ALVIN COMMUNITY COLLEGE

Catalog
2015 - 2016

I ♥ ACC

Madison Goss
General Studies

Magruder's
AMERICAN GOVERNMENT

ACC
ALVIN COMMUNITY COLLEGE

General Catalog for 2015-2016
Volume 66, No. 1 • August 2015

Alvin Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award certificates and associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Alvin Community College.

Approved by:
Texas Higher Education Coordinating Board

Member:
American Association of Community Colleges
Association of Community College Trustees
Gulf Coast Intercollegiate Honors Council
National Institute for Staff and Organizational Development
National Junior College Athletic Association
Region XIV Athletic Conference
Texas Community College Teachers Association
Texas Association of Community Colleges

Alvin Community College is an equal opportunity institution and does not discriminate against anyone on the basis of race, religion, color, sex, pregnancy, gender equity, sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service or veteran's status.

Financial aid cost of attendance (COA) is calculated on a yearly basis; therefore, adjustments will not be made during the course of an academic year for changes approved by the Alvin Community College Board of Regents.

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 2015 fall semester.

Interpretation of Catalog

The administration of Alvin Community College acts as final interpreter of this catalog and all other college publications. The College may change requirements, 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.

Please refer to the college website www.AlvinCollege.edu for the most current information.

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ALVIN COMMUNITY COLLEGE

3110 Mustang Road
Alvin, Texas 77511

Phone: 281-756-3500 • www.AlvinCollege.edu

WELCOME MESSAGE FROM THE PRESIDENT

If you are reading this book, then you're already interested in Alvin Community College. Whether you are a student, future student, parent, community member or a high school official, it is my pleasure to introduce you to the 2015-16 student catalog.

While you may come across more interesting reading material in your classes here at ACC, this catalog will provide you with everything you need in order to succeed in college. The catalog is designed to facilitate your transition to ACC and to give you a glimpse of campus life.

Enclosed you will find detailed information about programs and courses that we offer as well as the requirements needed to complete an Associate Degree or workforce certification. There is also an informative directory of faculty and staff members so you can learn about the many professionals who are ready to assist you. The book also includes all the rules and regulations which you need to be aware of in order to become a successful student.

For over sixty-five years Alvin Community College has offered a wide variety of quality higher-education programs including career education that lead directly to employment; courses that transfer to upper division colleges and universities; workforce certificate programs and continuing education courses. In addition our student success staff provides services outside the classroom that will contribute to your overall success at the college.

The mission of Alvin Community College is to improve lives by providing affordable, accessible and innovative educational opportunities to those it serves. Supported by the community, our excellent faculty and staff fulfill this mission every day through a commitment to student achievement, life-long learning, academic excellence, and student success.

We can help you take the next steps to your future. Whether you are interested in a degree program or want to learn workforce skills to help you get a better job, we are here for you. I am confident that ACC will provide you with everything you need to achieve your educational goals and contribute to the continued prosperity of the community.

Welcome to ACC and I look forward to seeing you on campus.

Christal M Albrecht

Dr. Christal M. Albrecht
President, Alvin Community College

Alvin Community College Phone Directory

281-756-3500 (For numbers not listed)

Administrative Offices

President 281-756-3598
Assistant to the President / Executive Director of Development
. . . . 281-756-3600

Dean of :

Academic Programs 281-756-3718
Continuing Education 281-756-3789
Financial & Administrative Services 281-756-3594
Instruction, Provost 281-756-5601
Continuing Education and Workforce Development 281-756-3990
Students 281-756-3517

Director of:

Advising Services 281-756-3531
Articulated Credit 281-756-3978/3846
Athletics 281-756-3767
Dual Credit 281-756-3726
Fiscal Affairs/Comptroller 281-756-3509
Human Resources 281-756-3639
Information Technology 281-756-3536
Institutional Effectiveness/Research 281-756-3663
Learning Lab 281-756-3556
Marketing 281-756-3569
Physical Plant 281-756-3583

Departmental and Staff Offices

Academic Foundations (Reading & Writing) 281-756-3556
Academic Enhancement Center 281-756-3565
Accounting 281-756-3660
Advising Services 281-756-3531
Agriculture 281-756-5669
Art 281-756-3605
Astronomy 281-756-5670
Biology 281-756-5669
Business Programs 281-756-3660
Business Office/Cashier 281-756-3593
Campus Café 281-756-3679
Career Planning and Placement 281-756-3560
Campus Police 281-756-3700
Continuing Education & Workforce Development 281-756-3789
Chemistry 281-756-5670
Child Development Laboratory School 281-756-3644
Child Development Education 281-756-3644
Communications 281-756-3767
Computer Information Technology 281-756-3783

Continuing Education 281-756-3787

Commercial Driving 281-756-3819
Dental Assistant 281-756-3820
GED/ABE 281-756-3995
Health and Medical 281-756-3806
Industrial Training 281-756-5711
Information Technology 281-756-3904
Massage Therapy 281-756-3806
Welding 281-756-3672
Counseling Services 281-756-3531
Court Reporting 281-756-3757
Criminal Justice/Police Academy 281-756-3951
Culinary Arts 281-756-3949
Diagnostic Cardiovascular Sonography 281-756-5650

Distance Education 281-756-3728
Drama 281-756-3607
Emergency Medical Technology 281-756-5640
English 281-756-3713
Enrollment Services Center
   Admission, Financial Aid, Transcript Services,
   Testing Services, Registration, Graduation 281-756-3531
Financial Aid Office 281-756-3531
Fitness Center 281-756-3691
Foreign Language 281-756-3709
Geology 281-756-5670
Graduation 281-756-3506
Hazlewood 281-756-3501
Honors Program 281-756-3974
Human Service-Substance Abuse Counseling 281-756-3652
Industrial Design Technology 281-756-3784
Information Technology 281-756-3783
International Students 281-756-3531
KACC Radio-TV 281-756-3767
Learning Lab 281-756-3566
Library 281-756-3559
Management 281-756-3812
Marketing 281-756-3550
Mathematics 281-756-3707
Media Center 281-756-3567
Music 281-756-3587
Neurodiagnostic Technology 281-756-5644
Nursing-Associate Degree 281-756-5630
Nursing - Vocational 281-756-5630
Office Administration 281-756-3822
Paralegal 281-756-3642
Pharmacy Technician 281-756-3805
Physical Plant Operations 281-756-3583
Physics 281-756-5670
Polysomnography - Sleep Medicine 281-756-5655
Process Technology 281-756-3785
Public Relations Office 281-756-3600
Respiratory Care 281-756-5660
ROTC-Air Force Science . . . . UH 713-743-3703
Social Sciences 281-756-5680
Speech 281-756-3613
Sports & Human Performance 281-756-3692
Student Activities Office 281-756-3686
Student Employment 281-756-3560
Technical Programs 281-756-5601
Theater Box Office 281-756-3609
Transfer Evaluation 281-756-3505
Tutoring 281-756-3566
Upward Bound Program 281-756-3849
Veteran's Certification Services 281-756-3531

Services for Students with Disabilities:

Voice 281-756-3531
TDD 281-756-3845

ACADEMIC CALENDAR

Fall 2015

Academic Calendar

Fall Semester 2015

May 5-Aug 12	Registration
Aug 12	**Payment Deadline**
Aug 13-24	Schedule Changes
Aug 13-24	Registration - with Late Fee
Aug 19-21	Faculty Work Days
Aug 24	**Classes Begin**
Aug 24	Audit Registration
Sep 7	*Labor Day Holiday*
Sep 9	Census Date
Oct 9	Fall Graduation-App Deadline
Oct 23-Jan 7	Registration - Spring
Nov 16	**Withdrawal Deadline**
Nov 25-27	*Thanksgiving Holidays*
Dec 4	New Student Orientation
Dec 4	Classes End (M-F)
Dec 5	Classes End (Sat)
Dec 7-12	Final Exams
Dec 8	Graduation - GED/CEWD
Dec 9	ADN Pinning Ceremony
Dec 10	Graduation - Police Academy
Dec 14	Grades Due - 9 am
Dec 16-Jan 3	*Winter Break*

Fall Second Start Semester

Aug 25-Sep 11	Registration
Sep 11	**Payment Deadline**
Sep 12-21	Schedule Changes
Sep 12-21	Registration - with Late Fee
Sep 21	**Classes Begin**
Oct 5	Census Date
Oct 9	Fall Graduation ApplicationDeadline
Nov 16	**Withdrawal Deadline**
Dec 4	Classes End
Dec 7-12	Final Exams
Dec 14	Grades Due - 9 am

Fall 8-Week Mini One

May 5-Aug 12	Registration
Aug 12	Payment Deadline
Aug 13-24	Registration - with Late Fee
Aug 24	**Classes Begin**
Sep 1	Census Date
Sep 28	**Withdrawal Deadline**
Oct 13	Classes End/Finals
Oct 14	Grades Due - 9 am

Fall 8-Week Mini Two

Aug 25-Oct 8	Registration
Oct 8	Payment Deadline
Oct 9-15	Registration - with Late Fee
Oct 15	**Classes Begin**
Oct 26	Census Date
Nov 17	**Withdrawal Deadline**
Dec 4	Classes End
Dec 7-12	Finals
Dec 14	Grades Due - 9 am

Holiday Mini

Oct 29-Dec 10	Registration
Dec 10	Payment Deadline
Dec 11-14	Registration - with Late Fee
Dec 14	**Classes Begin**
Dec 16	Census Date
Dec 30	**Withdrawal Deadline**
Jan 4	Classes End/Finals
Jan 5	Grades Due - 9 am

Spring 2016

Spring Semester 2016

Oct 23-Jan 8	Registration
Dec 16-Jan 3	*Winter Break*
Jan 4	College Opens
Jan 8	**Payment Deadline**
Jan 9-19	Schedule Changes
Jan 9-19	Registration - with Late Fee
Jan 13-15	Faculty Work Days
Jan 18	*MLK Holiday*
Jan 19	**Classes Begin**
Jan 19	Audit Registration
Feb 3	Census Date
Feb 6 (Sat)	Graduation - TDCJ
Feb 26	*TCCTA Convention -* **No day classes** on Friday. *Offices close 12 noon.*
Mar 4	May Graduation-App Deadline
Mar 14-18	*Spring Break*
Mar 25-28	*Spring Holiday/Study Day*
Apr 4-May 26	Registration - Summer One & 11 Week
Apr 19	**Withdrawal Deadline**
Apr 25	Awards Day
May 6	Classes End (M-F)
May 7	Classes End (Sat)
May 9-14	Final Exams
May 11	ADN Pinning Ceremony
May 16	Grades Due - 9 am
May 18	Graduation
May 19	Graduation
May 20	*First Friday Closed*
May 24	Graduation - GED/CEWD
May 25	Graduation - Police Academy

Spring Second Start Semester

Jan 20-Feb 4	Registration
Feb 4	**Payment Deadline**
Feb 5-15	Schedule Changes
Feb 5-15	Registration - with Late Fee
Feb 15	**Classes Begin**
Feb 29	Census Date
Mar 4	May Graduation-App Deadline
Apr 12	**Withdrawal Deadline**
May 6	Classes End
May 9-14	Final Exams
May 16	Grades Due - 9 am

Spring 8-Week Mini One

Oct 23-Jan 8	Registration
Jan 8	Payment Deadline
Jan 9-19	Registration - with Late Fee
Jan 19	**Classes Begin**
Jan 27	Census Date
Feb 23	**Withdrawal Deadline**
Mar 8	Classes End/Finals
Mar 9	Grades Due - 9 am

Spring 8-Week Mini Two

Jan 20-Mar 3	Registration
Mar 3	Payment Deadline
Mar 4-10	Registration - with Late Fee
Mar 10	**Classes Begin**
Mar 24	Census Date
Apr 26	**Withdrawal Deadline**
May 6	Classes End
May 9-14	Finals
May 16	Grades Due - 9 am

Spring Mini 3

Mar 30-May 5	Registration
May 5	Payment Deadline
May 6-17	Registration - with Late Fee
May 17	**Classes Begin**
May 18	Census Date
May 24	**Withdrawal Deadline**
June 1	Classes End/Finals
June 2	Grades Due - 9 am

Summer 2016

Summer One and 11 Week - 2016

Apr 4-May 26	Registration
May 26	**Payment Deadline**
May 27-Jun 6	Schedule Changes
May 27-Jun 6	Registration - with Late Fee
May 30	*Memorial Day Holiday*
Jun 6	**Classes Begin**
Jun 9	Census Date - Summer One
Jun 16	Census Date 11-Week
Jun 23	Summer Graduation - App Deadline
Jun 29	**Withdrawal Deadline -Summer One**
Jul 4	*July 4th Holiday*
Jul 11	Classes End - Summer One
Jul 12	Grades Due - 9 am

Summer Two - 2016

Apr 4-Jul 5	Registration
Jul 4	*July 4th Holiday*
Jul 5	**Payment Deadline**
Jul 6-13	Schedule Changes
Jul 6-13	Registration - with Late Fee
Jul 13	**Classes Begin**
Jul 19	Census Date
Jul 27	**Withdrawal Deadline - 11 Week & Summer Two Classes**
Aug 12	*Last Friday Closed*
Aug 16	Classes End 1 Week/Summer Two Classes
Aug 17	Grades Due - 9 am - 11 Wk/Summer Two Classes

Academic Calendar

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. In 1998 the College expanded into its service area with the establishment of the Pearland Center in the former C.J. Harris Elementary School in Pearland. The Pearland Center was closed in 2013. The college has continued its longstanding partnership with Pearland Independent School District by offering credit and non-credit courses at Robert Turner College and Career High School beginning in Fall of 2013.

In the Spring 2005, a $19.9 million dollar bond issue was approved, providing funds for a new Science/Health Science Building to meet the needs of expanding health programs, overcrowded classrooms, and provide up to date technology and simulation labs.

The enrollment of Alvin Community College has grown from 134 students in 1949 to a record high of 5296 in 2010 . During this period of growth, Alvin Community College has had five presidents. Our sixth president joined the college in 2014 and is embracing the challenge of strategically moving the college forward.

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 -2014
Dr. Christal M. Albrecht	2014 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 Statement

The mission of Alvin Community College is to improve lives by providing affordable, accessible and innovative educational opportunities to those it serves.

Vision Statement

Alvin Community College will be recognized as a premier community college in the state of Texas.

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 as follows:

1 Student Success

Alvin Community College will provide access to high quality educational opportunities to its students in an environment that encourages success.

2 Partnerships & Resource Development

Alvin Community College will carry out its mission efficiently, and will engage in partnerships that bring resources to the college and community.

3 Professional Development

Alvin Community College will promote lifelong learning for its employees that improves their effectiveness in serving students and the community.

4 Cultural Awareness

Alvin Community College will have an educational environment that reflects a changing world and prepares its students to live and work in diverse situations.

5 Campus Safety

Alvin Community College will ensure the safety of its campus for students, employees and the community.

Facilities

The main campus of Alvin Community College, situated on 113 acres in Alvin, Texas, consists of seventeen buildings: Learning Resources Center, Fine Arts Center, Childcare Center, Business and Industrial Technologies Center, Student Center, Physical Fitness Center, Liberal Arts Building, Continuing Education - Workforce Training/Health Science Center, Occupational Technical Building, Court Reporting Center/KACC Radio-TV Building, Nolan Ryan Center, Maintenance Complex, Transportation Center, Shipping & Receiving Building, Science/Health Science Building, Art Instruction Laboratory.

A The first floor of the Learning Resources Center contains the Department of Information Technology, Office of the Dean of Students, Enrollment Services Center, Advising Services, Financial Aid Office, Registrar's Office, Veterans and Graduation Offices, Cyberlink Lab and Business Office. The second floor houses the Learning Lab, Career Planning and Placement Office, classrooms, the Library, GED, and various offices.

B 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.

C The first floor of the Childcare Center houses classrooms, offices and kitchen facilities used by the Child Development Laboratory School. The second floor contains a multi purpose conference room, faculty offices and classrooms, as well as offices used by the Upward Bound program and the Marketing department. 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 office administration lab.

D Facilities for instruction in industrial programs include an electronics lab, a welding lab and fabrication shop.

E The Student Center consists of the Texas Room, Student Activities offices, Campus Café, College Store and Study Grounds Coffee Bar.

F The Physical Fitness Center includes the athletic offices, the gym, weight room, dance exercise studio, 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.

G The Liberal Arts Center contains classrooms, the foreign language lab, faculty offices, and the offices of the Dean of Academic Programs, and the Academic Division Chairs.

J/I The Art Instruction facilities contains offices and space for art instruction and creation (ceramics, sculpture & jewelry making).

H The Continuing Education Workforce Development Center contains offices, classrooms, and laboratories supporting workforce training in health sciences, information technology, commercial driving and contract training. Campus Police is also located in this building.

S The Science/Health Science Building contains four teaching theaters, laboratories, classrooms, faculty suites, offices of Allied Health Division chairs, and office of the Provost, Dean of Instruction.

N The Occupational Technical Building includes a drafting lab/classroom, two additional laboratories, six classrooms, faculty offices, Process Technology lab, and the Criminal Justice Training Center.

K 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. This center also includes faculty offices, a mock courtroom, and a performing arts venue.

R The Nolan Ryan Center is a 12,000 square foot facility built by the Nolan Ryan Foundation and donated to the college in 1996. It contains classrooms, a community room that seats 216 people and kitchen facilities. The remaining portion of the building houses the Nolan Ryan Exhibit Center.

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

ACC at Turner - Pearland

Alvin Community College has partnered with Pearland ISD to provide evening courses in the northern part of its service area for over 20 years. In 2013, ACC began offering continuing education and credit courses at Robert Turner College and Career High School. Daytime offerings include dual-credit and continuing education courses. Evening courses (both credit and non-credit) are open to the general public Monday through Thursday.

Public Notice, Compliance Statements

The Campus Sexual Violence Elimination Act

Alvin Community College is committed to providing a safe learning and working environment through compliance with the Campus Sexual Violence Elimination Act, or Campus SaVE Act which is a 2013 amendment to the Federal Jeanne Clery Act. SaVE was designed by advocates, victims, survivors, and a bi-partisan coalition in Congress as a companion to Title IX to help bolster the response to and prevention of sexual violence in higher education.

Mandatory Training for First time ACC Students

SaVE requires colleges and universities, both public and private participating in federal student aid programs to provide and document participation in mandatory prevention and awareness training for students who are attending Alvin Community College for the first time. Students who are required to complete the online training are notified by email with a link to the training site. Contact the Office of the Dean of Students with any questions regarding this requirement.

The 2015-16 Student Handbook contains information about ACC's procedures to prevent and respond to incidents of sexual assault, domestic violence, dating violence and stalking. These guidelines will apply to all members of Alvin Community College as well as contractors and visitors.

Sexual Assault, Domestic Violence, Dating Violence, and Stalking Defined

Sexual Assault refers to any sexual act directed against another person, forcibly and/or against the person's will; or not forcibly or against the person's will where the survivor is incapable of giving consent, as well as incest or statutory rape.

Domestic Violence includes felony or misdemeanor crimes of violence committed by:

- A current or former spouse or intimate partner of the survivor;
- A person with whom the survivor shares a child in common;
- A person who is or was residing in the same household as the survivor; or
- Any person against someone who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating Violence refers to violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the survivor.

Stalking occurs when an individual engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress.

Reporting an Incident

ACC encourages anyone who has experienced a sexual assault, domestic violence, dating violence, or stalking, or knows of another member of the community who has experienced sexual assault, domestic violence, dating violence, or stalking to report the incident immediately to Alvin Community College Campus Police Department at 281 756-3700. In case of an emergency or ongoing threat, a survivor should get to a safe location and call 911.

Students who have experienced a sexual assault, domestic violence, dating violence, or stalking may also report an incident to the Dean of Students, who also serves as the student Title IX Coordinator 281 756 3517, Alvin Community College Counselors 281-756-3531, or Coordinator of Student Activities 281 756-3686. College employees who have experienced a sexual assault, domestic violence, dating violence, or stalking may also report an incident to the Office of Human Resources, 281 756- 3639. These offices will provide survivors of sexual assault, domestic violence, dating violence, and stalking with information about available support services and resources, and also assist any survivor in notifying law enforcement, including the local police, if the survivor elects to do so.

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 Advising Services. Information concerning college practices as they relate to Section 504 and ADA should be directed to the Dean of Students.

Access to Programs: Admission to College programs is based on requirements outlined in this catalog. Alvin Community College will take steps to ensure that lack of English language skills will not restrict admission and participation in its programs.

Students Right-To-Know

Student Right-To-Know (SRTK) is a federally-mandated public disclosure requirement which provides data about Alvin Community College's completion and transfer rates. The purpose of SRTK is to provide the public with standardized information that might be helpful in making a college determination. Information about this data may be obtained from the Office of Institutional Effectiveness and Research. STRK rates are reported annually on the IPEDS-GRS (Integrated Postsecondary Educational Data System-Graduation Rate Survey).

Campus crime statistics are reported on the college home page - www.alvincollege.edu.

FERPA:

Family Education Rights and Privacy Act and Access to Student Records: The Family Education Rights and Privacy Act of 1974 (PL 93-380), commonly known as FERPA, provides that all records pertaining to a student that are maintained by the college must be open for inspection by the student and may not be made available to any other person without the written authorization of the student.

Release of Directory Information

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

The student must complete the FERPA Non-release Form in person and provide picture identification in the Enrollment Services Center at any time. The student also has the right to allow designated individuals to view their non-directory information. The individual(s) who the student releases non-directory information to must request to view that information in person and provide picture identification at the ESC. No information will be given by phone.

