1302	Composition and Rhetoric II	3	0	3
**HIST 1302	The U.S. Since 1877	3	0	3
ARTS 1312	Design II	0	6	3
ARTS 1317	Drawing II	0	6	3
ARTS 1304	Art History II	3	0	3
PHED	Physical Activity	0	3	1
		<u>6</u>	<u>15</u>	<u>16</u>
<b>SUMMER I SEMESTER</b>				
ENGL 2332	Survey of Literature I	3	0	3
GOVT 2301	American National and			



	State Governments I	3	0	3
		<u>6</u>	<u>0</u>	<u>6</u>
<b>SUMMER II SEMESTER</b>				
ENGL 2333	Survey of Literature II	3	0	3
GOVT 2302	American National and State Governments II	3	0	3
		<u>6</u>	<u>0</u>	<u>6</u>
<b>THIRD SEMESTER</b>				
ARTS 2316	Painting I	0	6	3
ARTS	Elective	0	6	3
SOCI 1301	Principles of Sociology	3	0	3
or				
PSYC 2301	General Psychology	3	2	4
Science	Select from Core	3	0	3
MATH 1314	College Algebra	3	0	3
		<u>9</u>	<u>14</u>	<u>16</u>
<b>FOURTH SEMESTER</b>				
ARTS 2326	Sculpture I	0	6	3
Science	Select from Core	3	2	4
SPCH 1318	Interpersonal Communication	3	0	3
ARTS	Elective	0	6	3
ANTH 2346	Introduction to Anthropology	3	0	3
		<u>9</u>	<u>14</u>	<u>16</u>

*\*\*Texas History (HIST 2301) may be substituted for one semester of U.S. History (HIST 1301 or HIST 1302) to satisfy degree requirements.*

Total Minimum Credits Required for  
Arts Degree ..... 76

## DRAMA

### ASSOCIATE IN ARTS DEGREE PROGRAM

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>FIRST SEMESTER</b>				
ENGL 1301	Composition and Rhetoric I	3	0	3
*HIST 1301	The U.S. to 1877	0	0	3
DRAM 1220	Rehearsal and Performance	0	6	2
DRAM 1322	Movement & Dance for the Performing Arts	1	3	3
DRAM 1310	Introduction to Theatre Arts	3	2	3
SCIENCE	Select from Core Listing	3	2-3	4
		<u>13</u>	<u>13-15</u>	<u>18</u>
<b>SECOND SEMESTER</b>				
ENGL 1302	Composition and Rhetoric II	3	0	3
*HIST 1302	The U.S. Since 1877	3	0	3
DRAM 1221	Rehearsal and Performance	0	6	2
DRAM 1351	Introduction to Acting	2	4	3
DRAM 1341	Stage Makeup	2	4	3
SCIENCE	Select from Core Listing	3	2-3	34
		<u>13</u>	<u>16-17</u>	<u>18</u>

### THIRD SEMESTER

ENGL 2332	Survey of Literature I			
or				
ENGL 2322	Survey of English Literature I	3	0	3
GOVT 2301	American National and State Governments I	3	0	3
DRAM 2120	Rehearsal and Performance	0	6	1
DRAM 1330	Introduction to Technical Theatre	2	4	3
DRAM 1352	Advanced Acting	2	4	3
DRAM 2360	Modern Theatre Literature	3	0	3
Cross-Cultural	Select from Core Listing	3	0-2	3-4
		<u>16</u>	<u>14-16</u>	<u>19-20</u>

### FOURTH SEMESTER

ENGL 2333	Survey of Literature II			
or				
ENGL 2323	Survey of English Literature II	3	0	3
GOVT 2302	American National and State Governments II	3	0	3
DRAM 2331	Intermediate Technical Theatre	3	3	3
DRAM 2336	Theatre Speech	3	0	3
DRAM 2121	Rehearsal and Performance	0	6	1
MATH 1314	College Algebra	3	0	3
Social/Behavioral Science	Select from Core Listing	3	0	3
		<u>18</u>	<u>9</u>	<u>19</u>

*\*Texas History (HIST 2301) may be substituted for one semester of U.S. History (HIST 1301 or HIST 1302) to satisfy degree requirements.*

Total Minimum Credits Required for  
Drama Degree ..... 74



## MUSIC - INSTRUMENTAL CONCENTRATION

### ASSOCIATE IN ARTS DEGREE PROGRAM

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>SUMMER BEFORE FRESHMAN YEAR</b>				
**HIST 1301	The United States to 1877	3	0	3
ENGL 1301	Composition & Rhetoric I	3	0	3
**HIST 1302	The United States Since 1877	3	0	3
		<u>9</u>	<u>0</u>	<u>9</u>