Students have the right under FERPA to inspect and review their education records within 45 days of the day the institution receives a request for access. Students should submit to the registrar, written requests that identify the record(s) they wish to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. Records not maintained by the registrar will also be made available.

Students may ask the college to amend a record that they believe is inaccurate or misleading. They should contact the registrar, identify the part of the record to be changed, and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of the right to a hearing regarding the request of the amendment. Upon request the college may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

Students have the right to file a complaint with the United States Department of Education concerning alleged failures by Alvin Community College to comply with the requirements of FERPA.

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, D.C. 20202-4605
Phone: (202) 260-3887

Photo and Videotape Policy

The ACC's Marketing Department photographs still and video pictures of students throughout the year. These photographs often include students in classrooms, study areas, attending events, etc. ACC reserves the right to use these photographs as a part of its publicity and marketing efforts. Students who enroll at ACC do so with the understanding that these photographs might include their likeness and might be used in College publications, both printed and electronic, for recruiting and advertising purposes. Permission will always be requested from the student prior to use.

Sex Offender Information: The college complies with the Campus Sex Crime Prevention Act (section 1601 of Public Law 106-386), which is a Federal Law enacted on October 28, 2000, that provides for the tracking of convicted registered sex offenders enrolled as students at institutions of higher education, or working on college campuses. Access the State of Texas Sex Offender database www. https://records.txdps.state.tx.us/sex offender/.

Religious Holy Days: In compliance with Texas Education Code 51.911, Alvin Community College allows a student to be absent for the observance of a religious holy day. Students may request permission for this absence in the office of Dean of Students.

Substance Abuse Policy Statement

Alvin Community College is committed to providing a safe, healthy, and satisfying environment for its students, faculty, staff and guests. For that purpose, ACC has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs, alcohol and tobacco by its students on college premises or as part of any of its activities. Drug and alcohol use, misuse, and abuse are complex behaviors with many negative outcomes at both the cultural and the individual levels. This substance policy stands in effect to minimize the potentially harmful outcomes related to student learning at Alvin Community College.

College policy prohibits the unlawful possession, use or distribution of tobacco, alcohol, illicit and prescription drugs.

Tobacco Policy

Alvin Community College limits smoking to campus parking lots and private vehicles parked on college property.

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.

Sexual Misconduct

It is the policy of Alvin Community College to maintain an educational environment free from sexual harassment and intimidation. Sexual harassment is expressly prohibited, and offenders are subject to disciplinary action. "Sexual harassment" is defined as either unwelcome sexual advances or requests for sexual favors, or other verbal or physical conduct of a sexual nature, by an employee of the college, when:

1. submission by a student to such conduct is made explicitly or implicitly a condition for academic opportunity or advancement;
2. submission to or rejection of such conduct by a student is used as the basis for academic decisions affecting that student; or
3. the intended effects is to create an intimidating, hostile, or offensive environment for the student.

Racial Harassment

It is the policy of Alvin Community College to maintain an academic and working environment free from all forms of harassment and to insist that all students and employees be treated with dignity, respect, and courtesy. Comments or conduct relating to a person's race or ethnic background, which fails to respect the dignity and feelings of the individual, are unacceptable. Any behavior toward a student or employee by an employee, supervisor, or student that constitutes racial harassment will not be tolerated. Students believing that they have been victims of racial harassment should report such incident to the Dean of Students. Employees should report incidents to the Director of Human Resources. Every reported incident of racial harassment will be thoroughly and promptly investigated with the cooperation of the person being harassed.

Title IX - Equal Educational Opportunity

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance..." 20 U.S.C. § 1681.

Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) is an all-encompassing federal law that prohibits discrimination based on the gender of students and employees of educational institutions which receive Federal financial assitance.

Title IX Coordinators Responsible for Implementation and Enforcement

Students may receive information about rights and grievance procedures by contacting the Dean of Students. Employees and others may contact the Director of Human Resources at 3110 Mustang Road, Alvin, Texas 77511-4898.

Filing a Grievance

The Office of the Dean of Students and the Director of Human Resources have been given the primary responsibility for responding to questions about and receiving complaints of sexual harassment or violation of civil rights of students. Students may also address their questions or complaints to the department chairperson or other college administrative personnel. In such cases, the chairperson or the administrator should immediately contact the Dean of Students and/or the Director of Human Resources for consultation.

Investigation of a specific complaint of sexual harassment will be initiated upon submission of a written and signed statement by the student to the Dean of Students. Confidentiality will be maintained to the extent permitted under the law, and the rights of the individuals involved will be protected. Disagreement with the resolution of the complaint will be handled according to the usual procedures for grievances as outlined in the Student Handbook.

Child Protection and Sexual Abuse Training

Alvin Community College, in compliance with SB 1414 and Texas Education Code 51.976 mandates Sexual Abuse Awareness Training for college employees involved in any 'campus programs for minors' such as camps for various activities including athletics, cheerleading, debate, theater, dance, and music.

The legislation defines a 'campus program for minors' as any program that is (1) operated by or on the campus of an institution for higher learning; (2) for the purpose of recreation, athletics, religion or education; (3) for at least 20 campers; (4) who attend or temporarily reside at the camp for all or part of at least 4 days.

The college will provide information and documentation to the Texas Department of State Health Services (TDSHS) demonstrating that each employee of the campus program for minors has completed a state-approved Sexual Abuse Awareness Training Program.

Social Media Statement

Social media has fundamentally changed the way communication occurs as individuals and as a college. Alvin Community College recognizes and embraces the power of social media, and the opportunity those tools provide to communicate with the college community which includes students, faculty, staff, parents, alumni, and other interested parties. Students using social media are governed by the same policies and rules of conduct that apply to all other activities at Alvin Community College. Even activities of a private nature conducted away from the College may subject a student to disciplinary action if they reflect poorly on the College, interfere with the conduct of College business, or are threatening to the safety of others. Please refer to the Student Handbook for a comprehensive list of general cautionary recommendations.

Academic Policies & Regulations

Admissions

To apply or to request information in person, visit the Enrollment Services Center. Correspondence regarding admission should be addressed to the Registrar's 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.

Enrollment Services Center

The Enrollment Services Center, located at the front entrance of Building A, is a one stop shop for prospective and current students. The ESC provides a full range of services which include admission, registration, financial aid, dissemination of general information, placement testing and GED registration, grant, loan and scholarship processing, graduation application, enrollment verification, transcript requests, student program changes, nontraditional credit applications, residency reclassifications, data change requests and course withdrawals.

Admission Requirements

• Students entering college for the first time must be advised by Advising Services. Students should complete testing before their advising session, or **bring TSI Assessment scores or proof of Texas Success Initiative (TSI) exemption to the session** (see Testing section). Students must provide the records and/or forms listed under the appropriate category. Personal copies may be used for advising; however, an official copy of test scores must be on file before the student may register. (Note: See also Testing and TSI sections.)

• A social security number is required to receive federal financial aid disbursements and end-of-year 1098 Tax Form for reporting tuition payments.

Admission Categories

• High School Graduate
A student is accepted as a high school graduate when an official transcript shows graduation from a regionally accredited high school or from a school that is approved by TEPSAC, the Texas Private School Accrediting Commission. Submit an official transcript showing date of graduation.

• Home School Graduate
A student is accepted as a home school graduate when an official transcript shows that coursework was received though a parental supervised home school. A transcript showing date of graduation and signature of the parent as the home school administrator is required.

• GED - General Equivalency Diploma
A student is accepted when an official GED score report showing passing scores for the exam is submitted to the ACC Enrollment Services Center.

• Former ACC Student - Spring 2014 or earlier
* Returning ACC students are required to submit a new admission application and transcript(s) from college(s) since attending ACC.

• College Transfer Students
*Transfer students are required to submit official transcripts from all previous colleges and TSI status.

Transfer Students on Academic Probation/Suspension
Students who were placed on academic probation or suspension from the most recent college attended are required to obtain admission approval from the Dean of Students. Call 281-756-3517 to make an appointment.

• Dual Credit
A student is accepted for the Dual Credit program when Texas Success Initiative standards have been met or the student qualifies for an exemption. Students must also meet ACC admission requirements and have approval from high school and college dual credit representatives.

• International Students
Non U.S. citizens or resident aliens may be admitted as international students. Students seeking admission are required to make an appointment with the advisor for international students.

• Individual Approval
Students who do not qualify for admission under other categories may be admitted by Individual Approval. Students in this category may not qualify for federal financial aid.

Out of Country High School Diploma
Students who earned a high school diploma from an out of country high school may enter Alvin Community College under **Individual Approval** status. Those who plan to apply for financial aid must have their transcripts formally translated and evaluated by an approved evaluation service (See Evaluation of Previous Education section) OR successfully complete the GED prior to seeking admission to the college. This allows admission as a high school graduate.

* EDI/SPEEDE E- formatted transcripts are preferred.

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 semester hours to meet the requirements of the United States Bureau of Immigration and Customs Enforcement. Before any admission action can be taken, international students must complete and file the following with the Counselor for International Students four months prior to the beginning of the semester in which they plan to enroll:

1. A completed Alvin Community College application form and a $25.00 US application fee. Application and information at http://www.alvincollege.edu/InternationalStudents.aspx.
2. Official transcripts for a minimum of 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 Evaluation of Credit from Foreign Institutions.

3. A minimum score of 525 on the TOEFL (paper based), and 70 on the TOEFL (internet based) or Band 6 range on the IELTS. Students with competency in English instruction, or from English speaking countries, will not be required to submit TOEFL or IELTS scores.

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 U.S. college or university, the student must have an international student Advisor's Report from the International Student Office at the institution.

Once admitted to Alvin Community College, students must obtain personal health insurance for the duration of their studies, provide a $500 security deposit and complete the TSI assessment; this test must be taken before enrolling at ACC.

International students interested in receiving admission information should email International@alvincollege.edu.

Students petitioning to receive transfer credit from foreign institutions must have their transcript evaluated and translated into English by an approved evaluation service agency as listed under Evaluation of Credit from Foreign Institutions.

Student Guidelines to Maintain Legal F-1 Status

- Maintain a valid passport for at least six months into the future.
- Full time status is required. Nine of the twelve required hours must be taken as classroom lecture courses.
- Students may not attend classes without completing registration and payment of tuition and fees.
- The student must attend all scheduled class meetings.
- Students may not exceed three absences deemed unexcused by the Primary Designated School Official.
- Students who are enrolled in developmental courses must attend classes and participate in instructional activities and labs. Failure to attend and participate could result in being dropped from all classes.
- Concurrent enrollment at other colleges/universities must be approved by the International Student Advisor.
- Maintain good academic standing of 2.0 GPA or better.
- A change of major requires a new I-20. Contact the International Student Advisor at least 30 days prior to the beginning of the new   program.
- Contact the International Student Advisor before changing schools.
- Off-campus employment requires authorization from the USCIS (U.S. Citizenship and Immigration Services).
- Report a change of address, phone number, or email address to the   ESC and to the International Office within ten days.
- Meet all financial obligations at Alvin Community College. If problems arise, talk to the International Student Advisor.
- Request travel authorization from the International Student Advisor at least two weeks before leaving the U.S.

Admission to Specific Curriculums

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

Child Development/Education
Court Reporting
Diagnostic Cardiovascular Sonography
Neurodiagnostic Technician
Emergency Medical Technology
Nursing
Nursing-Transition
Paediatric Echocardiography
Pharmacy Technician
Basic Law Enforcement (Police) Academy
Polysomnography
Respiratory Care
Vocational Nursing

Departmental admission requirements are listed in the Educational Programs 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 after satisfactorily completing preparatory course work. Admission to these curriculums is determined by the departments.

Student Criminal Background Check

Admission to certain programs of study or specific student campus employment positions may require a criminal background check. These checks may be required by law, for program approval or accreditation, or to promote campus safety. The background check may be required to be completed through an approved college source. Contact the Department Chair to determine if a specific program requires a background check.

Transcript Requirement

Records (test scores, transcripts, etc.) are considered official only when sent directly from the issuing institution to the ESC or when presented 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 census date of the first semester of attendance. Once submitted, transcripts become the property of ACC and cannot be returned. Students applying for financial aid funds must have academic transcripts in the Registrar's Office before funds will be awarded. EDI-Electronic Data Interchange/SPEEDE is the preferred method for sending and receiving transcripts.

Placement Testing Requirement

Although testing is not an admission requirement, it is required for registration. Test scores are used to place students in appropriate courses. Students who have not provided official documentation for an exemption from TSI (see TSI Exemptions) must have official TSI Assessment scores prior to registration. Testing information may be found on the ACC website. Students who have a disability should see the ADA Counselor prior to testing if accommodations are needed.

Residency Information

When students are admitted, they are informed of their residence classification based on information on their application's Core Residency Questions and supporting documentation. Tuition is based on this classification. Transfer students will maintain the residence classification issued by the last public institution attended during the 12 months prior to the term for admission.

Proof of Residence

An independent student may be asked to provide documentation for both state and in-district classification that shows the student's name and address. A dependent student may be asked to provide their dependency upon their parent(s) and their parent's current state residence documentation including parent's name and address.

Residency Statuses:

Texas Resident - The following conditions allow students to be classified as Texas residents and are entitled to pay in-state resident tuition if:

1) - graduated from a public or accredited private high school in Texas or received, as an alternative to a high school diploma, the equivalent (GED) in this state; and
   - maintained a residence continuously in Texas for the 36 months immediately preceding the date of high school graduation or receipt of the GED and continuously maintained a residence in Texas for the 12 months preceding the census date of the academic semester in which the person enrolls at ACC.

2) - established a domicile in this state not less than 12 months before the census date or the academic semester in which the person enrolls at ACC; and
   - maintained a residence continuously in Texas for the 12 months immediately preceding the census date of the academic semester in which the person enrolls at ACC.

3) - a dependent of a parent who;
   - established a domicile in Texas not less than 12 months before the census date of the academic semester in which the person enrolls at ACC; and
   - maintained a residence continuously in Texas for the 12 months immediately preceding the census date of the academic semester in which the person enrolls in an institution.

Residency Terms and Definitions:

Maintained a Residence: Physically reside in Texas, which could not have been interrupted by a temporary absence from the state.

Establish a Domicile: For at least 12 months prior to the census date of the semester in which the student enrolls, the student:
- owns real property (land, home) in Texas
- owns a business in Texas
- has been gainfully (full-time) employed in Texas
- has marriage certificate with documentation to support the spouse is a resident of Texas with any of the above.

Non-Resident - An individual who does not qualify under any of the three Texas resident categories will be classified a non-resident student.

In-District - A Texas resident who physically resides within the geographic boundaries of the ACC district at the time of admission will be classified an in-district student.

Out-District - A Texas resident who physically resides outside the geographic boundaries of the ACC district at the time of their admission will be classified an out-district student.

Reclassification Based on Additional or Changed Information

If a student's residence changes after admission, the student must file a Residence Reclassification Petition with the Enrollment Services Center and provide supporting documentation proving the new classification. Changes made will apply to the first succeeding semester in which the student is enrolled, if the change is made after the term census date; changes made prior to or on the census date, will apply to the current semester.

Out-District to In-District: Independent students must prove residence prior to the census date for the given semester by providing one of the documents listed with their name and address. Dependent students must prove residence prior to the census date for the given semester by providing one of documents listed with their parent's name and address, along with their parent's IRS federal tax return showing the student as a dependent. (P.O. Box excluded)

- Texas permanent driver's license showing ACC District address
- Current tax receipt showing ACC District tax status (available at the Brazoria County Substation on Hwy 35, north of Alvin)
- Texas Voter Registration card showing ACC District address
- Lease agreement showing ACC District address and student's name
- Current utility bill showing service at ACC District address (P.O. excluded)
- Other third party documentation (check with Registrar)

Non-resident to Resident: Independent students must prove their gainful employment, established domicile and maintained residence in Texas for at least 12 months prior to the census date for the given semester by providing the documentation listed with their name and address. Dependent students must prove their parent's gainful employment, established domicile and maintained residence in Texas for at least 12 months prior to the census date for the given semester by providing the documentation listed with their parent's name and address, in addition to their parent's IRS federal tax return showing the student as a dependent.

A) *Employment documentation showing student's name and location of employment that includes 12 months or an employer's statement on company letterhead indicating dates of employment (beginning and current or ending dates) and location of employment that encompass a minimum of 12 months. Other documents may be used that show the person is self-employed, employed as a homemaker, or is living off his/her earnings, or through public assistance may be used. For a homeless person, written statements from the office of one or more social service agencies located in Texas that attests to the provision of services to the homeless person for the 12 months also qualifies. Student employment such as work-study, the receipt of stipends, fellowships or research or teaching assistance-ships do not qualify; or*

B) Documentation, which if accompanied and maintained for the 12 months prior to the census date of the given term and at least one type of document listed in section C.
- Sole or joint marital ownership of residential real property in Texas by the person seeking to enroll or the dependent's parent.
- Ownership and customary management of a business, by the person seeking to enroll or the dependent's parent, in Texas which is regularly operated without the intention of liquidation for the foreseeable future.
- Marriage, by the person seeking to enroll or the dependent's parent, to a person who has established and maintained residency in Texas. Supporting documentation may be required.

C) Documentation must accompany at least one type of document listed in section B.
- Utility bill for the 12 months preceding the census date.
- Texas high school transcript for full senior year preceding the census date.

- Transcript from a Texas institution showing presence in the state for 12 months preceding the census date
- Texas driver's license or Texas ID card that has not expired and if it reflects an origination date, shows an origination date of at least 12 months prior to the census date.
- Texas voter's registration card that is issued more than 12 months prior to the census date.
- Pay stubs for the 12 months preceding the census date
- Bank statements reflecting a Texas address for the 12 months preceding the census date.
- Cancelled checks that reflect a Texas residence for the 12 consecutive months preceding the census date.
- Lease or rental of real property in the name of the person or dependent's parent for the 12 months preceding the census date.
- Current credit report that documents the length and place of residence of the person or the dependent's parent
- Written statements from the office of one or more social service agencies, attesting to the provision of services for at least 12 months preceding the census date.

A student's residence status may 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 student's parents, temporary assignments of the student's parents out of Texas, etc. Further details about residency may be obtained from the Registrar's Office. Information about tuition waiver programs for non-resident individuals may be obtained from the Business Office

Texas Success Initiative (TSI)

The 78th Texas Legislature implemented the Texas Success Initiative (TX Education Code 51.3062) to give Texas public higher education more flexibility in its efforts to develop better academic skills among students who need them for success in college.

Alvin Community College academic advisors and counselors will work with students whose placement scores indicate a need to enhance their academic program. However, all students enrolling at Alvin Community College must have scores from an approved test or complete the new TSI Assessment. Scores from students declaring an intent to enroll in a Level 1 certificate program are used for diagnostic purposes only - to improve academic success- and not for placement purposes. Course prerequisites will remain in place for all college-level courses.

Required Scores to meet College Readiness Standard

The state minimum passing standard is a score of 351 in reading, 350 in mathematics* and a score of 5 on the English essay**.

* Remediation not required but Math 0311/0312 to be taken prior to taking college level math

** **Or** 4 on essay with objective score of 363

TSI Exemptions - Scores are valid for 5 years

ACT – A composite score of 23 with:
- a minimum of 19 on math for an exemption in math and/or
- a minimum of 19 on English for an exemption in reading and writing

SAT – A combined critical reading and math score of 1070 with:
- a minimum of 500 on math for an exemption in math and/or
- a minimum score of 500 on critical reading for an exemption in reading and writing

TAKS –
- A minimum score of 2200 in math for an exemption in math and/or
- 2200 in English Language Arts - with a sub score of 3 for an exemption in reading and writing.

STARR - end of course assessment
- Algebra II-Level 2
- English III-Level 2

Degree Exempt - Students who have an associate or baccalaureate degree from a regionally accredited post-secondary institution or from a college recognized international institution are exempt from all Texas Success Initiative requirements.

Transfer Exempt/Passed – Students whose previous Texas public college or university has determined that they have met minimum passing standards in reading, writing, and/or math are exempt in the curricular area/s indicated. Scores must be verified by an official transcript.

Private/Out of State Transfer Exempt - Students who transfer from a regionally accredited college or university and have earned at least three semester hours of college level credit in a designated college core class, are exempt upon entry. These credits must be verified by an official transcript.

Course Exempt - Students who have completed a restricted course from a regionally accredited college or university earning a grade of C or higher are exempt in the curricular area of that course. See an academic advisor to determine this status.

Veteran Exempt – Students who were honorably discharged, retired or released from active duty in the armed forces, Texas National Guard or any reserve component of the armed forces on or after August 1, 1990 may be exempt. A DD214 showing discharge status and date is required.

Military Waiver - Students on active duty in the armed forces, the Texas National Guard, or any reserve component of the armed forces and have been serving for at least 3 years preceding enrollment may be exempt.

ESOL - Students in ESOL programs may be granted an ESOL waiver from TSI testing. The ESOL waiver must be removed after the student attempts 15 hours of ESOL coursework/interventions, or attempts entry level freshman coursework.