### FIRST SEMESTER

ENGL 1302	Composition and Rhetoric II	3	0	3
*MUSI 1308	Survey of Music Literature	3	0	3
MUSI 1211	Music Theory	3	0	2
MUSI 1216	Ear Training and Sight-Singing	0	3	2
MUSI 1181	Class Piano	1	1	1
MUSI 1127	Concert Band	0	5	1
MUAP	App. Music: Principal Instr.	1	4	2
PHED	Physical Activity	0	3	1
		<u>11</u>	<u>16</u>	<u>15</u>

### SECOND SEMESTER

MUSI 1309	Survey of Music Literature	3	0	3
MUSI 1212	Music Theory	3	0	2
MUSI 1217	Ear Training and Sight-Singing	0	3	2
*MUSI 1182	Class Piano	1	1	1
MUSI 1127	Concert Band	0	5	1
MUAP	App. Music: Principal Instr.	1	4	2
PHED	Physical Activity	0	3	1
SOCI 1301	Principles of Sociology	3	0	3
or				
PSYC 2301	General Psychology			
		<u>11</u>	<u>16</u>	<u>15</u>

### Summer Session

GOVT 2301	American Nat. & State Govt. I	3	0	3
SPCH 1315	Public Speaking	3	0	3
or				
SPCH 1318	Interpersonal Communication			
GOVT 2302	American Nat. I & State Govt. II	3	0	3
		<u>9</u>	<u>0</u>	<u>9</u>

### THIRD SEMESTER

MATH 1314	College Algebra	3	0	3
SCIENCE	Select from Core	3	3	4
MUSI 2211	Music Theory	3	0	2
MUSI 2216	Ear Training and Sight-Singing	0	3	2
*MUSI 2181	Class Piano	1	1	1
MUSI 2127	Concert Band	0	5	1
MUAP	App. Music: Principal Instr.	1	4	2
		<u>11</u>	<u>16</u>	<u>15</u>

### FOURTH SEMESTER

SOCI 2319	American Minorities	3	0	3
or				
ANTH 2346	Introduction to Anthropology			
SCIENCE	Select from Core	3	3	4
MUSI 2212	Music Theory	3	0	2
MUSI 2217	Ear Training and Sight-Singing	0	3	2
MUSI 2182	Class Piano	1	1	1
MUSI 2127	Concert Band	0	5	1
MUAP	App. Music: Principal Instr.	1	4	2
		<u>11</u>	<u>16</u>	<u>15</u>

\*MUAP 1271, 1272, 2271, 2272 may be substituted.

\*\*Texas History (HIST 2301) may be substituted for one semester of U.S. History (HIST 1301 or HIST 1302) to satisfy degree requirements.

Total Minimum Credits Required

for a Music Degree..... 78

## MUSIC - VOICE CONCENTRATION

### ASSOCIATE IN ARTS DEGREE PROGRAM

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>SUMMER BEFORE FRESHMAN YEAR</b>				
**HIST 1301	The United States to 1877	3	0	3
ENGL 1301	Composition and Rhetoric I	3	0	3
**HIST 1302	The United States Since 1877	3	0	3
		<u>9</u>	<u>0</u>	<u>9</u>

### FIRST SEMESTER

ENGL 1302	Composition and Rhetoric II	3	0	3
MUSI 1308	Survey of Music Literature	3	0	3
MUSI 1211	Music Theory	3	0	2
MUSI 1216	Ear Training and Sight-Singing	0	3	2
*MUSI 1181	Class Piano	1	1	1
MUSI 1141	Concert Choir	0	5	1
MUAP 1281	Applied Music: Voice	1	4	2
PHED	Physical Activity	0	3	1
		<u>11</u>	<u>16</u>	<u>15</u>

### SECOND SEMESTER

MUSI 1309	Survey of Music Literature	3	0	3
MUSI 1212	Music Theory	3	0	2
MUSI 1217	Ear Training and Sight-Singing	0	3	2
*MUSI 1182	Class Piano	1	1	1
MUSI 1141	Concert Choir	0	5	1
MUAP 1282	Applied Music: Voice	1	4	2
DRAM 2336	Theatre Speech	3	0	3
MUSI 1159	Musical Theatre	1	4	1
		<u>12</u>	<u>13</u>	<u>15</u>



**SUMMER SESSION**

GOVT 2301	American National and State Governments I	3	0	3
SOCI 1301 or PSYC 2301	Principles of Sociology	3	0	3
GOVT 2302	General Psychology	3	0	3
	American National and State Governments II	3	0	3
		<u>9</u>	<u>0</u>	<u>9</u>

**THIRD SEMESTER**

SOCI 2319 or ANTH 2346	American Minorities	3	0	3
MUSI 2211	Introduction to Anthropology			
MUSI 2216	Music Theory	3	0	2
*MUSI 2181	Ear Training and Sight-Singing	0	3	2
MUSI 2141	Class Piano	1	1	1
MUAP 2281	Concert Choir	0	5	1
SCIENCE	Applied Music: Voice	1	4	2
PHED	Select from Core	3	3	4
	Physical Activity	0	3	1
		<u>11</u>	<u>19</u>	<u>16</u>

**FOURTH SEMESTER**

MATH1314	College Algebra	3	0	3
SCIENCE	Select from Core	3	3	4
MUSI 2212	Music Theory	3	0	2
MUSI 2217	Ear Training and Sight-Singing	0	3	2
MUSI 2181	Class Piano	1	1	1
MUSI 2141	Concert Choir	0	5	1
MUAP 2282	Applied Music: Voice	1	4	2
		<u>11</u>	<u>16</u>	<u>13</u>

\*MUAP 1271, 1272, 2271, 2272 may be substituted.

\*\*Texas History (HIST 2301) may be substituted for one semester of U.S. History (HIST 1301 or HIST 1302) to satisfy degree requirements.

Total Minimum Credits Required  
for a Music Degree..... 79

**SPORTS & HUMAN PERFORMANCE**

**ASSOCIATE IN ARTS DEGREE PROGRAM**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>FIRST SEMESTER</b>				
ENGL 1301	Composition and Rhetoric I	3	0	3
*HIST 1301	The U.S. to 1877	3	0	3
MATH 1314	College Algebra	3	0	3
PHED 1302	Intro. to Sports & Human Performance	3	0	3
CSCI 1400	Introduction to Computer Science	3	3	4
PHED	Physical Activity	0	3	1
		<u>13</u>	<u>6</u>	<u>17</u>

**SECOND SEMESTER**

ENGL 1302	Composition and Rhetoric II	3	0	3
*HIST 1302	The U.S. Since 1877	3	0	3
PHED 1304	Personal and Community Health	3	0	3
PSYC 2301	General Psychology	3	0	3
PHED	Physical Activity	0	3	1
SOCI 2319	American Minorities	3	0	3
		<u>15</u>	<u>3</u>	<u>16</u>

**THIRD SEMESTER**

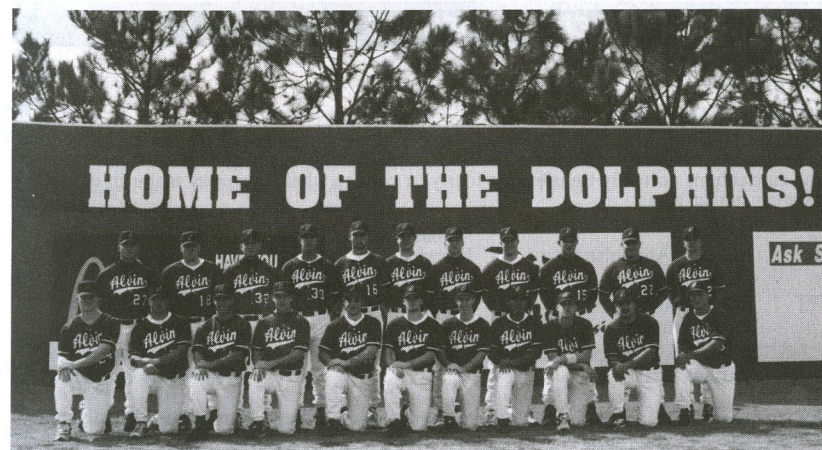
ENGL 2322 or ENGL 2332	Survey of English Literature I	3	0	3
BIOL 1408	Survey of Literature I			
GOVT 2301	General Biology I	3	3	4
	American National and State Governments I	3	0	3
PHED 1306	First Aid	3	0	3
PHED	Physical Activity	0	3	1
PHED 1346	Drug Use & Abuse	3	0	3
		<u>15</u>	<u>6</u>	<u>17</u>

**Fourth Semester**

MUSI 1310	History of Rock/Jazz	3	0	3
BIOL 1409	General Biology II	3	3	4
GOVT 2302	American National and State Governments II	3	0	3
PHED 1309 or PHED 1308	Officiating-Basketball, Football	3	0	3
PHED	Physical Activity	0	3	1
SPCH 1315	Public Speaking	3	0	3
		<u>15</u>	<u>6</u>	<u>17</u>

\*Texas history (HIST 2301) may be substituted for one semester U.S. history (HIST 1301 or HIST 1302) to satisfy degree requirements.