Waived Level One Certificate Programs

Students enrolled in any waived program are waived from the requirements of the ACC Developmental Education Plan. Course prerequisites will apply. Students concurrently enrolled in an active Associate Degree or Level Two Certificate program are not eligible for this waiver. Eligible certificate programs include:

Basic Law Enforcement Academy	Industrial Design Technology
Child Develop/ Early Childhood	Management Development
Child Develop/ Early Child. Adm	Office Administrative Support
Computer Info. Tech.	Office Assistant
Computer Info. Tech.- Networking	Paralegal
Court Reporting Scopist	Pharmacy Technician
Crime Scene Technician	Process Technology
Culinary Arts	Radio / TV Broadcasting
Culinary Arts Management	Substance Abuse Counseling
Emergency Medical Technology	Vocational Nursing
Emergency Med Tech - Advanced	

Individual Educational Plan

Students who do not pass one or more of the minimum passing standards on the placement test at Alvin Community College are required to complete an Individual Educational Plan with an academic advisor before beginning their first semester of college. The Individual Educational Plan shall include:

- adult education courses required to meet TSI requirements in developmental education courses
- the developmental courses required to meet the college readiness standard
- the non-developmental courses for which the student is eligible.

TSI Developmental Sequence

Students may complete their TSI obligation for any of the three subject areas (reading, writing, and mathematics) when the following sequence is completed:
1. The student must take the TSI Assessment and pass.
2. The student must pass with a grade of C or better the required developmental course sequence for the subject area not passed.

Developmental Course Requirement

Students who fail one or more sections of the TSI Assessment must enroll and attend a developmental course for at least one of the failed sections until all sections are passed, or required developmental courses are completed with a grade of "C or better". Students could be withdrawn from ALL courses for non-attendance of the developmental class.

Developmental Courses

The College offers developmental courses in basic math, reading and English. Students who need full-time status may register for up to 12 semester hours of developmental courses. TSI obligated students who have a placement score below the college level must enroll and participate in the appropriate developmental course. In addition, financial aid recipients who need developmental courses must also be enrolled in at least one college level course. For more information, contact Advising Services.

Developmental Courses:
NCBR 0200 (Reading), NCBW 0100 (Writing), NCBM 0200 (Math), DIRW/DIRR 0309, DIRW/DIRR 0310 (Reading & Writing), MATH 0310, MATH 0311, MATH 0312

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 qualify for the Dean's or Merit list or graduation with honors status.

Placement Regulations

Enrollment in some courses may require demonstration of specific knowledge or skills (referred to as prerequisites or co-requisites). These requirements may be satisfied by successful completion of previous courses; by passing scores on the TSI Assessment concurrent enrollment in a specific course. Compliance with prerequisites and co-requisites is mandatory for TSI-obligated students.

Prerequisites and co-requisites are identified in the Course Descriptions section of this catalog.

ESOL

Students whose first language is not English and who need instruction on reading and writing Standard English should meet with an advisor, who may refer them to an ESOL specialist on campus. Depending on students' language proficiency and educational goals, the may enroll in ESOL or developmental classes as a credit or non-credit student, or they may be referred to services not offered at the college.

PSYC 1300 – Learning Strategies Requirement

Students enrolled in the Associate of Arts, Associate of Science, Associate of Arts in Teaching and undeclared majors who score at the developmental level on any one section of the placement exam are required to enroll in PSYC 1300 during their first semester of attendance at Alvin Community College. Credit for this course must be earned to satisfy this requirement.

Learning Strategies teaches students how learning takes place and provides opportunities to practice various learning and study strategies. Students will be able to identify their own strengths and weaknesses and apply the skills that are taught to maximize their success in college.

Student Responsibility-Course Selection

The College provides students with information and assistance in making academic decisions. Advising Services, program directors, and department chairs assist students with course selections. The student is responsible for seeking advice, for knowing and meeting the requirements of the selected course, degree, or certificate program, and for enrolling in appropriate courses. Although curriculums may be 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 TSI and other testing requirements. Students transferring credit are responsible for following the transfer policies of the receiving college or university.

Texas Common Course Numbering System

Alvin Community College participates in the Texas Common Course Numbering System. This system is a voluntary, cooperative effort among Texas community colleges and universities to facilitate transfer of freshman and sophomore-level general academic coursework. The TCCNS provides a shared, uniform set of course designations for students and their advisors to use in determining both course equivalency and degree applicability of transfer credit on a statewide basis. When students transfer between two participating TCCNS institutions, a course taken at the sending institution transfers as the course carrying, or cross-referenced with, the same TCCNS designation at the receiving institution.

In the Texas Common Course Numbering System each course is identified by a four-character "rubric" (i.e. prefix or department abbreviation) and a four-digit number:

The first digit of the course number denotes the academic level of the course; the second digit denotes the credit value of the course in semester hours; and the third and fourth digits establish course sequencing and/or distinguish the course from others of the same level, credit value, and rubric.

"0" (zero) as the first digit of the number identifies a course as sub freshman-level and therefore remedial/developmental in content. Such courses are not presumed transferable under TCCNS guidelines, though receiving institutions are free to recognize them without obtaining special permission from the Texas Higher Education Coordinating Board.

Evaluation of Previous Education

Traditional Education

Students are required to provide official transcripts from all regionally accredited colleges and universities previously attended as part of the admission process. An incoming transcript is evaluated no later than one semester after the student's enrollment, if the student is degree seeking. Evaluated coursework does not appear on the ACC official transcript.

Courses are freely transferable to Alvin Community College from regionally accredited institutions of post secondary education when content and credit hours are equivalent to ACC courses. If the core curriculum is completed at a single Texas public institution, the core will transfer to ACC and satisfy ACC's core curriculum. Individual core courses transfer to ACC on a one-for-one basis, e.g. math for math, science for science, etc., until ACC's core requirement is met. College-level course work for which there is no ACC equivalent may be transferred as elective credit. Transferred grades must meet departmental degree criteria. Transferred course work is posted to the student's record using Texas common course numbers to assist transfer students with course selection. Course selection and the non duplication of course work are the responsibility of the student.

Evaluation of Credit from Foreign Institutions

Alvin Community College accepts credit from foreign institutions when evaluated from one of the approved Evaluation Services. Inquiries regarding these services should be directed to the International Student Affairs Office at 281-756-3531.

Final determination of any credit awarded will be made by respective department chairs of the course subject.

American Association of Collegiate Registrars & Admissions Officers
International Education Services
One Dupont Circle, NW; Suite #520, Washington DC 20036-1135
Phone: 202-296-3359, FAX: 202-822-3940
http://ies.accrao.org/evaluations/

Educational Credential Evaluators, Inc.
P. O. Box 514070, Milwaukee, WI 53203-3470
http://www.ece.org

Foreign Credentials Service of America
1910 Justin Lane, Austin, TX 78757
http://www.foreigncredential.org

Education Evaluators International, Inc.
11 South Angell Street #348, Providence, RI 02906
http://www.educei.com

Global Credential Evaluators, Inc.
P.O. Box 9203, College Station, TX 77842-9203
http://www.gceus.com
Phone: 1-800-707-0979

International Academic Credential Evaluators, Inc.
PO Box 2465
Denton, TX 76202-2465
Email: staff@iacei.net
Phone: 940-383-7498
http://www.iacei.net/

International Education Research Foundation, Inc.
Credentials Evaluation Service
P.O. Box 3665, Culver City, CA 90321
http://www.ierf.org

RIA International Education Consultants
9461 LBJ Freeway, Suite 206, Dallas, TX 75243
http://www.riaiec.org
Phone: 214-575-5404

Span Tran Educational Services, Inc.
2400 Augusta Dr., Suite 451, Houston, TX 77057
http://www.spantran.com
Phone: 713-266-8805

Worldwide Education Consultant Services
5521 N. Expressway 77, Brownsville, TX 78520
Brownsville Email: info@wecseval.com
Brownsville Phone: 956-350-4660
Houston Phone: 281-829-9243
Houston email: wecshouston@wecseval.com
World Education Services Foreign Academic Credential Evaluation
P.O. Box 745, Old Chelsea Station, New York, NY 10113-0745
www.wes.org

Articulated Credit Program

Articulated Credit is the process of completing classes at the high school level that translate, or articulate, into college courses in the same discipline. Completing the high school classes within certain parameters allows the student to apply for full credit of the corresponding course at Alvin Community College at no charge. To receive Articulated Credit, a high school student must earn an 80 or above in the articulated class, file a petition for credit within 15 months of graduation, be recommended by the teacher, and major in an articulating associate of applied science program at ACC. This ensures that students entering the workforce in these technological environments have the competencies and skills necessary to succeed.

Nontraditional Learning Credit

Nontraditional Learning credit may be granted for education obtained through a variety of nontraditional methods including Continuing Education overlay courses, non-accredited private and technical college course work, military training, and credit by examination (departmental and national exams). Nontraditional credit granted and listed on a regionally accredited institution's transcript will transfer to ACC. Students planning to transfer nontraditional credit should confer with the receiving institutions.

The evaluation of nontraditional Learning is based upon the guidelines of the Southern Association of Colleges and Schools. Credit may also be awarded based on recommendations contained in the National Guide to Educational Credit for Training Programs (ACE Guide), published to the American Council on Education. This guide is located in the Registrar's Office and in Advising Services.

Nontraditional credit will be evaluated and approved by the department chair and the division chair or dean of the subject area for which credit is being requested, using the following guidelines:

- TSI requirements, including course pre/co-requisites, must be met prior to the award of nontraditional credit.
- The fees for the award of nontraditional credit are paid. Fees for nontraditional credit are waived for veterans with honorable or general conditions discharge.
- A maximum of 24 hours of nontraditional credit may be awarded.
- Nontraditional credit may be awarded to a currently enrolled ACC student after the census date of the term.
- Credit is noted as nontraditional on the transcript and will receive a grade of S (satisfactory), with the exception of ACC departmental credit by exam and overlay courses.
- Applicants seeking nontraditional credit for courses that do not meet SACS criteria may apply for credit through the credit-by-exam option.
- Nontraditional credit will not be counted toward resident credit with the exception of ACC Continuing Education overlay classes.
- There is no charge for transcription of AP/CLEP/IBD/DSST credit.

Types of Nontraditional Learning Credit

Continuing Education Workforce Overlay Courses

An overlay course is a semester credit course offered to current or former ACC credit students for continuing education units rather than academic credit. Circumstances may occur which would benefit the student having the CE units converted to academic credit.

- Students enrolling in an overlay class with known intent to request conversion to academic credit should take the class for academic credit.
- Overlay classes carry the same tuition and fees as credit classes.
- Students wanting academic credit for CE units should complete the nontraditional evaluation form available in the Enrollment Services Center.
- Academic credit will count as resident credit.
- A grade of A, B, or C will be assigned.

Credit for Military Service

Credit for prior military service/training is available to eligible veterans when the following criteria are met:

- Graduated from an accredited public or private high school or a school operated by the US Department of Defense;
- Is honorably discharged with a mininum two years of service in the armed forces or was discharged because of a disability.

The college will award the following upon the student's request:

- 2 hours of physical activity credit from the DD214;
- course credit directly equivalent and applicable to the student's major from the military transcript (AARTS, SMART, CCAF), based on ACE Guide recommendations.
- up to 12 hours of college elective credit to satisfy any elective course requirements in the student's degree program.

National Credit by Examination

Credit by examination offers students an opportunity to earn credit for previous knowledge. Types of national examinations considered for credit include Advanced Placement (AP) tests, College-Level Examination Program (CLEP), Dantes (DSST) and the International Baccalaureate Diploma Program. Content of any examination must be equivalent to a course in the current course catalog of the College.

Departmental Credit by Examination

Departmental credit by examination is available only to currently registered students who have not attempted the course previously at ACC by either enrollment or examination. The student must:

- Check with the Department Chair to determine if a departmental examination is offered
- apply for Credit by Exam at the Enrollment Services Center
- pay the non traditional exam fee prior to attempting credit by examination.

Credit earned and a grade of A, B, or C are awarded and posted to the student's transcript upon successful completion of departmental examinations. The English Department grants credit for grades of A or B only. Courses completed by departmental examination are noted as Credit By Exam on the transcript, but are not calculated in the ACC gpa.

Life Work Experience

Experiential learning (life experiences) will be considered for credit if documented by the CLEP Subject, other nationally recognized exams, or departmental examinations.

Foreign Language Nontraditional Credit

Students may earn up to eleven hours of nontraditional foreign language credit when the placement exam, taken prior to semester registration, grants placement into a higher level course. Credit may be claimed for the lower level course(s) if a grade of "C" or higher is earned in the advanced course. Refer to the college procedure - Requesting Credit-Nontraditional Learning.

Requesting Credit - Nontraditional Learning

1. Initiate the request for credit in the Enrollment Services Center by completing the Application for Nontraditional Learning
2. Pay the Nontraditional Evaluation fee at the Cashier window*
3. Submit the Application for Evaluation of Nontraditional Learning, any required documentation, and proof of payment to the Enrollment Services Center
4. Students will be notified via USPS mail

*CLEP College Level Examination Program and AP-Advanced Placement exams require the direct submission of the score report to the college from the testing company. These exams are not charged the evaluation fee. Credit is based upon the Score Chart found in the Nontraditional Learning section of this catalog.

DSST Exams (DANTES)

Test Title	Minimum Score	Credit Hours Awarded	ACC Course
General Anthropology	47	3	ANTH 2346
Human/Cultural Geography	48	3	GEOG 1302
Lifespan Developmental Psychology	46	3	PSYC 2314
Introduction to Business	46/**400**	3	BUSI 1301
Introduction to Computing	45/**400**	4	COSC 1401
Introduction to World Religions	48/**400**	3	PHIL 1304
Management Information Systems	46/**400**	4	BCIS 1405
Personal Finance	46/**400**	3	BUSI 1307
Physical Geology	46	3	GEOL 1403
Principles of Financial Accounting	47	3	ACCT 2301
Principles of Statistics	48/**400**	3	MATH 1342

(Bold = Exams revised in 2008-2009)

International Baccalaureate Diploma Program

The International Baccalaureate Diploma Program is a pre-college course of study for secondary school students. The IB program leads to examinations that provide documentation of achievement that qualifies a student for advanced standing. Students who successfully complete the IB Diploma Program will receive 24 semester credit hours of college credit, if certain score levels are met. The student must request that the IB office send official scores to the Alvin Community College Registrar's Office. The credit is not posted automatically, therefore, the student must request that the scores be evaluated for credit by completing the Credit by Examination Form at the Registrar's Office. Students will not be charged for this evaluation of credit. After the evaluation, IB credit will be posted to the student's transcript as credit by examination depicting the course articulated and an S (satisfactory) grade. Credit awarded by another college or university for the IB coursework is not considered transferable without an official report. The courses and the examination scores used as the basis for credit are listed below:

IB EXAM	MINIMUM SCORE	ACC COURSE
Biology SL	4	BIOL-1406
Biology HL	4	BIOL-1406, 1407
Business & Management	4	BUSI-1301
Chemistry HL	4	CHEM-1411
Chemistry HL	5	CHEM-1411, 1412
Computing Studies HL	4	COSC-1415
Economics SL	4	ECON-2301
Economics HL	5	ECON-2301, 2302
English HL Lang A1 or A2	4	ENGL-1301
English HL Extended Essay	A,B,C	ENGL-1302
Environmental Systems	4	GEOL-1405
Foreign Languages:		
French		
Language A1 or A2 or B (HL)	4	FREN-1411, 1412, 2311, 2312
Language B (SL)	4	FREN-1411, 1412
Language AB	4	FREN-1411
German		
Language A1 or A2 or B (HL)	4	GERM-1411, 1412, 2311, 2312
Language B (SL)	4	GERM-1411, 1412
Language AB	4	GERM-1411
Spanish		
Language A1 or A2 or B (HL)	4	SPAN-1411, 1412, 2311, 2312
Language B (SL)	4	SPAN-1411, 1412
Language AB	4	SPAN-1411
Geography	4	GEOG-1301
History		
Europe	4	HIST-2311
Information Technology in a Global Society	4	BCIS-1405, COSC 1401
Mathematics HL	4	MATH-2412, 2413
Mathematics w/further math (SL)	4	MATH-1342
Mathematics Methods (SL)	4	MATH-1324
Mathematical Studies (SL)	4	MATH-1332
Music	4	MUSI-1306
Philosophy	4	PHIL-1301
Physics SL	4	PHYS-1401
Physics HL	4	PHYS-1401, 1402
Psychology	4	PSYC-2301
Theater Arts	4	DRAM-1310
Visual Arts	4	ARTS-1301

Credit by Exam - Advanced Placement / CLEP

Test Title	AP Min Score	CLEP Min Score	Credit Hrs Awarded	ACC Course
Accounting, Financial		50	3	ACCT 2301
American Government		50	3	GOVT 2305
American Literature		50	6	ENGL 2327 / 2328
Analyzing & Interpreting Literature		50	6	ENGL 2332 / 2333
Art / Art History	3		6	ARTS 1303 / 1304
Art / Studio Art: Drawing	3		6	ARTS 1316 / 1317
Art / Studio Art: 2-D Design	3			ARTS 1311
Art / Studio Art: 3-D Design	3			ARTS 1312
Biology	3		8	BIOL 1406 / 1407
Biology, General		50	4	BIOL 1406
Business Law, Introductory		50	3	BUSI 2301
Calculus		50	4	MATH 2413
Calculus AB	3		4	MATH 2413
Calculus BC	3		4	MATH 2413 / 2414
Chemistry		50	4	CHEM 1411
Chemistry	3		8	CHEM 1411 / 1412
College Algebra		50	3	MATH 1314
College Mathematics		50	3	MATH 1332
College Composition		50	6	ENGL 1301/1302
English Literature		50	6	ENGL 2322 / 2323
French Lang, Level I		50	8	FREN 1411 / 1412
French Lang, Level II		59	14	FREN1411/ 1412
				FREN 2311 / 2312
French Language	3		8	FREN 1411/ 1412
French Literature	3		14	FREN 1411/1412
				FREN 2311/2312
German Lang, Level I		50	8	GERM 1411, 1412
German Lang, Level II		60	14	GERM 1411/ 1412
				GERM 2311 / 2312
German Language	3		8	GERM 1411/ 1412
Government & Politics / US	3			GOVT 2305
History of the US I: US to 1877		50		HIST 1301
History of the US II: 1865 to present		50		HIST 1302
Human Growth and Development		50		PSYC 2314
Information Systems & Computer App		50	4	BCIS 1405
Language & Composition Test	3		6	ENGL 1301 / 1302
Literature & Composition Test	3		6	ENGL 1301 / 1302
Macroeconomics	3			ECON 2301
Macroeconomics, Principles		50		ECON 2301
Management, Principles		50	3	BMGT 1303
Marketing, Principles		50	3	MRKG 1311
Microeconomics	3			ECON 2302
Microeconomics, Principles		50	3	ECON 2302
Physics 1	3		4	PHYS 1401
Physics 2	3		4	PHYS 1402
Physics C Electricity / Magnetism	3		4	PHYS 2426
Physics C Mechanics	3		4	PHYS 2425
Precalculus		50	4	MATH 2412
Psychology	3		50	PSYC 2301
Sociology		50		SOCI 1301
Spanish Lang., Level I		50	8	SPAN 1411 / 1412
Spanish Lang., Level II		63	14	SPAN 1411/ 1412
				SPAN 2311/ 2312
Spanish Language	3		8	SPAN1411/ 1412
Spanish Literature	3		14	SPAN 1411/ 1412
				SPAN 2311/ 2312
Statistics	3		3	MATH 1342
US History	3		6	HIST 1301 / 1302
Western Civilization I: Ancient East to 1648		50	3	HIST 2311
Western Civilization I:1648 to present		50	3	HIST 2312

- CLEP general exams are not accepted.
- Credit will be evaluated from an official score report sent directly to the Registrar's Office from the testing service.
- Credit will be based upon ACC recommended passing scores. A letter grade of S (satisfactory) will be awarded.
- There is no charge for this service; request evaluation in the Enrollment Services Center.

CORE OBJECTIVES

X = Required Core Objectives O = Optional Core Objectives							
Foundational Component Area	**SCH**	**CT**	**COM**	**EQS**	**TW**	**SR**	**PR**
Communication	6	X	X	O	X	O	X

Courses in this category focus on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively. Courses involve the command of oral, aural, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.

Mathematics	3	X	X	X	O	O	O

Courses in this category focus on quantitative literacy in logic, patterns, and relationships. Courses involve the understanding of key mathematical concepts and the application of appropriate quantitative tools to everyday experience.

Life and Physical Sciences	6	X	X	X	X	O	O

Courses in this category focus on describing, explaining, and predicting natural phenomena using the scientific method. Courses involve the understanding of interactions among natural phenomena and the implications of scientific principles on the physical world and on human experiences.

Language, Philosophy & Culture	3	X	X	O	O	X	X

Courses in this category focus on how ideas, values, beliefs, and other aspects of culture express and affect human experience. Courses involve the exploration of ideas that foster aesthetic and intellectual creation in order to understand the human condition across cultures.

Creative Arts	3	X	X	O	X	X	O

Courses in this category focus on the appreciation and analysis of creative artifacts and works of the human imagination. Courses involve the synthesis and interpretation of artistic expression and enable critical, creative, and innovative communication about works of art.

American History	6	X	X	O	O	X	X

Courses in this category focus on the consideration of past events and ideas relative to the United States, with the option of including Texas History for a portion of this component area. Courses involve the interaction among individuals, communities, states, the nation, and the world, considering how these interactions have contributed to the development of the United States and its global role.

Government/Political Science	6	X	X	O	O	X	X

Courses in this category focus on consideration of the Constitution of the United States and the constitutions of the states, with special emphasis on that of Texas. Courses involve the analysis of governmental institutions, political behavior, civic engagement, and their political and philosophical foundations.

Social & Behavioral Sciences	3	X	X	X	O	X	O

Courses in this category focus on the application of empirical and scientific methods that contribute to the understanding of what makes us human. Courses involve the exploration of behavior and interactions among individuals, groups, institutions, and events, examining their impact on the individual, society, and culture.