Total Minimum Credits Required  
for a Sports & Human Performance Degree..... 67





## ASSOCIATE IN ARTS

### GENERAL STUDIES DEGREE

**Degree:** Associate in General Studies (A.G.S.)

**Length:** Four-Semester (Two-Year) Program

**Purpose:** The program is designed for the student who wishes to pursue a multidisciplinary academic program for personal enrichment, but who does not have a specific baccalaureate degree goal. However, in some academic areas, this program may meet the requirements for more advanced study. (The student wishing to continue should consult with the receiving institution about transfer of courses.) Students who successfully complete the following program of study, in addition to meeting the graduation requirements, will be eligible to receive the Associate in Arts - General Studies Degree.

### ASSOCIATE IN ARTS - GENERAL STUDIES DEGREE

Course Title	Credits
English 1301 and English 1302	6
** History 1301 and History 1302	6
Government 2301 and Government 2302	6
Speech 1315	3
Physical Activity	2
Physical and Life Science (select from core)	8
Mathematics (select from core)	3
Visual/Performing Arts (select from core)	3
Literature (select from core)	3
Cross Cultural Studies (select from core)	3
Social/Behavioral Sciences (select from core)	3
Multidisciplinary Electives	18
	<hr/> 64

\*\*Texas history (HIST 2301) may be substituted for one semester of U.S. history (HIST 1301 or HIST 1302) to satisfy degree requirements.

Total Credits Required for  
the Associate in Arts - General Studies Degree . . . . . 64

## ASSOCIATE IN SCIENCE DEGREE

**Degree:** Associate in Science (A.S.)

**Length:** Four-Semester (Two-Year) Program

**Purpose:** The Associate in Science

Degree (A.S.) is awarded to students who fulfill the requirements of the biological science, business administration, mathematics, or physical science curriculum. Students who complete these curriculums normally transfer to a four-year college where they may major in one of the following subject areas:

Biology	Geology
Business Administration	Forestry
Chemistry	Mathematics
Conservation	Pre-Medicine
Engineering	Pharmacy
Pre-Dentistry	Pre-Veterinary
Physics	

**Program Requirements:** Although the major emphasis in these curriculums is in mathematics, biological science, and physical science, the curriculums also include courses in the humanities

and social sciences. When planning a program and selecting electives, the student should become acquainted with the requirements of the major department in the college or university to which he/she expects to transfer.

## BIOLOGICAL SCIENCE

### ASSOCIATE IN SCIENCE DEGREE PROGRAM

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>FIRST SEMESTER</b>				
BIOL 1408	General Biology I	3	3	4
CHEM 1411	General Chemistry & Analysis I	3	4	4
ENGL 1301	Composition and Rhetoric I	3	0	3
MATH	Select from Core	3	0	3
*HIST 1301	The U.S. to 1877	3	0	3
PHED	Physical Activity	0	3	1
		<hr/> 15	<hr/> 10	<hr/> 18

### SECOND SEMESTER

BIOL 1409	General Biology II (Botany)	3	3	4
CHEM 1412	General Chemistry & Analysis II	3	4	4
ENGL 1302	Composition and Rhetoric II	3	0	3
Cross Cultural Studies	Select from Core	3	0	3
*HIST 1302	The U.S. Since 1877	3	0	3
PHED	Physical Activity	0	3	1
		<hr/> 15	<hr/> 10	<hr/> 18

### THIRD SEMESTER

BIOL 2306	Environmental Conservation	3	0-3	3-4
or				
BIOL 2401	Anatomy and Physiology I			
CHEM 2423	Organic Chemistry	3	4	4
ENGL 2332	Survey of Literature I	3	0	3
or				
ENGL 2322	Survey of English Literature I			
GOVT 2301	American National & State Government I	3	0	3
Visual/Perf. Arts	Select from Core	3	0	3
		<hr/> 15	<hr/> 4-7	<hr/> 16-17

### FOURTH SEMESTER

BIOL 2420	Microbiology	3	3	4
or				
BIOL 2402	Anatomy and Physiology II			
CHEM 2425	Organic Chemistry	3	4	4
Social/Behav. Sciences	Select from Core	3	0	3
GOVT 2302	American National & State Government II	3	0	3
SPCH 1315	Public Speaking	3	0	3
		<hr/> 15	<hr/> 7	<hr/> 17

\*Texas history (HIST 2301) may be substituted for one semester of U.S. history (HIST 1301 or HIST 1302) to satisfy degree requirements.