Component Area Option	6	X	X	O	O	O	O

a. A minimum of 3 SCH must meet the definition and corresponding Core Objectives specified in one of the foundational component areas

b. As an option for up to 3 semester credit hours of the Component Area Option, an institution may select course(s) that:

(i) Meet(s) the definition specified for one or more of the foundational component areas; and

(ii) Include(s) a minimum of three Core Objectives, including Critical Thinking Skills, Communication Skills, and one of the remaining Core Objectives of the institution's choice.

CORE CURRICULUM
Associate of Arts and Associate of Science Degrees
Effective Fall 2015

Component Area	Courses	Hours
Communication **010**	**Required:** ENGL 1301 **and** ENGL 1302 *or* 2311	6
Mathematics **020**	**Select one:** MATH 1314, 1324, 1325, 1332, 1342, 1350, 2412, 2413, 2414	3
Life & Physical Sciences **030** *(formerly Natural Sciences)*	**Select two:** ASTR 1403, 1404 BIOL 1308, 1309, 1406, 1407, 2401, 2402 CHEM 1405, 1411, 1412, 2423, 2425 GEOL 1301, 1303, 1401, 1403, 1404, 1405, 1445, 1447 PHYS 1301, 1401, 1402, 1403, 1404, 2425, 2426	6
Language, Philosophy & Culture **040** *(formerly Humanities)*	**Select one:** CHIN 2311, 2312 FREN 2311, 2312 GERM 2311, 2312 SPAN 2311, 2312, 2313, 2315 COMM 1307 ENGL 2322, 2323, 2327, 2328, 2332, 2333 HUMA 1301, 1302 PHIL 1301, 1304, 2306	3
Creative Arts **050** *(formerly Visual & Performing Arts)*	**Select one:** ARTS 1301, 1303, 1304 COMM 2366 DRAM 1310, 2362, 2366 MUSI, 1306, 1307, 1308, 1309, 1310	3
American History **060** *(formerly U.S. History)*	**Select two:** HIST 1301, 1302, 2301	6
Government / Political Science **070** *(formerly Political Science)*	**Required:** GOVT 2305 **and** 2306	6
Social & Behavioral Sciences **080**	**Select one:** ECON 2301, 2302 GEOG 1301, 1303 PSYC 2301 SOCI 1301	3
Component Area Options **090**	**Select one from each group:** **Group A:** CHIN 1411, 1412 FREN 1411, 1412 GERM 1411, 1412 SPAN 1411, 1412 SPCH 1315, 1318, 2335 **Group B:** PSYC 1300 *(Can be substituted with other core course upon advisement.)*	6
	TOTAL CORE CURRICULUM CREDITS	**42**

Revised: 2-27-15

Core Curriculum

Through the Texas Core Curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advance intellectual and practical skills that are essential for all learning.

Core Objectives

- **Critical Thinking Skills (CT)** - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- **Communication Skills (COM)** - to include effective development, interpretation and expression of ideas through written, oral and visual communication.
- **Empirical and Quantitative Skills (EQS)** - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.
- **Teamwork (TW)** - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
- **Social Responsibility (SR)** - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.
- **Personal Responsibility (PR)** - to include the ability to connect choices, actions and consequences to ethical decision-making.

Core Curriculum and Transfer

Under the Core Curriculum transfer rules and regulations, all Texas public colleges and universities must accept transfer of credit for successfully completed courses from ACC's Core Curriculum. (Note: Some universities may deny the transfer of credit in courses with a grade of "D.")

Core Completers

Core completers will receive credit for each course transferred. Students will not be required to pass additional core cirruculum courses at the tranferees public institution unless the THECB has approved an expanded core curriculum at that institution.

Incomplete Core

Students who do not complete the core curriculum may still transfer any credits earned. Students are then requried to complete core at the new school.

If Alvin Community College has cause to believe that a course being presented by a student for transfer from another college is not of an acceptable level of quality, ACC will contact the sending institution and attempt to resolve the problem. In the event a satisfactory resolution is not reached, the College will notify the Commissioner of Higher Education, who may investigate the course. If its quality is found to be unacceptable, the Board may discontinue funding for the course.

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, 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.

Field of Study Curriculum

A "field of study curriculum," is used to satisfy the lower division requirements for a bachelor's degree in a specific academic area at a general academic teaching institution.

Field of study curriculums are available at Alvin Community College for the following departments:

- Business Administration
- Criminal Justice
- Communications
- Music
- Nursing

Educational Guarantee

Programs – Transfer Credit

Alvin Community College hereby guarantees to students who have graduated with the Associate of Arts or Associate of Science degree that course credits earned as part of these degree programs will transfer to those Texas colleges or universities which participate in the Texas Common Course Numbering System under the following conditions:

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 Texas Common Course Numbering System Guide.

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 Advising Services.

The transfer plan must include:
- courses to be taken for transfer,
- name of college to which student plans to transfer,
- the name of degree and major selected,
- the date the decision was made, and
- an Associate in 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 Provost 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 Advising Services. 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 in a technical or occupational program listed in ACC's catalog.

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 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 the educational plan is agreed upon.

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.

Registration

All credit students must be admitted and comply with TSI requirements before they may register for classes. Registration dates for semester-length courses and mini courses are listed in the Academic Calendar of this catalog. In addition, dates and other pertinent information are published each semester in the class schedule and are subject to change.

Schedule Changes

Students who need to change their schedule (classes and/or times) must do so according to procedures and dates published in the Class Schedule. There is no charge to make a class change.

Class Schedules

Class schedules are considered an extension of the catalog. The class schedule contains courses being offered during the given semester and are released for all scheduled registrations. At the time schedules are released, it is the intention of the College to teach the classes according to the information (date, time, instructor, location). The College reserves the right, however, to make necessary adjustments to the schedule as circumstances warrant. The website provides the most current listing of available courses.

Audit Registration

Audit registration, based upon space availability, allows a student to enroll in a course for informational purposes only. No credit or grade is assigned for audit status. Audit registration is an option for students who have previously earned credit who need to refresh or revisit skills.

Audit registration is conducted in the Enrollment Services Center on the last day of late registration. Students must complete all admission requirements required of credit students. Payment is due at time of registration. Audit and credit registration statuses may not be changed after the official college reporting date.

Senior Citizens Audit Registration

Residents of the ACC District who are 65 years or older are permitted to audit up to 6 hrs per semester without payment of tuition and fees, on a space-available basis, any course the College offers (Texas Education Code 54.210).

Academic Classifications

Freshman:	less than 30 semester hours
Sophomore:	30 - 60 semester hours
Unclassified:	more than 60 semester nours

Full-time Load:

Fall and Spring	12 - 18 semester hours
Summer 11 - Week	8 -14 semester hours
Summer Five - Week	4 - 7 semester hours

NOTE:
- Students receiving financial aid must meet the credit-hour requirements for their financial aid program.
- Students receiving VA benefits should consult with the VA Advisor to determine enrollment status.
- Students seeking loan deferrals should consult with the Enrollment Services Center to determine course load requirements.

Maximum Course Load

Fall and Spring semester	18 semester hours
Second Start semester	13 semester hours
Summer 11 Week session	14 hours
Summer Five Week session	7 semester hours
Combined Summer Five Week and 11 Week sessions	14 semester hours
8 Week Mini session	9 semester hours
3 Week Mini session	4 semester hours

Tuition and Fees

Tuition is based upon residency status on file with Alvin Community College Registrar's Office. Alvin Community College may change tuition rates and other fees without notice or when so directed by the Board of Regents.

Fall 2015 & Spring 2016

Cred. Hrs	Tuition			Gen. Svc. Fee	Tech Fee	Reg Fee*	Stu. Serv.	Sec. Fee	LRC Fee	Bursar Fee	Total Fees	Total Charges		
	Res-In	Res-Out	Non-Res									Res-In	Res-Out	Non-Res
1	$135	$270	$420	$15	$60	$30	$22	$20	$15	$10	$172	$307	$442	$592
2	135	270	420	20	60	30	22	20	15	10	177	312	447	597
3	135	270	420	25	60	30	22	20	15	10	182	317	452	602
4	180	360	560	30	60	30	22	20	15	10	187	367	547	747
5	225	450	700	35	60	30	22	20	15	10	192	417	642	892
6	270	540	840	40	60	30	22	20	15	10	197	467	737	1,037
7	315	630	980	45	60	30	22	20	15	10	202	517	832	1,182
8	360	720	1120	50	60	30	22	20	15	10	207	567	927	1,327
9	405	810	1260	55	60	30	22	20	15	10	212	617	1,022	1,472
10	450	900	1400	60	60	30	22	20	15	10	217	667	1,117	1,617
11	495	990	1540	65	60	30	22	20	15	10	222	717	1,212	1,762
12	540	1080	1680	70	60	30	22	20	15	10	227	767	1,307	1,907
13	585	1170	1820	75	60	30	22	20	15	10	232	817	1,402	2,052
14	630	1260	1960	80	60	30	22	20	15	10	237	867	1,497	2,197
15	675	1350	2100	85	60	30	22	20	15	10	242	917	1,592	2,342
16	720	1440	2240	90	60	30	22	20	15	10	247	967	1,687	2,487
17	765	1530	2380	95	60	30	22	20	15	10	252	1,017	1,782	2,632
18	810	1620	2520	100	60	30	22	20	15	10	257	1,067	1,877	2,777

Summer 2016

Cred. Hrs	Tuition			Gen. Svc. Fee	Tech Fee	Reg Fee*	Stu. Serv.	Sec. Fee	LRC Fee	Bursar Fee	Total Fees	Total Charges		
	Res-In	Res-Out	Non-Res									Res-In	Res-Out	Non-Res
1	$135	$270	$420	$15	$60	$30	$11	$10	$15	$10	$151	$286	$421	$571
2	135	270	420	20	60	30	11	10	15	10	156	291	426	576
3	135	270	420	25	60	30	11	10	15	10	161	296	431	581
4	180	360	560	30	60	30	11	10	15	10	166	346	526	726
5	225	450	700	35	60	30	11	10	15	10	171	396	621	871
6	270	540	840	40	60	30	11	10	15	10	176	446	716	1,016
7	315	630	980	45	60	30	11	10	15	10	181	496	811	1,161
8	360	720	1120	50	60	30	11	10	15	10	186	546	1,001	1,451
9	405	810	1260	55	60	30	11	10	15	10	191	596	1,096	1,596
10	450	900	1400	60	60	30	11	10	15	10	196	646	1,191	1,741
11	495	990	1540	65	60	30	11	10	15	10	201	696	1,191	1,886
12	540	1080	1680	70	60	30	11	10	15	10	206	746	1,286	2,031
13	585	1170	1820	75	60	30	11	10	15	10	211	796	1,381	2,031
14	630	1260	1960	80	60	30	11	10	15	10	216	846	1,476	2,176

Course-Related Fees

Lab fees are charged for various courses to offset expenses for materials and supplies used in classroom instruction and lab assignments. Other fees may be charged for courses such as Internet courses, private music lessons, scuba diving, bowling, etc. These fees vary based upon the course and are subject to change without notice. Current fees are published each semester in the Class Schedule.

Definitions for Column Headings

Res-In: Resident-In District
Res-Out: Resident-Out of District
Non-Res: Non-resident
Gen. Svc. Fee: General Service Fee
Tech Fee: Technology Fee
Reg. Fee: Registration Fee
Stu. Serv: Student Service Fee
Sec. Fee: Security Fee
LRC Fee: Learning Resources Center Fee
Bursar Fee: Business Office Fee

Tuition per/hour:	
In District:	$45
Out of District:	$90
Non-Resident:	$140
Credit by Exam (per semester hour)	$50 /semester hr
Diploma Fee (Non Refundable)	$35 (per degree)
Installment Plan Fee	$30
Diploma Replacement Fee	$45
Late Fee for Graduation Applications	$10
Nontraditional Education Fee	$50 /per semester hour
Non Payment (after census date)	$50
Technical Program Fee	$10 /per technical course
Returned Check Fee	$30
Late Registration Fee	$50
ID Card Replacement Fee	$5
Transcript Fee	$5 /transcript
On-Line Course Fee	$35

* Registration Fee - Non-Refundable
Unless otherwise noted, all co-ops, internships and labs include a $15 fee.

Active duty members of the armed services will be charged tuition at the resident rate, upon presentation of a military identification card to the ACC Cashi

Student Course Overload Policy

A student may petition to the Dean of Students for additional hours if his/her cumulative grade point average is a 3.0 or higher on a minimum of twelve completed hours at ACC and a justification for the increase is documented and approved.

Tuition and Fees

Tuition and fees are subject to change without notice by action of the ACC District Board of Regents or the State of Texas. Tuition and fees are based on student residence status and the number of hours taken. Residency status for tuition purposes will be reclassified or corrected when a student files a Residency Reclassification Petition accompanied with supporting documentation in the Enrollment Service Center. Students may not attend classes unless tuition and fees are paid. Students who fail to meet the payment deadline may be withdrawn.

Course-Related Fees

Lab fees are charged for various courses to offset expenses for materials and supplies used in classroom instruction and lab assignments. Other fees may be charged for courses such as Internet courses, private music lessons, scuba diving, bowling, etc. These fees vary based upon the course and are subject to change without notice. Current fees are published each semester in the Class Schedule.

Active Duty Military Tuition

Active duty members of the armed services will be charged tuition at the resident rate, upon presentation of a military identification card to the ACC Cashier.

Higher Tuition Charged for Third Attempt Classes

College level courses (excluding developmental) taken for the third time and thereafter, will be billed an additional fee equal to the current out-of-district hourly rate. This includes courses with grades of W (withdrawn).

The provision for third attempt charges was passed by the Texas legislature to encourage students to complete the courses for which they register. Student tuition represents only a portion of the total cost of instruction. The remaining comes from state dollars from Texas taxpayers. Selected courses are exempt from the repeat charges. The following courses are exempt from this rule:

ARTS 1311	ARTS 1312	ARTS 1317
ARTS 2317	ARTS 2327	ARTS 2334
ARTS 2342	ARTS 2347	ARTS 2349
ARTS 2357	ARTS 2367	ARTS 2377
*CRTR 1207	*CRTR 1257	*CRTR 1259
CRTR 1304	CRTR 1306	CRTR 2231
CRTR 2301	CRTR 2335	
MUEN - all exempt	MUAP - all exempt	MUSC 2447
PHED 1100, 1110	PHED 1102, 1112	PHED 1103, 1113
PHED 1106, 1116	PHED 1108, 1118	PHED 1109, 1119
PHED 1120, 1121	PHED 1122, 1123	PHED 1124, 1130
PHED 1126, 1131	PHED 1132, 1133	PHED 1134, 1136
PHED 1135, 1137	PHED 1138, 1148	PHED 1139, 1149

PHED 1140, 2140	PHED 1141, 1142	PHED 1143, 1144
PHED 1145	PHED 1146	PHED 1147, 1157
PHED 1150, 2150	PHED 1151	PHED 1152
PHED 2100, 2101	PHED 2102, 2103	PHED 2104
PHED 2105	PHED 2108, 2109	PHED 2110, 2111
PHED 2112	PHED 2113, 2115	PHED 2114, 2116

Excessive Hours - Early Warning for Students Seeking a Baccalaureate Degree

Students who graduate from a state supported university may pay a higher tuition rate for taking excessive courses. In accordance with Texas Education Code: Students who have attempted 45 or more credit hours beyond the amount required for their (baccalaureate) degree at Texas public colleges or universities may be charged additional tuition, up to the level of out-of-state tuition. This includes all credit hours in which a student was registered as of the official census day for the semester (i.e. repeated courses, failed courses, and courses from which the student withdrew after the census day): this does not include credit hours for which the student paid out-of-state tuition, courses designated as developmental, any hours removed from admission consideration under Academic Fresh Start, or hours accumulated toward a previous baccalaureate degree. Students who entered higher education for the first time prior to fall 1999 while classified for tuition purposes as a Texas resident are exempt.

Students enrolling in fall 2006 or later may pay a higher tuition rate if they have attempted 30 or more credit hours beyond the amount required for their degree. Developmental and technical courses which are not part of the baccalaureate degree plan do not count toward the extra hours, nor do any courses taken at a private or out-of-state institution.

Excess Developmental Education/Courses

Students who exceed 27 hours of developmental courses at Alvin Community College will be charged for each course, an additional fee equal to the current out-of-district fee.

Payment Plan

Students may opt to pay for fall and spring tuition and fees using the installment plan. This plan allows a student to pay 50% of total tuition and fees at enrollment and the remaining tuition and fees in two equal installments thereafter. The dates of the installments are set by the college. A non refundable $30 fee is assessed at the time the installment plan is executed.

The installment plan is a legally binding contract. Installment plans are available beginning with registration through late registration. Students whose automated payment is declined for any reason are subject to course withdrawal and associated fees/penalties. Any student failing to make the 2nd or 3rd installment payment will be placed on restriction hold, blocking registration and transcript services.

Students who have been on restriction hold four times for late or missed payments, including ACH returned payments, will no longer be eligible to enroll in the payment plan.

Non Payment Reinstate Fee

(Reinstatement subsequent to the census date)
Students who are withdrawn for failure to pay by the established deadline may be assessed a $50 Non-payment fee.

Tuition Adjustment for Ad Valorem Tax Payers

College District property owners and their dependents who are Texas residents and do not physically reside in the district are eligible for a waiver of out-district fees. To qualify for a waiver, a student 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 Brazoria County Substation). 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.

Refund Policy

Refunds will be mailed after the close of the refund period. A student's eligibility for a refund is based on the following regulations:

- The student must officially withdraw in writing
- Withdrawals are dated the day they are received.
- 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.

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

Fall and Spring Semesters:
Through 6th class day...100% refund
7th through 15th class day ....70% refund
16th through 20th class day ....25% refund
After 20th class day..No refund

Summer Sessions (5-week classes):
Through 2nd class day ....100% refund
3rd through 5th class day ....70% refund
6th class day ....25% refund
After 6th class day..No refund

Summer Session (11-week classes):
Through 4th class day...100% refund
5th through 11th class day ....70% refund
12th through 14th class day ....25% refund
After 14th class day..No refund

Continuing Education Workforce Development Refund Policy

A 100 percent refund, less a $20 service fee per class, will be given if the student submits a written, signed request for a refund no later than the fifth working day prior to class starting. No refunds will be issued after the five working days before the first class meeting unless class is cancelled by the Continuing Education Workforce Development Department. In this event, 100 percent of the tuition and fees will be refunded. Allow 3 weeks for checks to be mailed. This policy applies to all Continuing Education Workforce Development classes unless otherwise stated. Course tuition/fees are not transferable from one class to another or from one student to another.

Tuition Rebate for Baccalaureate Degree

Senate Bill 1907 provides $1,000 tuition rebates to undergraduate students who complete their first baccalaureate degree while attempting no more than three credits beyond what is required for the degree. The rebates apply only to students who enroll for the first time in an institution of higher education in Fall 1997 or later. Contact Advising Services for complete details.

Campus Closing Notification

Inclement Weather & Closing of the College

If severe weather or emergency situations make it advisable to discontinue classes, the college makes every effort to notify students through local television, radio stations and the ACC web site at www.alvincollege.edu. Make-up days for official college closings will be scheduled as needed.

Emergency Notification System

Alvin Community College utilizes an emergency notification system. Contact information for all registered students is made available through the system. It is designed to quickly warn the college community of possible threats, severe weather and school closings through text, email and phone messaging. For more information visit the college web site www.alvincollege.edu.

Emergency Management/Evacuation Plan

Alvin Community College has an Emergency Management Plan found on the college web site that outlines procedures for various emergency situations that may occur on campus. Training and evacuation procedures are conducted annually for staff and students to ensure the safe evacuation of individuals should an emergency arise. Staff and students should immediately report all offenses, incidents, accidents, and suspicious activities to the campus police so that an investigation can be promptly conducted. All crime statistics are published on the ACC web site, in the Parking Rules and Regulations brochure, and in the ACC Student Handbook.

Family Emergency Student Contact

In case of an emergency, students may be contacted through the Alvin Community College Campus Police Office, 281-756-3700.

Attendance Policy

Regular attendance in classes is expected. Failure to attend class sections for which the student is officially registered will result in a failing (F) grade. If an absence is unavoidable, the student is responsible for completing all work missed during the absence. Any work missed and not subsequently completed may affect the grade of the student regardless of the reason for the absence. Students who are enrolled in developmental courses because of TSI requirements must attend classes and participate in instructional activities. Failure to attend a required TSI course and participate could result in being dropped from all classes. Students unable to attend should contact their instructors as soon as possible concerning the absence.

Denial/Suspension/Revocation of Admission Limitation on Classes/Attendance

The College may deny, suspend, or revoke the admission of a student, and/or may limit the ability of a student to take certain classes or be present on campus if there is evidence that the student's admission, or presence on campus may pose a threat to the safety of the student, other students, the faculty/staff of the College, or College property.

The decision to deny, suspend or revoke admission or to limit classes or presence on campus will be made by the College President or designee based on written and/or oral evidence. The student will be granted due process as outlined in the Student Handbook.

Classroom Conduct

Instructors are authorized to establish rules of conduct within the classroom. Instructors may ask a student to leave the classroom whenever the behavior is believed to be disruptive or inappropriate. Disruptive students are subject to disciplinary action as outlined in the Student Code of Conduct as described in the Alvin Community College Student Handbook.

Behavior Intervention Team

The Behavior Intervention Team is committed to improving community safety through a proactive, collaborative, coordinated, objective, and thoughtful approach to the prevention, identification, assessment, intervention and management of situations that pose a threat to the safety and well-being of the campus community. To educate and empower all members of the College community, resources and procedures are in place to prevent, deter, and respond to concerns regarding acts of violence. Alvin Community College offers assistance to departments and individuals in detecting indicators for concern and resources to protect themselves and their environments.

The Alvin Community College BIT accept reports regarding any individual or incident at any time through an online referral form http://www.alvincollege.edu/bit/form.html, direct email at BIT@alvincollege.edu, or by contacting the Alvin Community College Police Department which provides a 24-hour telephone line 281-756-3700. Additional information regarding BIT is located on the college homepage at http://www.alvincollege.edu/bit/default.htm.

Classroom Use - Electronic Devices

Alvin Community College establishes the right of each faculty member to determine the use of personal electronic devices in the classroom.

1. College instructors may restrict or prohibit the use of personal electronic devices in his or her classroom, lab, or any other instructional setting. An instructor may allow students to use laptops or other devices for taking notes or class work.

2. Individual students may be directed to turn off personal electronic devices if the devices are not being used for class purposes. If the student does not comply, the student may be asked to leave the classroom.

3. In establishing restrictions, instructors must make reasonable accommodations for students with disabilities in working with the Office for Disabilities Services.

4. Students are not permitted to record (whether audio or visual or both) any part of a class/lab/other session unless explicitly granted permission to do so by the instructor.

5. Students who fail to comply with an instructor's restrictions or prohibition will be subject to the Student Discipline and Conduct Code as published in the Alvin Community College Student Handbook or be asked for leave the class.

Children in Class/Minors/Visitors

The college wishes to promote an educational environment that optimizes learning for all enrolled students. Infants and minor children are not allowed in the classroom, laboratories, or other facilities of the college. Children who are participating in official college events are welcome. For child welfare and security reasons, unattended children are not permitted to be left anywhere on campus. Only officially enrolled students may attend classes.

Withdrawing from Class/College

Withdrawals may affect financial aid, veteran's benefits, athletic eligibility and even insurance benefits. Students are encouraged to discuss the withdrawal decision with the course instructor and the academic and financial aid advisors. Students are not withdrawn for failure to attend.

When withdrawing include: Name, Student ID or SSN, date of birth, course rubric (ENGL), number (1301), and section (01).

- Email: Withdraw@alvincollege.edu
  Email withdrawals are accepted only when sent from the official email address on file with the college. Email addresses may be verified and updated using WebACCess-Profile Information. A confirmation receipt for the withdrawal will be sent within 24 business hours. Please contact sstockstill@alvincollege.edu if a receipt is not received.

- Mail: Alvin Community College
  Enrollment Services Center
  3110 Mustang Road
  Alvin, TX 77511

- In Person: Enrollment Services Center – A100

Withdrawals - Students Receiving Financial Aid (Pell Grants and Loans)

Include: Name, Student ID or SSN, date of birth, course rubric (ENGL), number (1301), and section (01).

Students receiving financial aid must contact the ACC Financial Aid Office for withdrawal approval. Failure to obtain approval may result in not being withdrawn and receiving failing grades and could result in repayment of Financial Aid funds.

- Email: fa@alvincollege.edu
All email course withdrawal requests must be sent from the official email address on file with the college. Email address changes can be made on WebACCess. Failure to obtain FA Office approval may result in the repayment of all monies received. A confirmation receipt for the withdrawal will be sent within 24 business hours. Please contact fa@alvincollege.edu if a receipt is not received.

- In Person: Enrollment Services Center - A100

Active Military Withdrawal
Those called into active duty may see the Dean of Students to:

1. Request refund of the tuition and fees
2. Receive an incomplete grade in all courses by designating "withdrawn- military" on the student's transcript.
3. Receive an appropriate final grade if the student has satisfactorily completed a substantial amount of the course.

No penalty assessed to students receiving financial aid.

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 Enrollment Services Center after the census date and before the withdrawal deadline for each semester are recorded on the student's transcript with the grade of W. Courses may not be dropped after the posted deadline.

Six Drop Limit

First-year students enrolled in the Fall of 2007 or after, for the first time at any Texas public college or university, are limited to six course drops during their academic career. Students may not drop more than six courses regardless of how many institutions attended, how many courses taken or how many years attended. This policy does not apply to courses dropped prior to census day, complete withdrawals from all courses for the semester, courses taken while attending high school, developmental courses, drops from private or out of state institutions, and courses dropped during the Three Week Mini terms. Drops beyond the maximum of six will be allowed for students who can show good cause for dropping more, including severe illness, active duty military service, or work obligations beyond the student's control. Students who feel they have good cause for an exception should discuss their reasons with a counselor or advisor. Exceptions are granted by the Dean of Academic Programs. Students are encouraged to discuss options with their professors and advisors and to make use of campus resources before deciding to drop a course. Once the six course drop limit has been reached, subsequent drops will be recorded with grades of F. Drops included in the limit will be recorded on the student transcript.

Grades for Repeated Courses

If a student repeats a course in which a grade (A-F) has been received, the highest grade received is the permanent grade for the course and is used in computing the cumulative grade point average. However, all grades earned in a given course are entered on the transcript. Other colleges may compute the grade point average in a manner different from that of Alvin Community College.

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
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 will automatically be changed to an F.

An I grade may be extended by the course instructor for one additional semester when circumstances beyond the control of the student such as catastrophic illness or family emergency, warrant such an exception. Documentation of such circumstances is required. The decision of the course instructor is final. If a valid grade change is not submitted by the new deadline, the system will convert the Incomplete grade to an F. Extension request forms are available from the ESC.

IP   In Progress – Grade points not assigned
      An IP is a temporary notation that appears on a student's official transcript. It indicates semester hours in progress.
R   Re-enroll – Grade points not assigned
      The R grade is used with all court reporting machine shorthand courses, CRTR 2231 and developmental courses when the student is making academic progress but needs additional instruction to master the material. Also, students who receive a D or F in a nursing RNSG or VNSG course with a related clinical component will receive the "R" grade in the corresponding course. The student must, if eligible, re-enroll in both the theory and clinical sections of that course.
S   Satisfactory – Grade points not assigned
      The S grade is used only for non course-based developmental instruction and nontraditional education.
U   Unsatisfactory – Grade points not assigned
      The U grade is used only for non course-based developmental instruction.
W   Withdrawn – Grade points not assigned
      Students who file withdrawal requests by the published deadline will receive a W grade. Instructors may not issue a W as the final grade.
WE Withdrawn/with exception - Grade points not assigned
      Students who file withdrawal requests by the published deadline with the Dean of Academic Programs or the Dean of Instruction/Provost with legitimate exception will receive a WE grade. Instructors may not issue a WE as the final 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, W and WE, have no point value and are not included in any grade point calculation. Example: 3-semester hour course graded A produces 12 grade points. A GPA calculator is provided on the college homepage.

Grade Point Averages

Cumulative Grade Point Average is computed by dividing the total grade points earned by the total semester hours for all courses attempted at Alvin Community College including developmental courses. However, if a course is repeated, only the highest grade is used in calculating the cumulative grade point average. Cumulative GPA's are not rounded up.

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. Semester GPA's are not rounded up.

Graduation Grade Point Average is computed by dividing the total semester grade points earned by the total semester hours for all courses required for a particular certificate or degree. If a course is repeated, only the highest grade will be used. This calculation is used to determine the minimum GPA graduation standard of 2.0 for each degree awarded. This GPA is not posted to a student transcript. Graduation GPA's are not rounded up.

Honors Grade Point Average is calculated by dividing the total grade points earned by the total semester hours for all courses attempted at Alvin Community College, excluding developmental courses and court reporting grades of R. If a course is repeated, both grades will be calculated. Honors GPA's are not rounded up.

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 may exist and are published in the syllabus.

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. Grades are available to students by the following means:
- In-person request - Enrollment Services Center
- Online - WebACCess at www.alvincollege.edu

Grade Challenge Petition

Students have one year from the date of the grade assignment to challenge a grade. A grade challenge petition begins with the course instructor and must be approved by the instructor, the Division Chair, and the appropriate Dean. 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 from the student must be presented to the Division Chair. The instructor will be given a copy of the student's appeal who must provide a written response to the issue within three (3) days of the receipt of the letter. The instructor's response should be forwarded to the Division Chair and appropriate Dean. The Division Chair will meet with the student to resolve the dispute. The Division Chair will forward the written results of the meeting with the student to the appropriate Dean. The Dean may meet with the student or refer the issue to the Academic Affairs Committee. If the issue is presented to the Academic Affairs Committee, the appropriate Dean will act as chairman of the hearing. The decision of the Academic Affairs Committee is final .

Code of Academic Integrity & Honesty

Students at Alvin Community College are members of an institution dedicated to the pursuit of knowledge through a formalized program of instruction and learning. At the heart of this endeavor, lie the core values of academic integrity which include honesty, truth, and freedom from lies and fraud. Because personal integrity is important in all aspects of life, students at Alvin Community College are expected to conduct themselves with honesty and integrity both in and out of the classroom. Incidents of academic dishonesty will not be tolerated and students guilty of such conduct are subject to severe disciplinary measures. The policy is printed in the Alvin Community College Student Handbook http://www.alvincollege.edu/resources/pdfs/student_handbook.pdf

Student 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 Provost/Dean of Instruction. Further challenge will be referred to the Judicial Committee.

Academic Honors

Presidential Scholar

Presidential scholars are selected during the spring term. A student may receive the award one time. 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-transfer courses, excluding sports and human performance activity credits,
- earned a minimum 3.90 grade point average on all college-level courses taken at ACC,
- no grade below a B on any course taken at ACC, and
- completed at least 12 college-level semester hours taken at ACC during the previous calendar year,
- and no record or pending charges of disciplinary action or academic dishonesty.

Dean's List

Through the Dean's List, the College honors the scholastic achievement of full-time students. Issued each fall and spring semester, the list contains the names of all students who have earned 12 or more resident, college-level semester hours during the semester with a minimum 3.50 grade-point average with no grade lower than a C. Resident college-level courses exclude credit-by-exam, nontraditional, 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, the list contains the names of all students who have earned 7-11 resident college-level semester hours during the semester with a minimum 3.50 grade-point average with no F or U grades. Resident college-level courses exclude credit-by-exam, nontraditional, transfer and developmental courses.

Phi Theta Kappa - Honor Society

Mu Upsilon is the local chapter of the Phi Theta Kappa International Honor Society. This prestigious organization recognizes and encourages scholarship, leadership, service and fellowship. Membership is limited to students who meet the following requirements:

- Minimum 3.5 GPA
- Completed 15 college hours
- Declared major on file

A letter of invitation is mailed to eligible students.

Academic Probation/Suspension

The concept of academic suspension or academic dismissal based on grade point average alone is contrary to the College's philosophy.

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. The maximum course load for students on academic probation is 13 credit hours. Students who do not make satisfactory progress in the following curriculums will be subject to removal from the curriculum:

- Court Reporting
- Diagnostic Cardiovascular Sonography-Adult Echocardiology
- Diagnostic Cardiovascular Sonography-Pediatric Echocardiology
- Diagnostic Cardiovascular Sonography-Vascular Sonography
- Intraoperative Neurophysiologic Monitoring
- Law Enforcement Academy
- Law Enforcement In-Service Training
- Neurodiagnostics
- Nursing
- Nursing-Transition
- Pharmacy Technician
- Polysomnography
- Respiratory Care
- Vocational Nursing

Student Demographic Information Changes

At the time of application to Alvin Community College, the student's name, address, phone number, email, residential and mailing address, emergency contact and social security number are taken from the application exactly as written. This information will remain until a Student Data Change Request is submitted by the student to the Enrollment Services Center (ESC) or the student submits an online form on WebACCess. The following changes, however, require verification and documentation to be submitted by the student at the ESC:

1. A name change requires verification of the former and new name in the form of one of the following:
   - Marriage Certificate
   - Divorce Decree
   - Legal Court Document
   - Birth Certificate
   - Current ID is needed for identification.

2. Social security number change/correction requires verification in the form of a social security card.

3. An address change affecting district residency requires verification in the form of one of the following:
   - Driver's License
   - Lease Agreement

4. An address change effecting state residency requires verification as determined by state legislation. Contact the ESC/Call Center at 281-756-3531 for more information.

5. A date of birth change requires verification in the form of a birth certificate or driver's license.

Email-Official Method of Communication

Email is the college's official method of communication with registered students. Students are required to have a valid email address on file.

Challenge to Accuracy of Records

Students who desire to challenge the accuracy of their records must present a request in writing to the Registrar. Forms are available in the Enrollment Services Center.

Records Restriction

A restriction is placed on a student's records for an incorrect address or an outstanding obligation, such as required documents, unreturned library books, traffic violation, child care expenses and financial aid or business obligation. The restriction may prohibit the student from future registration, releasing a transcript and receiving a diploma. The Enrollment Services Center assists students in determining the office which placed the restriction. Students should contact the appropriate department (i.e., library, college police, etc.) to clear the obligation.

Transcript Requests

Students may request transcripts through WebACCess. The processing fee is $5 per transcript request. Official transcript requests may also be submitted in person at the Enrollment Services Center (ESC) in A-100 or by mail with $5 money order. If an accompanying form is requested to be mailed with the transcript or if only attendance was prior to Fall 1999, submit the request in person or by mail. All transcripts provided directly to the student will be marked "Issued to Student" and may not be accepted as official by other institutions.

Transcript requests will be serviced when all obligations to the College have been met. Express transcript service is provided when pre-paid and arranged by the student. Students must contact the express service for rates and procedures. Students can print unofficial transcripts through WebACCess on-line services.

Graduation

The College will award a degree or certificate when requirements are specifically evaluated for completion:

1. All program course requirements have been completed by enrollment or approved course substitution.
2. A minimum of 18 college-level semester hours were earned in residence for an associate degree; 14 college-level semester hours were earned in residence for a certificate. Semester hours granted for non-traditional education do not apply toward residence hours.
3. A minimum 2.0 grade point average was earned in courses which apply to the degree or certificate.

Students are encouraged to submit an application for graduation for a degree or certificate when they have qualified for the award; however, students intending to participate in one of the May commencement ceremonies must submit an application for graduation by the published deadline. ACC reserves the right to post degrees and/or certificates for current and former students who have met graduation requirements but have not formally initiated the graduation process.

Graduation Application Steps

Step 1. Program Evaluation:
Review program requirements with the Department Chair if pursuing an Associate in Applied Science Degree or Certificate, or with a Counselor/Advisor if pursuing an Associate in Arts, Associate in Arts in Teaching or an Associate in Science degree to ensure that all requirements are met or are in progress prior to submitting the application. The Department Chair or Counselor/Advisor will review and sign the graduation application. All course requirements, including course substitutions, must be completed by the semester's grade deadline. If, after submission of the application, program requirements are found not met, a new application and diploma fee will be required for the semester in which degree completion is met.

Step 2. Graduation Application:
There is no fee to apply for graduation. Students who satisfy all requirements for a degree or a certificate will be certified as graduates of Alvin Community College. The credential will be awarded and recorded on the student transcript.
- Submit the Graduation Application to the Enrollment Services Center (ESC) by the semester deadline established in the academic calendar. Students who indicate participation in the annual commencement May ceremony will be emailed instructions during the spring term.

Step 3. Diploma Fee:
Students who wish to participate in the annual commencement ceremony must pay a diploma fee. Students who do not wish to participate in the commencement ceremony may order a diploma by paying the designated fee for each diploma and indicating the program on the graduation application.

Application
- Mail: Alvin Community College, 3110 Mustang Rd., Alvin, TX 77511.
- Credit/Debit card: Call 281-756-3593.
- In-person: Cashier's window.

Graduation Under a Particular Catalog

To graduate, a student must complete the requirements of the ACC catalog in effect at the time a degree or certificate program is elected. Degree or certificate program election is normally done during the admission process. To change an election, a new degree or certificate plan must be filed with a Counselor or Advisor. Students have the option of moving to the current catalog year while staying with the same degree and/or certificate programs. Students are limited to one active academic associate degree or one active technical associate degree and its corresponding certificate at a time.

Students may petition for graduation under the program and catalog year on file at ACC for three years from the date of last enrollment. If petition for graduation is made four years or more from date of last enrollment, the catalog in effect at the time of the petition is used to determine program completion.

Reverse Transfer Graduation

Alvin Community has entered into agreements with many Texas universities which allows the automatic evaluation of credits earned after the student transfers. Students who sign agreements at their university will have their university credits reverse transferred to ACC for the possible award of an Associate Degree. ACC will use the catalog year of the student's degree on file at the time of transfer providing the request does not exceed three years. Alvin Community College will also evaluate credits for the award of the AA General Studies degree using the current catalog year. If the student qualifies for either degree it will be posted to the ACC transcript.

Former Alvin Community College students may graduate under the AAT, AA or AS degree plan and catalog year that was on file at the time they transferred to another college/university if:
- the remaining credits were completed at an accredited college or university.
- the credit was completed within three years from the date of last attendance at ACC.
- the student has met all remaining conditions for graduation as published in the institutional catalog.
- a diploma is requested, the application and fee have been received.

Course Substitution

Semester credit hours for a degree or certificate will not be waived. Core requirements may not be substituted. Substitutions for other requirements must be approved by the department chair, division chair and dean. Application for a course substitution may be initiated through the Enrollment Services Center or department chair.

Graduation with Honors GPA

Associate Degree candidates whose grade point average at Alvin Community College is 3.5 or higher will receive honors recognition at graduation. The grade point average includes all credit hours completed in residence at ACC (excluding developmental courses and court reporting grades of R) and all grades for repeated courses.

Appropriate scholastic honors are recorded on the student's transcript and diploma as follows:
3.5 grade point average-Cum Laude - with honors
3.7 grade point average-Magna Cum Laude - high honors
3.9 grade point average-Summa Cum Laude - highest honors

Commencement Ceremony

Graduates are encouraged to participate in the Commencement Ceremony. ACC conducts an annual commencement ceremony in May for students who graduated in the current spring, previous fall and previous summer terms. Students participating in the ceremony may purchase a cap and gown from the College Store.

Distance Education

Distance education is an option for students who work irregular hours or have other time commitments. ACC offers two different ways to take a distance education class in a secure online environment - Internet (IN) or Hybrid (HY).

Internet (IN)

An Internet (IN) class is conducted almost if not entirely online. Some instructors may require that students come to campus for orientations, field trips, or to take tests in an approved testing location. Students must have access to the Internet, as all classes are conducted through MyBlackboard.

Hybrid (HY)

Hybrid courses combine online learning and face-to-face instruction in a manner that reduces the number of classroom meetings. Students attend a portion of the class in the traditional classroom at regularly scheduled times and complete the remaining portion of the class online using MyBlackboard.

What kinds of courses are available?

A listing of Distance Education classes may be found at http://www.alvincollege.edu/onlineClassesandDegrees.aspx

What programs are available online?

The Distance Education Department offers the following degrees and certificates that can be earned completely online:

- Associate of Arts (A.A.) in Sociology
- Associate of Arts (A.A.) in Psychology
- Associate of Arts- General Studies (A.G.S.)
- Management Degree (A.A.S.)
- Management Certificate

Contact Admissions and Advising for further details.

What is MyBlackboard?

Internet and hybrid courses are conducted online using the MyBlackboard system. Students may log in to MyBlackboard at http://bb.alvincollege.edu or by using the MyBlackboard link located on the ACC homepage.

What is the Online Readiness Course - ORNT 0100?

The focus of the Quality Enhancement Plan (QEP) for ACC is increase student success in the area of online learning. In or to increase student success in the online learning environme all students taking an online class are required to take the Onl Readiness Course (ORNT 0100). This is a no cost self-paced cou that should be successfully completed by the 7th class day. average completion time for this course is one hour. This cours designed to break down the technological barriers and other iss that prevent student success in the online learning environmen

Students who register for an online section of any course must register for ORNT 0100 before registering for an online course.

Spring 2015 Student Ambassadors

Back Row: Shemilore Oguntoye, Madison Goss, Steven Cabrera, Erik Hollen, Taylor Fluitt, Jeanae Jackson
Front Row: Brittany San Miguel, Michelle Manuel, Reagan Huber, Noelle Rebresh

Student Services

Advising Services

The first step in a student's collegiate experience is to complete the admissions and advising process. The staff in the Enrollment Services Center and Advising Services offices work to ensure that this first step is thorough and that areas of concern are addressed. All first-time in college students are required to meet with a counselor or academic advisor prior to their first registration. Once admitted, students are encouraged to maintain contact with the college counselors and advisors. Academic advising services provided include:

- Assistance for undecided students in selecting a program
- Interpretation of TSI Assessment
- Assistance with the registration process
- Assistance with course selection
- Transfer information
- Orientation to college services and resources
- Assistance with the career planning process
- Assistance with college study skills

Counseling Services

Advising Services employs counselors who can assist students with issues that may negatively impact academic success. Counseling services include referrals to community resources, academic counseling, disability counseling, career counseling, career assessments, crisis intervention, short-term personal counseling, and study skills assistance. Consultation and referrals are confidential. Exceptions to confidentiality will apply when there is evidence that a person is a danger to him/herself or others, or if there is evidence of abuse or neglect of a child, an elder, or a person with disabilities. In these instances, state law requires that Licensed Professional Counselors notify the proper authorities.

Drug and Alcohol Prevention and Programming

The college strongly believes that the abuse of alcohol and/or drugs negatively impacts a person's ability to meet educational goals. The college offers a program for drug education and prevention and is coordicated by the Dean of Students, Office of Student Activities, and Advising Services. Guest speakers, interactive displays, brochures, referral services and classroom activities are offered throughout the academic year.