Total Minimum Credits Required  
for Biological Science Degree . . . . . 69-70



## BUSINESS ADMINISTRATION

### ASSOCIATE IN SCIENCE DEGREE PROGRAM

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>FIRST SEMESTER</b>				
ENGL 1301	Composition and Rhetoric I	3	0	3
MATH 1314	College Algebra	3	0	3
HIST 1301	The U.S. to 1877	3	0	3
SCIENCE	PHYS 1401, CHEM 1411, BIOL 1408 or GEOL 1403	3	3	4
Cross Cultural Studies	Select from Core:	3	0	3
PHED	Physical Activity	0	3	1
		<u>15</u>	<u>6</u>	<u>17</u>
<b>SECOND SEMESTER</b>				
ENGL 1302	Composition and Rhetoric II	3	0	3
**MATH 1324	Finite Math			
or				
MATH 1325	Business Calculus	3	0	3
***HIST 1302	The U.S. Since 1877	3	0	3
SCIENCE	PHYS 1402, CHEM 1412, BIOL 1409, or GEOL 1404	3	3	4
Visual/ Performing Arts	Select from Core	3	0	3
PHED	Physical Activity	0	3	1
		<u>15</u>	<u>6</u>	<u>17</u>
<b>THIRD SEMESTER</b>				
Literature	ENGL 2322, ENGL 2326			
or				
ENGL 2332		3	0	3
ACCT 2301	Financial Accounting	3	1	3
GOVT 2301	American National and State Governments I	3	0	3
ECON 2301	Principles of Economics I	3	0	3
BUSI 2301	Business Law I	3	0	3
		<u>15</u>	<u>1</u>	<u>15</u>
<b>FOURTH SEMESTER</b>				
SPCH 1315	Public Speaking	3	0	3
ACCT 2302	Managerial Accounting	3	1	3
GOVT 2302	American National and State Governments II	3	0	3
ECON 2302	Principles of Economics II	3	0	3
CSCI 1400	Intro. to Computer Science	3	3	4
		<u>15</u>	<u>4</u>	<u>16</u>

Total Minimum Credits Required  
for a Business Administration Degree . . . . . 65

\*\*Accounting majors should take MATH 1325 to assure admission into upper level accounting programs

\*\*\*Texas history (HIST 2301) may be substituted for one semester of U.S. history (HIST 1301 or HIST 1302) to satisfy degree requirements.

## MATHEMATICS

### ASSOCIATE IN SCIENCE DEGREE PROGRAM

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>FIRST SEMESTER</b>				
ENGL 1301	Composition and Rhetoric I	3	0	3
MATH 1314	College Algebra	3	0	3
MATH 1316	Plane Trigonometry	3	0	3
***HIST 1301	The U.S. to 1877	3	0	3
PHED	Physical Activity	0	3	1
Elective	**Physical & Life Sciences Select from Core	3	2-4	4
		<u>15</u>	<u>5-7</u>	<u>17</u>
<b>SECOND SEMESTER</b>				
ENGL 1302	Composition and Rhetoric II	3	0	3
MATH 1348	Analytic Geometry	3	0	3
***HIST 1302	The U.S. Since 1877	3	0	3
PHED	Physical Activity	0	3	1
Elective	**Physical & Life Sciences Select from Core	3	2-4	4
Elective	Cross Cultural Studies	3	0	3
Select from Core		<u>15</u>	<u>5-7</u>	<u>17</u>
<b>THIRD SEMESTER</b>				
ENGL 2332	Survey of Literature I			
or				
ENGL 2322	Survey of English Literature I	3	0	3
GOVT 2301	American National and State Governments I	3	0	3
MATH 2413	Differential and Integral Calculus	4	0	4
SPCH 1315	Public Speaking	3	0	3
Elective	Visual/Performing Arts	3	0	3
Select from Core		<u>16</u>	<u>0</u>	<u>16</u>
<b>FOURTH SEMESTER</b>				
ENGL 2333	Survey of Literature II			
or				
ENGL 2323	Survey of English Literature II	3	0	3
GOVT 2302	American National and State Governments II	3	0	3
MATH 2414	Differential and Integral Calculus	4	0	4
Elective	Social/Behavioral Sciences	3	0	3
Select from Core		<u>16</u>	<u>0</u>	<u>16</u>
Elective	College Level	3	0	3
		<u>16</u>	<u>0</u>	<u>16</u>

\*\*\*Texas history (HIST 2301) may be substituted for one semester of U.S. history (HIST 1301 or HIST 1302) to satisfy degree requirements.