Statistics for campus alcohol and drug violations may be found on the college homepage and are published in the Alvin Community College Student Handbook.

Career Services

A variety of services and formats are available that utilize a process of self-assessment, career exploration and information gathering. In targeting a specific goal, individuals can explore career preparation, routes of training and education, attainment of marketable skills and career management. Individuals who need to decide or clarify a major, and individuals who need to identify new job possibilities, are highly encouraged to make use of this service.

Career Center Lab

The Career Center is located near the Learning Lab on the second floor of Building A, room 205. Career Services is available Monday through Thursday 8:00am – 5:00pm or by appointment. Call 281-756-3560 or 281-756-3534.

The Career Planning Program

The Career Planning Program helps students define and explore career options which are compatible with an individual's personal goals, abilities, and interests. The program includes two online assessments, the Myers-Briggs Type Indicator and the Strong Interest Inventory. Once completed, a career counseling session is required to interpret the results.

Other Career Assessments

The Choices Planner is a series of assessments which includes an interest inventory, a Career Finder, Work Values Sorter, Basic Skills Survey, a Cluster Finder, Values Checklist, descriptions of occupations and Texas labor market information.

Employment Services - JobLink

Alvin Community College students and alumni of college and continuing education programs may register and access the online JobLink database. This free service is accessible 24/7. Local, regional, national employers and college departments register and post jobs daily. Postings include part time and/or full time employees, internships, work-study and student assistant positions. Many employment opportunities are related to degree plans offered at Alvin Community College. Registered students and alumni may post resumes and cover letters to search for jobs, send online inquiries, locate job fair information, and receive employment bulletins. JobLink may be accessed by clicking the JobLink logo at www.alvincollege.edu. Alvin Community College makes no recommendations or guarantee regarding employers or employees and act as a referral service only.

Employer Services

Employers may access JobLink, a free job posting service/database at www.alvincollege.edu. Click the JobLink logo to locate the Employers Guidelines and register. Registered employers may print resumes of applicants. Other employer services include job fairs and career expos and on-campus recruitment. Jobs posted in JobLink are reviewed and approved in compliance with college policy (See Employers Guideline to JobLink) and the U.S. Equal Employment Opportunity (EEO) Commission.

Campus Student Jobs/Resume Assistance

On campus student jobs are posted on the Career Services bulletin board, A-205. Job postings for on campus Work Study and other student assistant positions can be found at www.alvincollege.edu - click on JobLink logo and see "Available." Students may receive help in resume writing from the Career Services office. A resume is required for all jobs.

New Student Orientation Requirements - NSO

Advising Services coordinates New Student Orientation. Students who are attending college for the first time and Dual credit students continuing their studies at ACC are required to complete NSO. Those who are new to ACC, will also benefit from the information presented in this program. Orientation must be completed during the first semester of attendance using one of the following formats:

- Web based programs found on the college home page
- New Student Orientation programs held throughout the year
- Dolphin Camp

Dolphin Camp is a two-day extended orientation session offered during the summer. The camp provides students with the chance to get a crash course in college life, meet new students and start developing the relationships needed for college success.

Honors Program

The Alvin Community College Honors Program offers highly motivated, academically exceptional students the opportunity to enrich their intellectual experience by exploring subject areas in greater depth. In exchange for accepting additional responsibility, students receive greater individual attention from their instructors and a high level of intellectual stimulation. Students who qualify for the program may choose from the following courses:

ARTS 1303	GEOL 1401
ARTS 1312	GEOL 1403
ARTS 2326	GEOL 1404
ARTS 2333	GEOL 1405
ARTS 2346	GOVT 2301
ARTS 2349	GOVT 2302
ARTS 2356	HIST 1301
ARTS 2357	HIST 1302
ARTS 2348	HIST 2301
ARTS 2377	HIST 2321
ASTR 1403	HIST 2322
BIOL 1406	HUMA 1301
BIOL 1407	HUMA 1302
BIOL 2402	MATH 1342
BIOL 2420	MATH 2412
CHEM 1412	MATH 2413
DSAE 1303	MATH 2414
DSAE 1340	MUSI 1306
DSAE 2335 – Advanced	PHYS 2301
DSAE 2404	PHYS 2426
DSAE 2437	PHIL 1301
DSVT 1300	PHIL 2306
DVST 2418	PSGT 1400
DVST 2461	PSYC 2301
Echocardiography	PSYC 2314
Vascular Technology	RNSG 1215
ECON 2301	RNSG 1441
ECON 2302	RNSG 1443
EDUC 1301	RNSG 1512
EDUC 2301	SCWK 1313
ENGL 1301	SOCI 1301
ENGL 1302	SPAN 2321
ENGL (any 2000 level course)	SPCH 1315
	TECA 1303

Honors Credit may be received for additional classes if approval is granted by the course instructor and the Honors Committee. Admission to the Honors Program is available to full and part time students who meet one of the following criteria:

- ACT composite score of 26 or higher
- SAT combined score of 1100 or higher
- Graduated in top 20% of high school class
- GPA of 3.0 or higher on a minimum of 12 semester hours excluding developmental courses
- Recommendation(s) from ACC instructor(s)
- Individual approval based on personal interview with the Honors Committee

To earn **Honors Program Graduate** status, a student must complete a minimum of 12 semester hours of honors credit. Contact information - 281-756-3742 or emclane@alvincollege.edu.

DUAL CREDIT

College Enrollment for High School Students

The Dual Credit program is designed for high school stude desiring a head start on their college career. Through partnersh with neighboring school districts, the program allows students earn high school and college credit simultaneously. Dual Cre students may take available classes on their high school campu at ACC.

Steps to Enroll:

1. Visit with an ACC Dual Credit Advisor and identify courses
2. Complete the ACC online admission application and an Early Admissions Contract
3. Meet TSI standards through SAT/ACT, any approved college placement exam, or approved TSI exemption or waive
4. Attend Dual Credit Orientation

Dual Credit Standards for Participation:

1. Juniors and seniors participating in the Dual Credit program, must meet TSI and/or pre-requisites.
2. Freshman and sophomore students must be classified colle level in Reading and Writing to take any Dual Credit cla exception: Psychology 1300 - Learning Strategies and Forei Language require college level Reading only.
3. Students enrolled in the Dual Credit program must maintai 2.0 cumulative GPA.
4. Students are limited to six semester hours in the fall and spring terms, and 14 in the combined summer terms. Studer requesting enrollment in more than two courses in the fall spring semester must have a 3.0 Cumulative GPA or an 85 hi school GPA.

Dual Degree Program

To help students reach their educational goals in a timely mann local ISDs and Alvin Community College offer qualified studer the opportunity to simultaneously earn a high school diplom and an Associate of Arts Degree in General Studies. The Du Degree program is a rigorous program that requires extra tir and dedication. Interested students should contact their hi school counselor or ACC Dual Credit Advisor for more informatio Information is also available at www.alvincollege.edu/dualcredit by emailing the department at dualcredit@alvincollege.edu.

Services for Students with Disabilities

Alvin Community College is committed to providing accessibil to its educational programs, activities and facilities for individua with disabilities. The Office of Disability Services (ODS) focus on assisting students with disabilities make a successful transitio to college by giving continued support while in college. OD also acts as a referral source for students on campus and in hig school, as well as for agencies and the community. All students wi disabilities are encouraged to register with the ODS and provi appropriate documentation in order to determine support servic and accommodations. Appointments with the Coordinator of th Office of Disability Services should be made at least 60 days pri to the beginning of the semester they plan to attend to ensu accommodations will be in place at the beginning of the semeste

More information and resources regarding transition, docume tation, and services provided can be found on the ACC webpag under Office of Disability Services. Information and assistance available by calling 281-756-3533 (voice), 281-756-3845 (TTY) or mailing HYPERLINK "mailto:ODS@alvincollege.edu".

Upward Bound Program

Upward Bound is a year-round federally funded program that provides college preparation skills to highly motivated Alvin High School students in grades 9-11. Students selected for the program receive tutoring, financial aid information, ACT/SAT preparation, study skills, exposure to college and university life and a summer activity program. Participant selection is based on many factors which include family income, teacher recommendations, test scores, grades and personal interviews. Contact the Upward Bound Program Director for details, 281-756-3849.

FINANCIAL AID - www.alvincollege.edu/financialaid/

The student financial aid program at Alvin Community College provides financial assistance to students who otherwise would be unable to attend college. Financial aid is awarded in the form of grants, scholarships, 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 the Free Application for Federal Student Aid (FAFSA) online at www.FAFSA.ed.gov
- complete requirements for admission to the College, including providing academic transcripts from all previous colleges attended;
- choose a program of study (degree or certificate);
- submit all requested documents
- Financial aid recipients who need developmental courses must also be enrolled in at least one college level course.

Students must apply for financial aid online 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. Application forms and additional information are available on the ACC website - Financial Aid Forms. All information remains confidential.

Tuition and fees must be paid in full before a student may 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. Students needing financial assistance should apply to the Financial Aid Office early in order to satisfy deadlines.

Priority Deadlines

Applications for financial aid including supplemental forms and any additional documentation should be submitted before the priority deadline. The Financial Aid Office will continue to process applications after the deadline, but funds may not be available before the start of the school term.

Fall - April 1   Spring - October 1   Summer - March 1

Financial Aid for Mini Semesters

Students may be awarded financial aid for mini semester terms under the following conditions:
- Students at Alvin Community College, who enroll in the first mini semester, may receive aid before classes begin (if all deadlines and other requirements are met).
- FIRST TIME students at Alvin Community College, who enroll in the second or third mini semesters, may receive aid before classes begin (if all deadlines and other requirements are met).
- CONTINUING students at Alvin Community College, who enroll in the second or third mini semester, will be awarded aid at the end of the term based on successful completion.

Federal Assistance Programs

Federal Pell Grant: This grant makes funds available to eligible undergraduate students who are enrolled in classes leading toward an approved ACC degree or certificalte program. Students who desire to participate in this program must submit an a FAFSA.

Federal Supplemental Educational Opportunity Grants: Supplemental Educational Opportunity Grants (SEOG) are awarded to students with financial need. Although these funds are limited, students applying for the Federal Pell Grant will automatically be considered for this program.

Federal Work-Study Program:
This program provides on-campus employment for students who qualify on the basis of financial need. To be considered for employment under this program, the student must first apply for the Pell Grant, be enrolled at least half-time, and show a need for the earnings to pay for college expenses.

Loans:
Direct Lending Program (DL) - funds come directly from the federal government.

Eligibility rules and loan amounts are identical under both programs, including need requirements. You must complete a FAFSA for the appropriate year to begin the process of applying for a loan under either program.

Return of Federal Title IV Funds:
Alvin Community College returns unearned funds received from Federal student assistance programs to the proper program accounts or lenders in accordance with Federal Title IV student assistance regulations, as amended, under 34CFR, section 668.22 (d) of the Reauthorization of the Higher Education Act of 1965, with rules of the Texas Higher Education Coordinating Board, and with board policies.

The student receiving assistance from Federal Title IV programs is required to complete a minimum number of hours for which assistance was received. If the student completely withdraws from school during the semester, or quits attending, but fails to officially withdraw, the student may be required to return the unearned part of the funds which were received to help pay educational expenses for the semester. Liability for return of Federal Title IV funds will be determined according to the following guidelines:
1. If student remains enrolled and attends class beyond the 60% mark of the semester in which aid is received, all federal aid is considered earned and not subject to this policy.
2. If student completely withdraws from all classes before completing 60% of the semester, a pro-rated portion of the federal aid received must be returned to the federal aid programs equal to the percentage of the semester remaining.
3. If student does not officially withdraw classes, and stops attending all classes, a prorated portion of the federal aid received, based on the documented last date of attendance, must be returned to the federal aid programs.
4. If student fails to earn a passing grade in all classes.

Return of Federal Title IV funds will be distributed according to statutory regulations. Worksheets provided by the U.S. Department of Education will be used to determine the amounts and order of return. If a student's share of the return amount exists, the student will be notified and allowed 45 days from the date of determination to return the funds to the Business Office of the college for deposit into the federal programs accounts. If the student does not return the amount owed within the 45 day period, the amount of

overpayment will be reported to the U.S. Department of Education (USDE) via the National Student Loan Database (NSLDS) and the student will be referred to the USDE for resolution of the debt.

Federal Satisfactory Academic Progress Requirements

Federal regulations require standards of satisfactory progress for students who receive federal or state funds. NOTE: Even if a student has not yet applied for financial aid or has applied but is not receiving aid, these regulations will affect the student's future eligibility for aid. Standards of satisfactory progress require:

FULL-TIME:	12+ hours
THREE QUARTER TIME:	9-11 hours
HALF-TIME:	6-8 hours

A signed copy of the Satisfactory Academic Progress Requirements is required to complete all financial aid applications at ACC.

General Information

This information is subject to change without notice.

- The Federal Satisfactory Academic Progress Requirements apply to all hours (ACC, transfer hours, and other hours as listed below) and degree/certificate programs that have been attempted, regardless of whether or not financial aid was received for those hours.
- Official transcripts from all previous schools must be received and evaluated by ACC before financial aid eligibility can be determined.
- ACC checks Satisfactory Academic Progress at the end of each semester (fall, spring, and summer).
- Students are not eligible to receive aid if only enrolled in developmental/remedial coursework.
- Financial Aid may fund only one repeat of a previously passed course.
- Students may only receive aid at one institution per semester.
- Financial aid may be used for mini semester courses if the student has funds remaining from the term in which the course is taken.
- Satisfactory Academic Progress cannot be determined for students that receive a grade of "I". A final grade must be posted before eligibility for aid can be determined. This may delay future aid.

Drops, Withdraws, Repeats (R), and Fs

- Students are required to contact the ACC Financial Aid Office before dropping or withdrawing from classes.
- Students who drop, withdraw, repeat (R), or receive F's in courses may have to repay financial aid.
- Dropping, withdrawing, repeating (R), and making F's has a negative effect on my completion rate, GPA, and may affect my eligibility for aid.
- Students who earn a zero (0) GPA for a semester are required to pay for and successfully pass at least six (6) hours with their own funds. This is in addition to any funds that may be owed.
- Satisfactory Academic Progress may be re-evaluated after the student has successfully passed at least six (6) hours. Reevaluation may result in the student being placed on Financial Aid Warning or Probation based on the Satisfactory Academic Progress calculation.

Completion Rate

- Students must maintain a 67% overall completion rate of all hours attempted. Example: 30 overall hours attempted x .67(completion rate) = at least 21 hours completed.

- All attempted and completed hours from ACC and previous schools will be calculated in the completion rate. This include all letter grades (A, B, C, D, and F), withdraws (W), incomplete (I), repeats (R), credit by exam and non-traditional credit (S), an in-progress classes (IP). Grades of F, W, I, R, and IP will have negative effect on the completion rate calculation.

Minimum GPA

- Students must maintain a minimum 2.0 cumulative GPA whil attending ACC.

Penalties for Failing to Meet the Minimum Completion Rate GPA - Financial Aid Warning:

- Students will be placed on Financial Aid Warning statu if they do not maintain an overall 67% completion rat and a 2.0 cumulative GPA, and the Satisfactory Academi Progress calculation indicates that the student may meet th requirements within one semester.
- Students will be notified via email of the Financial Aid Warnin status.
- Students will be eligible to receive financial aid for one semest while on Financial Aid Warning status.
- If a 67% overall completion rate and 2.0 cumulative GPA are n met by the end of the semester that the student is placed o Financial Aid Warning, the student will be placed on Financi Aid Probation (see below).

Financial Aid Probation:

- Students will be placed on Financial Aid Probation if the 67 overall completion rate and 2.0 cumulative GPA requiremen are not met by the end of the semester that the student placed on Financial Aid Warning status.
- Students will be notified via email of the Financial Aid Probatio status.
- Students may submit a written appeal (form available on th ACC website) to request reinstatement of my financial a eligibility. Only students with documentable and extenuatin circumstances (Example: death or illness of a loved one). Appea submitted without documentation will not be considered.
- An appeal must include a thorough explanation of th circumstances with documentation, and an explanation what circumstances have changed that allow the student meet all requirements in the future.
- Grades of "I" cannot be appealed. A final grade must be poste before eligibility for aid can be determined.
- Students must meet with an Academic Advisor to establish a academic plan to determine recommended future enrollmen in order to complete their degree/certificate while meeting Satisfactory Academic Progress Requirements. A copy of th academic plan must be submitted with an appeal. As part of th appeal decision, the ACC Appeal Committee has the authorit to limit the number of courses students enroll in, and requi that they enroll in certain courses.
- Students may only appeal once at ACC. The appeal will b reviewed by the ACC Appeal Committee. Students are notifie via email of the appeal decision. The decision of the ACC Appe Committee is final.

Reinstatement of Financial Aid Eligibility:

- If an appeal is denied, students must pay out-of-pocket f school until they have met all of the Satisfactory Academi Progress Requirements.

Degree/Certificate Plan

- Students must have a declared program on file (degree certificate) in order to receive financial aid.
- Students are only allowed to have one active degree progra

at ACC. Students may declare associated certificates within the same degree program.
- Students can only enroll in classes that are required for their ACC degree/certificate plan.
- Financial aid may be reduced or cancelled if enrolled classes are not required for the ACC degree/certificate plan on file.
- Students may change their degree or certificate plan twice while attending ACC. All degree/certificate plan changes will be counted, regardless of whether or not aid was received.
- All attempted and completed hours from ACC and previous schools will be calculated in the attempted hours towards a degree/certificate plan. This includes all letter grades (A, B, C, D, and F), withdraws (W), incompletes (I), repeats (R), credit by exam, nontraditional experience credit (S), and in-progress classes (IP).

Maximum Time to Complete Degree/Certificate

- Students must complete their degree/certificate program by attempting no more than 150% of the hours required for the degree/certificate program. Example: My degree requires 60 hours to complete, so I must finish the degree requirements with no more than 90 hours attempted (66 x 1.5 = 90 hours).
- All hours attempted at ACC and previous schools will be calculated in the attempted hours. This includes all letter grades (A, B, C, D, and F), withdraws (W), incompletes (I), repeats (R), credit by exam, nontraditional experience credit (S), and in-progress classes (IP).
- Students are considered to have met the maximum time to complete their degree/certificate plan, and are no longer eligible for aid, when the number of hours required to graduate with the degree/certificate is greater than or equal to the number of hours remaining in the maximum time calculation for the degree/certificate plan.
- Students will be notified via email if they have exceeded the maximum time to complete their degree/certificate.
- Students who have exceeded the maximum time frame for completing the ACC degree/certificate on file, may submit a written appeal (available on the ACC website) to request an extension of financial aid eligibility.
- Students may only appeal once at ACC. The appeal will be reviewed by the ACC Appeal Committee, and students are notified via email of the decision. The decision of the ACC Appeal Committee is final.

State Assistance Programs

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.

Texas Education Opportunity Grant (TEOG) is also a need-based grant authorized by the State of Texas. To receive consideration, students must be a Texas resident, be enrolled at least half-time (6 hours) in a certificate or associate degree plan at a two-year institution, demonstrate financial need, not have been convicted of a felony or crime involving a controlled substance, not have an associate degree or baccalaureate degree, and not be eligible for a Texas Grant.

Texas Work-Study Program

This program provides on-campus employment for students who qualify on the basis of financial need. To be considered for employment under this program, the student must first apply for the Pell Grant, be enrolled at least half-time, show a need for the earnings to pay for college expenses, and be a Texas resident.

Hazlewood Act:

The Hazlewood Exemption provides exemption of payment for tuition and certain fees to honorably discharged or separated Texas veterans and to eligible dependent children and spouses of Texas veterans. Veterans must meet the following requirements:
- Show DD-214
- Confirm entrance (home of record or place of entry) from the State of Texas
- Letter of ineligibility for the Montgomery G.I. Bill from the Department of Veterans Affairs, if discharge was post 9/11
- Receipt of an honorable or under honorable conditions discharge
- Served at least 180 days of active duty (excluding basic training time)
- Resident of Texas for a minimum of 12 months prior to college registration
- Not in default for any educational student loan
- Submit a statement of Hazlewood hours for all colleges or universities attended after September 1995 and prior to ACC enrollment, if the student transferred to ACC must also be submitted.

The "Hazlewood Legacy Act" permits eligible veterans to assign their unused hours to their children. Children of eligible veterans must meet the institution's financial aid requirement for Satisfactory Academic Progress.

Hazlewood Application Deadline:

New applicants - First time Hazlewood veterans and dependents must apply two weeks prior to the payment deadline. If the application is submitted by the deadline, but not yet approved, the student must make arrangements to pay from personal funds. The student will be reimbursed once approved for Hazlewood benefits. First time applications submitted after the deadline will be processed for the following term.
Previous Recipients - Students who have used their Hazlewood benefits previously at ACC may apply through late registration.

The Registrar's Office processes the application for benefits and notifies the student by mail. For additional information and applications for the Hazlewood Benefits Act, please visit the College for Texans website at www.collegeforalltexans.com

Tuition Exemptions

Exemptions are a type of financial assistance allowing some Texas residents to attend a public college or university in Texas without paying tuition or, in some cases, tuition and fees. Detailed information regarding exemptions may be found at College for All Texans - www.collegeforalltexans.com.

Listed below are the exemption programs available to Texas residents. Satisfactory progress requirements may apply to certain exemptions and waivers. Contact the Alvin Community College Business Office for information regarding these programs.