Total Minimum Credits Required for a Mathematics Degree . . . . . 66



## PHYSICAL SCIENCE

### ASSOCIATE IN SCIENCE DEGREE PROGRAM

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>FIRST SEMESTER</b>				
CHEM 1411	General Chemistry and Analysis I	3	4	4
ENGL 1301	Composition and Rhetoric I	3	0	3
**HIST 1301	The U.S. to 1877	3	0	3
SPCH 1315	Public Speaking	3	0	3
PHED	Physical Activity	0	3	1
Cross Cultural	Select from Core	3	0-2	3
		<u>15</u>	<u>7-9</u>	<u>17</u>
<b>SECOND SEMESTER</b>				
CHEM 1412	General Chemistry and Analysis II	3	4	4
ENGL 1302	Composition and Rhetoric II	3	0	3
**HIST 1302	The United States Since 1877	3	0	3
MATH 1316	Plane Trigonometry	3	0	3
or				
MATH 1348	Analytic Geometry			
Visual/Perf. Arts	Select from Core	3	0	3
PHED	Physical Activity	0	3	1
		<u>15</u>	<u>7</u>	<u>17</u>
<b>THIRD SEMESTER</b>				
***SCIENCE	Recommended for Majors	6	6-7	8
ENGL 2332	Survey of Literature I			
or				
ENGL 2322	Survey of English Literature I	3	0	3
GOVT 2301	American National and State Governments I	3	0	3
MATH 2413	Differential & Integral Calculus I	4	0	4
		<u>16</u>	<u>6-7</u>	<u>18</u>
<b>FOURTH SEMESTER</b>				
*SCIENCE	Second half of science courses taken third semester	6	6-7	8
GOVT 2302	American National and State Governments II	3	0	3
MATH 2414	Differential & Integral Calculus II	4	0	4
Social/Behavioral Science	Select from core	3	0	3
		<u>16</u>	<u>6-7</u>	<u>18</u>

\*Select two of the following: CHEM 2423, PHYS2425, GEOL 1403, BIOL 1408, PHYS 1401

\*\*Texas history (HIST 2301) may be substituted for one semester U.S history (HIST 1301 or HIST 1302) to satisfy degree requirements.

\*\*\*Chemistry majors should take CHEM 2425 & either PHYS 2425 or BIOL 1408. Geology majors should take GEOL 1403 and PHYS 1401. Physics majors should take PHYS 2425 and either BIOL 1408 or GEOL 1403.

Total Minimum Credits Required for a Physical Science Degree . . . . . 70

## ASSOCIATE IN APPLIED SCIENCE DEGREE

**Degree:** Associate in Applied Science (A.A.S.)

**Length:** Four-Semester (Two-Year) Program

**Purpose:** The Associate in Applied

Science Degree (A.A.S.) is awarded to students who fulfill the requirements in one of the following programs:

Aerospace Technology-Computer Prog. Communications	Electronic Technology
Computer Science Technology	Legal Assistant
Computer Repair Technology	Management Development
Court Reporting	Medical Laboratory Technician
Criminal Justice-Correctional Science	Mental Health
Law Enforcement & Administration	Nursing ADN
Drafting Technology	Office Professional
Early Care & Education	Legal Office Professional
	Medical Office Professional
	Retail Management & Marketing

These programs are two years in length, and they prepare the student for immediate occupational employment.

### CERTIFICATE PROGRAMS

The Certificate of Completion in Technical Education is awarded to students who fulfill the requirements in one of the following programs:

Air Conditioning & Refrigeration	Early Care & Education
Communications-Radio Broadcasting	Electronics
Communications-Television	Instrumentation Technology
Computer Science-Data Processing	Legal Stenography
Court Reporting	Management Development
Court Reporting Scopist	Mental Health
Criminal Justice-Correctional Admin.	Office Assistant
Criminal Justice-Correctional Science	Process Technician
Criminal Justice-Crime Scene Technician	Respiratory Care Technology
Criminal Justice-Texas Peace Officer: Academic Certificate	Retail Management & Marketing
Drafting	Vocational Nursing
	Word Processing

These programs vary in length from one to two semesters, and they prepare the student for immediate occupational employment.



## AEROSPACE TECHNOLOGY

### COMPUTER PROGRAMMING OPTION

**Degree:** Associate in Applied Science (A.A.S.)

**Length:** Four-Semester (Two-Year) Program

**Purpose:** The Aerospace Technology Curriculum has been developed by the Consortium for Aerospace Technical Education (CATE) to provide technically competent employees to the aerospace industry immediately upon completion of an approved two-year plan of study in one of two specific fields available at this time: Data Management Systems and Electrical Systems.

The first year of study is completed at any one of the three participating colleges: Alvin Community College, Lee College and San Jacinto College. Students choosing to study the Data Management Systems option will continue their studies at Alvin Community College.

This two-year degree program prepares the graduate for a technical support position in the Space Industry. Job openings may be in any of several different areas around NASA and the Johnson Space Center. These areas include, but are not limited to: Space Station; Space Shuttle; Astronaut Training; Mission Operations; and Engineering Support.

**Program Requirements:** In addition to the general requirements for admission to ACC, entry into the aerospace technology program requires college level proficiency in reading, writing, algebra, and plane trigonometry.

**PLEASE NOTE:** There are citizenship requirements for successful completion of the program and subsequent employment in the Space Industry. Check with the Department Chair for the latest restrictions.

### ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAM

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>FIRST SEMESTER</b>				
* AERO 1310	Introduction to Aerospace	3	0	3
ENGL 1301	Composition & Rhetoric I	3	0	3
**CSCI 1400	Introduction to Computer Science	3	3	4
MATH 1348	Analytic Geometry	3	0	3
SOCI 1301	Principles of Sociology	3	0	3
PHED	Physical Activity	0	3	1
		<b>13</b>	<b>6</b>	<b>17</b>

#### SECOND SEMESTER

CSCI 1432	Data Communication & Networking	3	3	4
*CSCI 1461	Pascal Programming	3	3	4
ENGL 2311	Technical Communication	3	0	3
MATH 2413	Differential & Integral Calculus I	4	0	4
PHED	Physical Activity	0	3	1
		<b>13</b>	<b>9</b>	<b>16</b>

#### SUMMER SEMESTER

AERO 2311	Cooperative Education	1	20	3
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#### THIRD SEMESTER

CSCI 2461	Advanced Pascal Programming	3	3	4
CSCI 1470	C Programming	3	3	4
CSCI 2480	Data Base System	3	3	4
SPCH 1318	Interpersonal Communication	3	0	3
		<b>12</b>	<b>9</b>	<b>13</b>

#### FOURTH SEMESTER

AERO 2410	Aerospace Operations	3	3	4
CSCI 2300	System Analysis	3	0	3
CSCI 1486	ADA Programming	3	3	4
CSCI 2470	Advanced C Programming	3	3	4
		<b>12</b>	<b>9</b>	<b>15</b>

Total Credits Required for Data Management System Degree . . . . . 66

*\*Student who finish high school program are given college credit for these courses.*

### ADVANCED SKILLS CERTIFICATE - TECH PREP

CSCI 2400	Special Topics	3	3	4
CSCI 2474	C++ Programming	3	3	4

Total Credits Required for A.A.S.

Advanced Skills Certificate -Aerospace Technology Degree . . . . . 74

## AIR CONDITIONING AND REFRIGERATION

### CERTIFICATE

**Length:** Two-Semester (One-Year) Program

**Purpose:** The one-year certificate in air conditioning and refrigeration prepares the student for full-time employment immediately upon certification from the program. The basic objective of the program is to incorporate adequate shop and lab experience of a sufficient duration to develop competencies for employment in the air conditioning and refrigeration field.

**Program Requirements:** In addition to the general requirements for admission to the College, entry in the air conditioning and refrigeration program requires a personal interview with the Air Conditioning and Refrigeration Department Chairperson.

A student who receives a certificate in air conditioning and refrigeration may enroll in the associate degree program as long as they meet all prerequisites and requirements set forth by that program. A certificate student must take the required six courses from Group I and any three courses from Group II. Course selection is determined by consultation with the Department Chairperson.