- Adopted Students Formerly in Foster or Other Residential Care
- Blind/Deaf Student Exemption Program
- Children of Disabled or Deceased Firemen, Peace Officers, Game Wardens, and Employees of Correctional Institutions
- Combat Exemption for Children of Military Service Members
- Exemption for Highest Ranking High School Graduate
- Exemption for Peace Officers Disabled in the Line of Duty
- Exemption for Peace Officers Enrolled in Law Enforcement or Criminal Justice Courses
- Exemption for Students under Conservatorship of the Dept. of Family and Protective Services
- Exemption for the Surviving Spouse and Minor Children of

- Certain Deceased Public Servants (Employees)
- Exemption of Out-of-District Fees for Certain Students Living Outside a Public Community/Junior College's Taxing District
- Exemption Program for Children of Professional Nursing Program Faculty and Staff
- Exemption Program for Clinical Preceptors and Their Children
- Hazlewood Exemption (for Texas Veterans)
- Military: Children of U.S. Military who are Missing in Action or Prisoners of War (MIA/POWs)
- Military: Orphans of Texas Members of the U.S. Armed Forces or National Guard
- Military: Texas National Guard Tuition Assistance Program
- Senior Citizen, 65 or Older, Free Tuition for Auditing Classes

Other Assistance Programs

Workforce Investment Act of 1998: The Houston-Galveston Area Council, through the WorkSource in the Gulf Coast area, provides tuition, fees, books, career counseling, and other services related to employment. To determine eligibility, individuals should contact the nearest WorkSource office.

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

Departmental Academic Scholarships: These competitive scholarships are provided to qualified students in:

Art
Child Development/Education
Communications
Computer Information Technology
Court Reporting
Criminal Justice
Diagnostic Cardiovascular Sonography
Neurodiagnostic Technology
Emergency Medical Technology
English
Foreign Languages
Human Services - Substance Abuse Counseling
Industrial Design Technology
Law Enforcement
Math
Management
Music
Nursing-ADN
Office Administration
Paralegal
Polysomnography
Process Technology
Respiratory Care
Social Science
Science
Vocational Nursing

Interested students should contact the chairperson of the appropriate department. For information about additional scholarships contact the Financial Aid Office or go to the college website www.alvincollege.edu.

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 Counselor in the ACC Advising Services office for

applications and information. Students are encouraged to app for benefits online at www.gibill.va.gov. VA recipients are expecte to comply with standards of academic progress listed below. V certification is not an automatic process; veterans must reque certification each semester.

Standards of Academic Progress for VA Students

Satisfactory Progress: VA students must maintain a Cumulativ Grade Point Average (CGPA) of 2.0.

Probation: Failure to maintain a 2.0 Cumulative Grade Poi Average (CGPA) will result in the student being placed on probatio Students under probation status who achieve a 2.0 semester GF can remain under this status until the Cumulative GPA rises abov a 2.0.

Unsatisfactory Progress: Probation students who fail to maintai a semester GPA of 2.0 will be placed on VA Suspension. Any stude making a ZERO semester GPA will automatically be place on \ suspension. Suspensions will be reported to the VA and the stude will not be certified for enrollment.

Reinstatement of VA Education Benefits: Students under \ suspension may choose to continue taking classes without bein certified for VA Benefits. If a student completes a semester an achieves a semester GPA above a 2.0, they can be certified for \ benefits the next semester under the probation guidelines.

Learning Lab

The Learning Lab is located on the second floor of building A, th Learning Resources Center. The Learning Lab is an open-conce learning center that serves ACC students and community patror Its purpose is to provide academic assistance for students in relaxed, informal environment. Math tutoring is provided f developmental math classes through calculus classes. Tutoring f writing assignments is offered and additional tutoring is offered areas such as English, Reading, History, Geography, Governmer Economics, Physics, Chemistry and Biology (Anatomy Physiology). Lab services include developmental classes to bett prepare students for their chosen programs, individual tutorin and computer usage and printing, including internet service. Th Learning Lab provides assistance with study skills and serves as testing facility with extended hours to facilitate ACC professors an students.

Library

The library is located on the second floor of Building A. Th automated catalog, the Internet, and subscription databases a accessible from anywhere the Internet is available. Off-campu access of the databases requires login access, which is obtained fro the library. The library's mission is to support the ACC curriculu with additional research materials and to provide person enrichment materials. The library has 42 periodical subscriptions, scanner, and a coin-operated photocopier. Computer print jobs a sent to the central server with coin-operated print control softwar Printing is done at the cost of ten cents per page. Nine study roon are available for individual and group study as well as viewir course dvd's. Materials not housed in the library are availab through Interlibrary Loan or Document Delivery. Students mu show a valid student ID card to borrow materials.

Texshare, a statewide system allows reciprocal borrowing privileg at all participating college and university libraries in Texas. Throug

Texshare the college has access to over 78 content and periodical databases enabling patrons to access the full contents of thousands of magazine articles. In addition, the college provides access to JSTOR. Articles can be ordered from other libraries and sent to the ACC library. The inter-library loan program allows library patrons to borrow books from other libraries.

Internet or bibliographic instruction is provided to patrons in the college's electronically equipped multi-media classroom. Powerpoint assistance is given to interested groups to aid them in their class presentations. Students may also receive assistance with their technical/computer questions.

Students are responsible for clearing their library records before the end of each semester. Failure to do so will result in the student's records being placed on hold. Official transcripts will not be released or registration allowed until the hold is cleared.

Campus Services

CAFETERIA

Mr C's Deli and Bistro is located in the Student Center. This full service cafeteria offers an array of tasty and healthful food items. The daily menu includes a full breakfast, fresh salads, wrap sandwiches, pizza, grill items and a daily hot lunch special.

CHILD DEVELOPMENT LABORATORY SCHOOL

The Child Development Laboratory School is a licensed childcare facility for children ages 18 months to 6 years. Our service goals are to provide a teaching laboratory for college students who are preparing for careers in early childhood professions and to provide a developmentally appropriate educational setting for young children. The lab school is a full time program only. ACC Students have priority in childcare enrollment.

STUDY GROUNDS COFFEE BAR

Study Grounds serves a variety of coffees, teas, specialty drinks and gourmet desserts. Study Grounds is a great place to meet with other students to relax, study or just hang out while having your favorite drink made by one of our friendly baristas. Located in the bookstore and open Monday – Thursday , 7:30 am to 6:30 pm and Friday, 7:30 am to 2:00 pm.

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 both day and evening 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 court, weight training rooms, locker rooms, and saunas, is open to students, faculty, staff, and individual and families who purchase a membership. The center operates seven days a week during the fall and spring semesters except when the College is closed. For summer hours and membership information call 281-756-3691.

HEALTH INSURANCE

Alvin Community College does not participate in a group student insurance plan. Student health insurance is available for purchase through private companies. Students may obtain written publications and contact information regarding various plans from the Dean of Students. Students should carefully study the terms of the policy before purchasing coverage.

PARKING

Automobiles must be registered with the College Police Department to park on campus. Students are required to present a current student identification card to obtain a parking permit. Permits must be displayed while on campus. Along with the parking permit students will also receive traffic regulations for the College. Student parking spaces are marked with yellow stripes. Faculty and Staff parking spaces are designated by white stripes as well as "Faculty and Staff Parking" signs at the heads of the rows. Parking lots are monitored regularly by Campus Police.

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 and get involved. Activities range from health & wellness to cultural awareness; entertainment, as well as intramural sports. Special events include: the Fall Festival, the Open House and Student Leadership Conference. Student Activities maintains a calendar of campus events which can be accessed on the college website.

STUDENT ID CARD

All enrolled students are required to carry a valid student ID card when on campus. The card grants access to the Fitness Center, Learning Lab-test and tutoring center, student computer labs, and many other student services. The first card is free; there is a $5 replacement fee. Students must present a tuition receipt showing payment for the current semester and a valid picture ID such as driver's license, state issued ID, passport, or military ID. A state issued ID may be obtained at the local driver's license office - parent signature is required for minors. Students must renew their ID's each semester of attendance.

Student Organizations

Alvin Community College offers a variety of student organizations classified as service, religious and social. Potential student leaders are encouraged to join the Student Government Association (SGA). SGA is an organization that represents the student body, and maintains communication between the students and the administration. Contact the Coordinator of Student Activities for information on the following clubs and organizations:

ACC Broadcasting Club
Sponsor: Jason Nichols   jnichols@alvincollege.edu

ACC Empowering People to Embrace Disabilities (ACCEPTED)
Sponsor: Eileen Cross   281-756-3533

ACC Writer's Club
Sponsor: Linda Matteson   281-756-3573

Alvin Nursing Students Association (ANSA) - Nursing Students
Sponsor: Debra Fontenot   281-756-5611

American Association of University Women
Sponsor: Marjorie Nash   281-756-3731

Anime & Video Game Club
Sponsor: Ralph Best   281-756-3710

Baptist Student Ministries (BSM)
Sponsor: Deanna Dick   281-756-3704

Catholic Newman Association

Church of Christ Fellowship

Christians United for Israel (CUFI)
Sponsor: Jerrod Butcher   281-756-5671

Culinary Arts - Conditions for membership required
Sponsor: Mary Bass   mbass@alvincollege.edu

Equality Now: ACC's Gay Straight Alliance
Sponsor: Chris Chance   281-756-3587

Health Occupation of Students of America (H.O.S.A.)
Sponsor: Patty Stemmer   281-756-5641

History Club
Sponsor: Chris Chance   281-756-3948

Honors Student Organization
Sponsor: Elizabeth McLane   281-756-3742

International Students Club
Sponsor: Alpha Trevino   281-756-3728

Meditation Club
Sponsor: Johanna Hume   281-756-3737

Peer Educators
Sponsor: Jean Raniseski   281-756-3733

Phi Theta Kappa - Conditions for membership required
Sponsor: Sosina Peterson   281-756-3674

Polysomnography Club
Sponsor: Jordan Rusk   jrusk@alvincollege.edu

Runner's Club
Sponsor: Jason Nichols   jnichols@alvincollege.edu

Sonography Club (SONO)
Sponsor: Jessica Murphy   281-756-5650

Student Government Association (SGA)
Sponsor: Amanda Smithson   281-756-3686

Student Organization for Respiratory Care (SORC)
Sponsor: Marby McKinney   281-756-5661

Student Veterans of America (SVA)
Sponsor: Toby Herzog   281-756-3530

Word Droppers - Court Reporting

ATHLETICS

The College is a member of the National Junior College Athletic Association (NJCAA) and participates in intercollegiate competition in men's baseball and women's fast-pitch softball. 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 provides information about student activities and organizations, student services, the grievance procedure, and college regulations. It also contains the Student Code of Conduct. The student handbook is available online at www.alvincollege.edu, and from the Student Activities and Dean of Students offices.

Stay Connected!

WIRELESS ACCESS
Wireless Internet access is available in the library and through the campus. See an assistant in the Cyber-Student Computer L A-173 to register for this service.

ACC's WEBSITE - www.alvincollege.edu
ACC's website is your online resource for information available your fingertips. Constantly updated and changing, the web provides students with information and services including schedules, campus calendars, online registration, and much mo

EMAIL
Email is the official means of communication at ACC. A Google en service provides students with a "name@stu.alvincollege.edu" en address upon request. Assistance is available for students to g free e-mail address through Yahoo.com, Hotmail.com or Gmail.c Contact the IT Help Desk at 281.756.3544 or the Cyber Lab in A-

BLUETUBE
BlueTube is a campus electronic communication system that info students of activities, new classes and of campus emergencies.

FACEBOOK
"Like" us on Facebook and stay in the know in real time. AC Facebook Fan page provides many benefits such as inst information, fun contests, and more! Link on ACC's homepage.

FLICKR
ACC takes photos at many of its events that are also posted on photo-sharing site Flickr. Search for ACC at www.flickr.com

TWITTER
ACC's Twitter is a different way to connect with others and netw by keeping students informed. Link available on ACC's homepag

INSTAGRAM
Instagram is ACC's online photo-sharing social networking serv Feel free to tag #acc with your campus photos.

ACC BLOG
Stay current with the latest news and happenings around the A campus with the daily blog at: http://www.alvincollegenews.co

OOHLALA
The College provides a free student app, Oohlala, for Ap and Android devices. This app features upcoming events, information and opportunities to connect.

BLACKBOARD MOBILE ™ LEARN (APP)
What is Blackboard Mobile Learn?
Blackboard Mobile Learn™ is an app that enables students a faculty to access and update much of the core content alre available on Blackboard Learn from their mobile devices.

How do students obtain Blackboard Mobile Learn ?
- Android Marketplace™ on Android devices
- BlackBerry App World® on BlackBerry® smartphone devices
- Palm App Catalog on HP webOS devices
- App Store on iPhone®, iPod touch®, and iPad™
- Search for "Blackboard Mobile Learn"
- Install the app
- Search for: Alvin Community College
- Login with the same ID/password used to log into Blackboar

Degrees & Certificates

Developmental courses may not be used to fulfill the requirements for a degree or certificate. Students may have one active associate degree program or certificate on file.

■ The Associate of Applied Science (AAS) Degree with Enhanced Skills Certificate.

▲ Advanced Technical Certificate. - Requires Associate Applied Science Degree or Bachelors degree prior to earning certificate.

Degrees & Certificate Name	AA	AS	AAS	CERT	High School Articulated Credit
Art	✔				
Biological Science		✔			
Business Administration		✔			
Child Development	✔				
Child Development/Early Childhood				✔	Cert
Child Development/Early Childhood Administration				✔	
Communications - Radio/TV Broadcasting			✔	✔	AAS, Cert
Computer Information Technology			✔	✔	AAS, Cert
Computer Information Technology - Computer Information Systems		✔			
Computer Information Technology - Computer Networking			✔	✔	AAS, Cert
Court Reporting			✔	✔ ■	
Court Reporting Scopist				✔	
Criminal Justice - Academic Alternative Texas Peace Officer Program				✔	Cert
Criminal Justice - Basic Law Enforcement Academy				✔	Cert
Criminal Justice - Crime Scene Technician				✔	Cert
Criminal Justice - Field of Study in Criminal Justice	✔				
Criminal Justice - Law Enforcement & Police Administration			✔		AAS
Culinary Arts			✔	✔	AAS, Cert
Culinary Arts - Culinary Management				✔	
Diagnostic Cardiovascular Sonography - Adult Echocardiography			✔	✔ ▲	AAS
Diagnostic Cardiovascular Sonography - Pediatric Echocardiography			✔	✔ ▲	AAS
Diagnostic Cardiovascular Sonography - Vascular Sonography			✔	✔ ▲	AAS
Drama	✔				
Emergency Medical Technology			✔		
Emergency Medical Technology - Advanced				✔	
Emergency Medical Technology - Paramedic				✔	
General Studies	✔				
Health Science		✔			
History	✔				
Human Services-Substance Abuse Counseling			✔	✔	
Industrial Design Technology			✔	✔	AAS, Cert
Intraoperative Neurophysiologic Monitoring				✔ ▲	
Management			✔	✔	AAS, Cert
Mathematics		✔			
Music - Instrumental Concentration	✔				
Music - Voice Concentration	✔				
Music - Theatre Concentration	✔				
Neurodiagnostic Technology			✔	✔ ▲	AAS
Nursing - ADN			✔		
Nursing - Vocational				✔	
Nursing Transition (LVN-to-ADN)			✔		Cert
Office Administration - Administrative Assistant			✔		AAS
Office Administration - Administrative Support				✔	
Office Administration - Office Assistant				✔	Cert
Paralegal			✔	✔	AAS
Pharmacy Technician			✔	✔	AAS
Physical Science		✔			
Polysomnography – Sleep Medicine			✔	✔ ▲	AAS
Process Technology			✔	✔	AAS
Psychology	✔				
Respiratory Care			✔		
Sociology	✔				
Sports and Human Performance	✔				
Teaching (AAT)	✔				
Welding				✔	

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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 of Arts Degree

Degree: Associate of Arts (A.A.)

Purpose: The Associate of Arts Degree (A.A.) is awarded to students who fulfill the requirements in, Art, Child Development, Criminal Justice, Drama, General Studies, History, Music, Psychology, Sociology or Sports & Human Performance curriculum. Students who complete these curriculums normally transfer to a four-year college

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 Studies

281-756-3718

Associate of Arts Degree Program (A.A.)

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 of Arts - General Studies Degree.

Course	Course Title	Credits
+Communication	Select from Communication Core Curriculum	6
+Mathematics	Select from Mathematics Core Curriculum	3
+Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	6
+Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
+Creative Arts	Select from Creative Arts Core Curriculum	3
+American History	Select from American History Core Curriculum	6
+Government/Political Science	Select from Government/Political Science Core Curriculum	6
+Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
+Component Area Options	Select from Component Area Options Core Curriculum	6
*Electives	Select College Level Courses	18

Total Minimum Credits required for the Associate of Arts - General Studies Degree. 60

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.
*Students planning to transfer to a university baccalaureate degree are strongly encouraged to visit with their advisor prior to selecting electives.

The semester format chosen for the degrees and certificates represented in this catalog are provided for the convenience of the student and should be used as a suggested sequence for course selection. It is not intended to imply or guarantee that the degree or certificate will be completed by the published number of semesters.

Students are encouraged to seek advising prior to each registration from Advising Services or the Department Chair of the elected program.

Associate of Arts Degree Program (A.A.)

Course Number	Course Title	Credits
+ Mathematics	Select from Mathematics Core Curriculum	3
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	6
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
+ American History	Select from American History Core Curriculum	6
+ Government/Political Science	Select from Government/Political Science Core Curriculum	6
+ Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
+ Component Area Options	Select from Component Area Options Core Curriculum	6
+ ENGL 1301	Composition I	3
+ ENGL 1302	Composition II	3
+ ARTS 1303	Art History I	3
ARTS 1311	Design I	3
ARTS 1316	Drawing I	3
ARTS 2346	Ceramics I	3
ARTS 2316	Painting I	3
ARTS 2326	Sculpture I	3
Elective	Select College Level Course	3

Total Minimum Credits Required for an Arts Degree 60

+Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

Child Development (CIP 19.0706)
Associate of Arts Degree Program (A.A.)

Purpose: The curriculum in child development and early childhood prepares individuals for careers in childcare centers, pre-school programs a related occupations. Supported by a broad general education, training is given to develop professional competence in the area of child developm and early childhood.

Program Requirements: Students will complete a criminal background check upon enrollment in child development/early childhood courses.

Course Number	Course Title	Credits
+ American History	Select from American History Core Curriculum	6
+ Mathematics	Select from Mathematics Core Curriculum	3
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	6
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
+ Creative Arts	Select from Creative Arts Core Curriculum	3
+ Government/Political Science	Select from Government/Political Science Core Curriculum	6
+ Social & Behavioral Science	Select from Social & Behavioral Core Curriculum	3
+ SPCH 1315	Public Speaking	3
+ PSYC 1300	Learning Strategies	3
+ ENGL 1301	Composition I	3
+ ENGL 1302	Composition II	3
TECA 1303	Family, School, Community	3
TECA 1354	Child Growth & Development	3
TECA 1318	Wellness of the Young Child	3
CDEC or TECA Electives	Select the CDEC or TECA electives from list below.	9

Total Minimum Credits Required for a Child Development Degree 60

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

CDEC/TECA Elective Course List:

CDEC 1313	Curriculum Resources
CDEC 1319	Child Guidance
CDEC 1321	Infant and Toddler
CDEC 1356	Emergent Literacy for Early Childhood
CDEC 1358	Creative Arts for Early Childhood
CDEC 1359	Children with Special Needs
CDEC 2307	Math and Science for Early Childhood
CDEC 2426	Administration of Programs for Children I
CDEC 2428	Administration of Programs for Children II
TECA 1311	Educating the Young Child

Child Development

Criminal Justice (CIP 43.0107)

Associate of Arts Degree Program (A.A.) with a Field of Study in Criminal Justice

Purpose: This degree plan is a field of study approved by the Texas Higher Education Coordinating Board which is designed to meet the needs of students who plan to major in Criminal Justice and transfer all of the hours to a four year university or college. Although, this plan has been approved for transfer the student should still verify the transferability of this plan with the intended university or college.

Admission Requirements: The student must meet the general admission requirements to the college.

Program Requirements: The student must complete the college graduation requirements which include completion of the Core Curriculum, the Field of Study Curriculum for Criminal Justice for a total of 60 hours.

Course	Course Title	Credits
+Communication	Select from Communication Core Curriculum	6
+Mathematics	Select from Mathematics Core Curriculum	3
+Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	6
+Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
+Creative Arts	Select from Creative Arts Core Curriculum	3
+American History	Select from American History Core Curriculum	6
+Government/Political Science	Select from Government/Political Science Core Curriculum	6
+Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
+Component Area Options	Select 6 hours from Component Area Options Core Curriculum including PSYC 1300	6

Field of Study Curriculum for Criminal Justice - take each class:		
CRIJ 1301	Introduction to Criminal Justice	3
CRIJ 1306	Court Systems & Practice	3
CRIJ 1310	Fundamentals of Criminal Law	3
CRIJ 2313	Correctional Systems & Practices	3
CRIJ 2328	Police Systems & Practices	3
CRIJ Elective	Select from any CRIJ courses.	3

Total Credits for Associate In Arts Degree With A Field Of Study In Criminal Justice 60

+ Denotes core requirement. **Speak with Department Chair or Academic Advisor for proper course selection.**

Note: All courses in this degree plan which begin with the numbers 1 (eg. CRIJ 1301) should be taken during the First and Second Semester and courses which begin with numbers 2 (eg. CRIJ 2313) should be taken during the Third and Fourth Semester.