### CERTIFICATE PROGRAM

Group I Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
AIRC 1320	Air Conditioning Fundamentals I	3	0	3
AIRC 1330	Air Conditioning & Elec Circuits I	3	0	3
AIRC 1420	Air Conditioning Fundamentals II	3	3	4
AIRC 1440	Intro to Refrigeration	3	3	4
AIRC 1441	Refrigeration Systems Servicing I	3	3	4
AIRC 2450	Heating and Ventilations	3	3	4



<b>Group II</b>				
AIRC 1220	Air Conditioning & Refrigeration Troubleshooting	1	3	2
AIRC 1340	Domestic Refrigeration	3	1	3
AIRC 2310	Cooperative Education I	1	20	3
AIRC 2350	Heat Load Calculations	3	0	3
AIRC 2430	Air Conditioning & Electrical Circuits II	2	6	4
AIRC 2440	Refrigeration Systems Servicing II	2	6	4
SOCI 1301	Principles of Sociology	3	0	3

Total Credits for Air Conditioning and Refrigeration Certificate ..... 30

## COMMUNICATIONS

### RADIO/TELEVISION BROADCASTING

**Degree:** Associate in Applied Science (A.A.S.)

**Length:** Four-Semester (Two-Year) Program

**Purpose:** The program is designed to prepare the student for further study at a senior institution or for an entry level position in the field of communications.

**Program Requirements:** This curriculum includes the general education courses and introductory specialty courses that are usually required in the first two years of equivalent baccalaureate programs. When planning a program and selecting electives, the student should become acquainted with the requirements of the major department in the college or university to which he/she expects to transfer. Students planning to begin employment upon completion of their program should give special consideration to their specific area of interest in the field of communications when selecting electives.

#### OPTION 1 - RADIO BROADCASTING

##### ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAM-TECH PREP

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>FIRST YEAR</b>				
<b>FIRST SEMESTER</b>				
COMM 1307	Intro. to Mass Communications	3	0	3
*COMM 2311	Writing for Mass Media	3	0	3
COMM 2333	Radio News Workshop	2	3	3
ENGL 1301	Composition and Rhetoric I	3	0	3
CSCI 1400	Introduction to Computer Science	3	0	3
PHED	Physical Activity	0	3	1
		<u>14</u>	<u>9</u>	<u>17</u>
<b>SECOND SEMESTER</b>				
COMM 1311	Basic Recording Techniques	2	2	3
COMM 2313	Basic Radio Production	2	3	3
COMM 2331	Radio and TV Announcing	3	0	3
*COMM 2340	Cooperative Ed in Electronic Media - Radio	1	20	3
SOCI 1301	Principles of Sociology	3	0	3
		<u>11</u>	<u>25</u>	<u>15</u>
<b>SECOND YEAR</b>				
<b>FIRST SEMESTER</b>				
COMM 1312	Intermediate Recording Techniques	2	2	3

or				
COMM 1313	Advanced Recording Techniques			
COMM 2314	Advanced Radio Production	2	3	3
COMM 2327	Principles of Advertising	3	0	3
COMM 2341	Cooperative Ed in Electronic Media-Radio	1	20	3
HIST 1301	The United States to 1877	3	0	3
PHED	Physical Activity	0	3	1
		<u>11</u>	<u>28</u>	<u>16</u>

#### SECOND SEMESTER

COMM 2322	Broadcast Management	2	3	3
COMM 2328	Public Relations	3	0	3
MATH 1314	College Algebra	3	0	3
SPCH 1314	Public Speaking	3	0	3
Elective	College Level	3	0	3
		<u>14</u>	<u>3</u>	<u>15</u>

Total Minimum Credits Required for a Communications Degree ..... 63

#### ADVANCED SKILLS

COMM 2337	Television Production II	2	3	3
COMM 2441	Broadcast Engineering	3	3	4

AAS Advanced Skills Certificate Communications Degree ..... 70

\* Students who finish high school program are given college credit for these courses.

#### OPTION 2 - TELEVISION BROADCASTING

##### ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAM-TECH PREP

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>FIRST YEAR</b>				
<b>FIRST SEMESTER</b>				
COMM 1307	Intro. to Mass Communications	3	0	3
*COMM 1336	TV Production I	2	3	3
*COMM 2311	Writing for Mass Media	3	0	3
PHED	Physical Activity	0	3	1
CSCI 1400	Introduction to Computer Science	3	3	4
ENGL 1301	Composition and Rhetoric I	3	0	3
		<u>14</u>	<u>9</u>	<u>17</u>
<b>SECOND SEMESTER</b>				
COMM 1337	TV Production Workshop	2	3	3
COMM 2331	Radio and TV Announcing	3	0	3
COMM 2334	TV News Workshop	2	3	3
COMM 2344	Cooperative Ed in Electronic Media-TV	1	20	3
SOCI 1301	Principles of Sociology	3	0	3
PHED	Physical Activity	0	3	1
		<u>11</u>	<u>29</u>	<u>16</u>