Criminal Justice

Associate of Arts Degree Program (A.A.)
(This degree plan is under review; please contact the department chair for the most current information.)

Course Number	Course Title	Credits
+ Communication	Select from Communication Core Curriculum	6
+ Mathematics	Select from Mathematics Core Curriculum	3
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	6
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
+ American History	Select from American History Core Curriculum	6
+ Government/Political Science	Select from Government/Political Science Core Curriculum	6
+ Social & Behavioral Sciences	Select from Social & Behavorial Sciences Core Curriculum	3
+ Component Area Options	Select from Component Area Options Core Curriculum	6
F + DRAM 1351	Acting I	3
E,F + DRAM 1352 or 2331	Acting II or Stagecraft II	3
C + DRAM 2361 or 2362	History of Theatre I or History of Theatre II	3
A DRAM 1120	Theatre Practicum I	1
A DRAM 2120	Theatre Practicum III	1
B,C DRAM 1341 or 2336	Stage Makeup or Voice for the Theatre	3
D DRAM 1121	Theatre Practicum II	1
D DRAM 2121	Theatre Practicum IV	1
E DRAM 1330	Stagecraft I	3
Elective	Select College Level Course(s)	2

Total Minimum Credits Required for Drama Degree 60

+ Denotes core requirement.
A Offered Fall only.
B Offered Fall, even years.
C Offered Fall, odd years.
D Offered Spring only.
E Offered Spring, even years.
F Offered Spring, odd years.

Note: Most drama classes for drama majors are offered on a two-year cycle. Before you register, contact the drama department chairperson to ensure that you are getting all the proper courses for each semester.

History (CIP 540101)
281-756-3948

Associate of Arts Degree Program (A.A.)

Course Number	Course Title	Credits
+ Mathematics	Select from Mathematics Core Curriculum	3
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	6
+ Creative Arts	Select from Creative Arts Core Curriculum	3
+ Government/Political Science	Select from Government/Political Science Core Curriculum	6
+ Component Area Options	Select from Component Area Options Core Curriculum	6
+ ENGL 1301	Composition I	3
+ ENGL 1302	Composition II	3
+ GEOG 1303	World Regional Geography	3
+ HIST 1301	United States History to 1877	3
+ HIST 1302	United States History 1877 to Present	3
HIST 2321	World Civilizations I	3
HIST 2322	World Civilizations II	3
+ PHIL 1301	Introduction to Philosophy	3
HIST Electives	Select from History Course List Below	6
Electives	Select College Level Electives	6

Total Minimum Credits Required for History Degree 60

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

History Elective List:

+ HIST 2301 Texas History
HIST 2311 Western Civilization I
HIST 2312 Western Civilization II
HIST 2313 History of England
HIST 2314 History of England II
HIST 2323 Eastern Civilizations
HIST 2327 Mexican-American History I
HIST 2328 Mexican-American History II
HIST 2381 African-American History
HIST 2389 Academic Cooperative

Music - Instrumental Concentration (CIP 50.0903)

Associate of Arts Degree Program (A.A.) with a Field of Study in Music

Course Number	Course Title	Credits
+Mathematics	Select from Mathematics Core Curriculum	3
+American History	Select from American History Core Curriculum	6
+Government/Political Science	Select from Government/Political Science Core Curriculum	6
+Social/Behavioral Sciences	Select from Social/Behavioral Sciences Core	3
+ENGL 1301	Composition I	3
+ENGL 1302	Composition II	3
MUAP	Applied Principle Instrument	8
a MUEN 1122, 1123, 2122, 2123	Concert Band	4
b MUSI 1181	Class Piano I	1
b MUSI 1182	Class Piano II	1
b MUSI 2181	Class Piano III	1
b MUSI 2182	Class Piano IV	1
*MUSI 1211	Music Theory I	2
*MUSI 1212	Music Theory II	2
*MUSI 2211	Music Theory III	2
*MUSI 2212	Music Theory IV	2
*MUSI 1216	Sight Singing & Ear Training I	2
*MUSI 1217	Sight Singing & Ear Training II	2
*MUSI 2216	Sight Singing & Ear Training III	2
*MUSI 2217	Sight Singing & Ear Training IV	2
+MUSI 1307	Survey of Music Literature	3
+Music Elective	Select from Elective list below	1

Total Minimum Credits Required for Music-Instrumental Concentration Degree. 60

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

* Co-requisite

a Piano and guitar majors may substitute Concert Choir (MUEN 1141, 1142, 2141, 2142)

b Can be substituted with MUAP 1269, 1270, 2269, and 2270.

Music Elective List:

Any MUAP course

Any MUEN course

Music - Intrumental Concentration

Music - Musical Theatre Concentration (CIP 50.0563)   281-756-3587

Associate of Arts Degree Program (A.A.)

(This degree plan is under review; please contact the department chair for the most current information.)

Course Number	Course Title	Credits
+ Communication	Select from Communication Core Curriculum	6
+ Mathematics	Select from Mathematics Core Curriculum	3
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	6
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
+ American History	Select from American History Core Curriculum	6
+ Government/Political Science	Select from Government/Political Science Core Curriculum	6
+ Social/Behavioral Sciences	Select from Social/Behavioral Sciences Core	6
+ Component Area Options	Select from Component Area Options Core Curriculum	6
a DRAM 1341 or 2336	Stage Makeup **or** Voice for Theatre	3
b DRAM 1351	Introduction to Acting	3
d DRAM 1352	Acting II	3
MUAP 1281	Applied Music: Voice	2
MUAP 1282	Applied Music: Voice	2
MUAP 2281	Applied Music: Voice	2
MUAP 2282	Applied Music: Voice	2
MUSI 1159	Musical Theatre I	1
MUSI 2159	Musical Theatre II	1
Elective	Select College Level Course(s)	2

Total Minimum Credits Required for Musical Theatre Degree. 60

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.
a Offered fall, even years
b Offered spring, odd years
c Offered fall, odd years
d Offered spring, even years

Note: Most drama classes for musical theatre majors are offered on a two-year cycle. Before you register, contact the drama department chairperson to ensure that you are getting all the proper courses for each semester.

Music - Voice Concentration (CIP 50.0903)

281-756-3587

Associate of Arts Degree Program (A.A.) with a Field of Study in Music

Course Number	Course Title	Credits
+ Mathematics	Select from Mathematics Core Curriculum	3
+ American History	Select American History courses from Core Curriculum	6
+ Government/Political Science	Select from Government/Political Science Core Curriculum	6
+ Social/Behavioral Sciences	Select from Social/Behavioral Sciences Core	3
+ ENGL 1301	Composition I	3
+ ENGL 1302	Composition II	3
MUAP 1281, 1282, 2281, 2282	Applied Music Voice	8
MUEN 1141, 1142, 2141, 2142	Concert Choir	4
b MUSI 1181	Class Piano I	1
b MUSI 1182	Class Piano II	1
b MUSI 2181	Class Piano III	1
b MUSI 2182	Class Piano IV	1
* MUSI 1211	Music Theory I	2
* MUSI 1212	Music Theory II	2
* MUSI 2211	Music Theory III	2
* MUSI 2212	Music Theory IV	2
* MUSI 1216	Sight Singing & Ear Training I	2
* MUSI 1217	Sight Singing & Ear Training II	2
* MUSI 2216	Sight Singing & Ear Training III	2
* MUSI 2217	Sight Singing & Ear Training IV	2
+ MUSI 1307	Survey of Music Literature	3
+ Music Elective	Select from Elective list below	1

Total Minimum Credits Required for Music - Voice Concentration Degree 60

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

 *Co-requisites

b Can be substituted with MUAP 1269, 1270, 2269, and 2270.

<u>Music</u> Elective List<u>:</u>

Any MUAP course

Any MUEN course

Field of Study Curriculum for Music

The field of study curriculum for music is designed to apply to the Bachelor of Music degree but may also be applied to the Bachelor of Arts or other baccalaureate-level music degrees as deemed appropriate by the awarding institution. The field of study curriculum is furthermore intended to serve as a guide for community and technical colleges in structuring a transfer curriculum in music.

Field of Study Courses

The field of study curriculum shall consist of 27 to 35 lower-division semester credit hours (31 without the keyboard course described below) that are fully transferable. Transfer of credit in ensemble, applied study and theory/aural skills shall be on a course-for-course basis.

Course	Number of Semester	Semester Credit Hours
Ensemble (choose ONE of the following groups)		
Group A MUEN 1122, 1123, 2122, 2123 (Instrumental Majors)	4	4
Group B MUEN 1141, 1142, 2141, 2142 (Voice Majors)	4	4
Applied Study (choose ONE of the following groups)		
Four semesters of sequential courses in voice or one instrumental area:		
Group A MUAP 1217, 1218, 2217, 2218 (Woodwinds)	4	8
Group B MUAP 1237, 1238, 2237, 2238 (Brass)	4	8
Group C MUAP 1257, 1258, 2257, 2258 (Percussion)	4	8
Group D MUAP 1261, 1262, 2261, 2262 (Guitar)	4	8
Group E MUAP 1269, 1270, 2269, 2270 (Piano)	4	8
Group F MUAP 1281, 1282, 2281, 2282 (Voice)	4	8
Theory/Aural Skills (take BOTH groups)		
MUSI 1211, 1212, 2211, 2212 (Music Theory)	4	8
MUSI 1216, 1217, 2216, 2217 (Sight Singing & Ear Training)	4	8
Music Literature		
MUSI 1308 or 1309	1	3

Keyboard (Piano) Competency

Because keyboard (piano) competency is a requirement for most baccalaureate degrees in music, up to four additional semester credit hours of course work pertaining to keyboard (piano) may transfer by agreement between institutions. Keyboard competency courses approved for transfer are courses in group piano or applied lessons that concentrate specifically on skills development for passing keyboard proficiency examinations. Keyboard courses that concentrate primarily on performance literature are not considered to be keyboard competency courses for the purposes of this field of study. Completion of courses leading to keyboard proficiency does not necessarily satisfy the established proficiency requirement at a receiving institution.

Competency, Proficiency, and Diagnostic Assessment

Transferring students who have completed the field of study curriculum must satisfy the competency and proficiency requirements of the receiving institution. Transferring students shall not be required to repeat courses transferred as part of the field of study curriculum. However, diagnostic assessment of transfer students is permissible if the receiving institution routinely conducts diagnostic assessment of native students at the same point in the program of study.

Courses for Specific Degree Programs

Completion of the field of study curriculum shall not prevent a receiving institution from requiring additional lower-division courses that may be necessary for specific degree programs. Courses selected for inclusion in the field of study curriculum are those considered to be common to lower-division study for most music degrees. Receiving institutions may require transfer students in specialized programs (e.g., jazz studies, performance, composition, music therapy, etc.) to take additional degree-specific lower-division courses that are not included in the field of study curriculum.

Full Academic Credit

Academic credit shall be granted on a course-for-course basis in the transfer of theory/aural skills, applied music, and ensemble courses and will be accepted at the credit-hour level of the receiving institution. Full academic credit shall be granted on the basis of comparable courses completed, not on specific numbers of credit hours accrued.

General Education Courses

In addition to the course work listed above, the maximum recommended transfer credit from the general education core curriculum is 31-39 semester credit hours. Students shall complete the general education core curriculum in effect at the institution that will grant the baccalaureate degree.

The Associate's Degree in Music

The field of study curriculum should serve as the basis for structuring the associate's degree in music. Each two-year college should determine which courses from its approved general education core curriculum to include with the music field of study curriculum in order to constitute a 66-semester credit hour transfer block. In order to receive the baccalaureate degree, a transferring student shall complete the general education core at the receiving institution.

Course Number	Course Title	Credits
+Mathematics	Select from Mathematics Core Curriculum	3
+Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	6
+Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
+Creative Arts	Select from Creative Arts Core Curriculum	3
+Government/Political Science	Select from Government/Political Science Core Curriculum	6
+Component Area Options	Select from Component Area Options Core Curriculum	6
+ENGL 1301	Composition I	3
+ENGL 1302	Composition II	3
+HIST 1301	The United States to 1877	3
+HIST 1302	The United States Since 1877	3
+PSYC 2301	General Psychology	3
PSYC 2307 **or**	Adolescent Psychology	3
PSYC 2308 **or**	Child Growth and Development	
PSYC 2314	Life Span Growth and Development	
PSYC 2317	Statistical Methods in Psychology	3
PSYC Electives	Select PSYC Electives from Course List Below	9
Elective	Select College Level Course(s)	3

Total Minimum Credit Hours Required for an A. A. in Psychology. 60

+Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

PSYC Elective List:

PSYC 2306 Human Sexuality
PSYC 2307 Adolescent Psychology
PSYC 2308 Child Growth and Development
PSYC 2314 Life-Span Growth and Development
PSYC 2315 Psychology of Adjustment
PSYC 2316 Psychology of Personality
PSYC 2319 Social Psychology
PSYC 2389 Co-op/Internship

Sociology (CIP 45.1101)
Associate of Arts Degree Program (A.A.)

Course Number	Course Title	Credits
+Mathematics	Select from Mathematics Core Curriculum	3
+Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	6
+Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
+Creative Arts	Select from Creative Arts Core Curriculum	3
+Government/Political Science	Select from Government/Political Science Core Curriculum	6
+Component Area Options	Select from Component Area Options Core Curriculum	6
+ENGL 1301	Composition I	3
+ENGL 1302	Composition II	3
+HIST 1301	The United States to 1877	3
+HIST 1302	The United States Since 1877	3
+SOCI 1301	Introductory Sociology	3
SOCI 1306 **or**	Social Problems	3
SOCI 2319	Minority Studies	
SOCI 2301	Marriage and the Family	3
PSYC 2317	Statistical Methods in Psychology	3
Electives	Select Electives from Course List Below	6
Electives	Select College Level Course(s)	3

Total Minimum Credit Hours Required for an A. A. in Sociology. 60

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

Elective Course List:
SOCI 1306 Social Problems
SOCI 2306 Human Sexuality
SOCI 2319 Minority Studies
SOCI 2326 Social Psychology
SOCI 2336 Criminology
SOCI 2340 Drug Use and Abuse
SOCI 2389 Co-op/Internship

Sports and Human Performance (CIP 31.0511)

281-756-3691

Associate of Arts Degree Program (A.A.)

Course Number	Course Title	Credits
+ Communication	Select from Communication Core Curriculum	6
Creative Arts	Select from Creative Arts Core Curriculum	3
+ Mathematics	Select from Mathematics Core Curriculum	3
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
+ American History	Select from American History Core Curriculum	6
+ Government/Political Science	Select from Government/Political Science Core Curriculum	6
+ Social & Behavioral Sciences	Select from Social & Behavorial Sciences Core Curriculum	3
+ BIOL 1406	General Biology I	4
+ BIOL 2401	Anatomy & Physiology I	4
+ PSYC 1300	Learning Strategies	3
+ SPCH 1315	Public Speaking	3
PHED 1301	Introduction to Physical Fitness & Sport	3
PHED 1304	Health and Wellness	3
PHED 1306	First Aid	3
PHED 1346	Drug Use and Abuse	3
* PHED Electives	Select Physical Activity Courses	4

Total Minimum Credits Required for Sports & Human Performance Degree. 60

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

* Students planning to transfer to a university baccalaureate degree are strongly encouraged to visit with their advisor prior to selecting electives.

Sports & Human Performance

Associate of Arts in Teaching Program (CIP 13.1210)

Leading to Initial Texas Teacher Certification, EC - Grade 6, Other Certification Areas

281-756-3644

Purpose: The AAT is designed to provide a set of courses within the Teacher Certification areas which will transfer to a public college or university in the state of Texas that offers educator preparation programs. The transfer student must meet the admission requirements from the accepting college or institution.

Purpose: Students will complete a criminal background check upon enrollment in education courses.

*Students should seek advisement for specific university transfer plans and course transferability.

Course Number	Course Title	Credits
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	6
+ Language, Philosophy & Culture	Select ENGL, HUMA, or PHIL from Language Philosophy & Culture Core Curriculum	3
+ Creative Arts	Select MUSI, ARTS, or DRAM from Creative Arts Core Curriculum	3
+ American History	Select from American History Core Curriculum	6
+ Government /Political Science	Select from Government /Political Science Core Curriculum	6
+ Social & Behavioral Science	Select from Social & Behavioral Science Core Curriculum (GEOG 1303 preferred)	3
+ SPCH 1315	Public Speaking	3
+ PSYC 1300	Learning Strategies	3
+ ENGL 1301	Composition I	3
+ ENGL 1302	Composition II	3
+ MATH 1314	College Algebra or higher	3
+ MATH 1350	Fundamentals of Math I	3
MATH 1351	Fundamentals of Math II	3
EDUC 1301	Introduction to Teaching Profession	3
EDUC 2301	Introduction to Special Populations	3
Elective	Select College Level Course	6

Total Minimum Credits Required 60

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

Associate of Arts in Teaching (CIP 13.1205)

Leading to Initial Texas Teacher Certification, Grades 7 – 12

Course Number	Course Title	Credits
* + Mathematics	Select from Mathematics Core Curriculum	3
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	6
+ Language, Philosophy & Culture	Select ENGL, HUMA, or PHIL from Language Philosophy & Culture Core Curriculum	3
+ Creative Arts	Select MUSI, ARTS, or DRAM from Creative Arts Core Curriculum	3
+ American History	Select from American History Core Curriculum	6
+ Government/Political Science	Select from Government/Political Science Core Curriculum	6
+ Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
+ SPCH 1315	Public Speaking	3
+ PSYC 1300	Learning Strategies	3
+ ENGL 1301	Composition I	3
+ ENGL 1302	Composition II	3
EDUC 1301	Introduction to the Teaching Profession	3
EDUC 2301	Introduction to Special Populations	3
Academic Discipline	Select College Level courses from the following Area Teaching Fields/Academic Discipline:	12
	History	
	Mathematics	
	Science	
	English, Language Arts & Reading	
	Art	

Total Minimum Credits Required 60

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

*Non math or science majors may take Math 1332. Consult the requirements from the accepting university.

Associate of Science Degree

Degree: Associate of Science (A.S.)

Purpose: The Associate of Science Degree (A.S.) is awarded to students who fulfill the requirements of the Biological Science, Business Administration, Communications, Computer Information Systems, Health Science, Mathematics, or Physical Science curriculum. Students who complete these curriculums normally transfer to a four-year college.

Program Requirements: Although the major emphasis in these curriculums is in mathematics, biological science, and physical science, the curriculums also include courses in the computer science, 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 (CIP 26.0101)

Associate of Science Degree Program (A.S.)   **281-756-5669**

Course Number	Course Title	Credits
+ Mathematics	Select from Mathematics Core Curriculum	3
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
+ Creative Arts	Select from Creative Arts Core Curriculum	3
+ American History	Select from American History Core Curriculum	6
+ Government/Political Science	Select from Government/Political Science Core Curriculum	6
+ Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
+ Component Area Options	Select from Component Area Options Core Curriculum	6
+ BIOL 1406	General Biology I	4
+ BIOL 1407	General Biology II	4
BIOL 2306 & BIOL 2420 **or**	Environmental Conservation & Microbiology	7
+ BIOL 2401 & BIOL 2402	Anatomy and Physiology I & II	
+ CHEM 1411	General Chemistry & Analysis I	4
+ CHEM 1412	General Chemistry & Analysis II	4
+ ENGL 1301	Composition I	3
+ ENGL 1302	Composition II	3
Elective	Select College Level Course	1

Total Minimum Credits Required for Biological Science Degree 60

+Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

Business Administration (CIP 52.0101)

281-756-3660

Associate of Science Degree Program (A.S.) with a Field of Study in Business

Purpose: This degree plan is designed to meet the needs of students who major in Business and transfer to a four-year college/university. It w
approved by the Texas Higher Education Coordinating Board with the intention that transferring students shall not be required to repeat cours
transferred as part of the field of study curriculum. Receiving institutions are not required to accept a grade below "C" in transfer and may requ
additional lower-division courses that may be necessary for specific degree programs.

The following courses have been adopted by the THECB as a Field of Study Curriculum in Business: ECON 2301 and 2302, MATH 1325, BCIS 13
SPCH 1315 or SPCH 1321 (one speech course only), ACCT 2301 and 2302.

Course Number	Course Title	Credits
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	6
+ Creative Arts **or** Language, Philosophy & Culture	Select from Creative Arts **or** Language, Philosophy & Culture Core Curriculum	3
+ American History	Select from American History Core Curriculum	6
+ Government/Political Science	Select from Government/Political Science Core Curriculum	6
+ Communication	Select from Communication Core Curriculum	6
> ACCT 2301	Financial Accounting	3
> ACCT 2302	Managerial Accounting	3
> BCIS 1305	Business Computer Applications	3
BUSI 2301	Business Law	3
> + ECON 2301	Principles of Economics I	3
> + ECON 2302	Principles of Economics II	3
+ MATH 1324	Finite Math	3
> + MATH 1325	Business Calculus	3
PSYC 1300	Learning Strategies	3
> + SPCH 1315 **or**	Public Speaking	3
> SPCH 1321	Business Speaking	
Elective	Select College Level Course	3

Total Minimum Credits Required for Business Administration Degree 60

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

> Field of Study Curriculum, see page 22.

Communications - Radio/TV Broadcasting (CIP 09.0701)

Associate of Science Degree Program (A.S.) with a Field of Study in Communication

Purpose: The degree is designed to meet the needs of students who plan to transfer to a four year college or university.

Course Number	Course Title	Credits
+Mathematics	Select from Mathematics Core Curriculum	3
+Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	6
+Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
+American History	Select from American History Core Curriculum	6
+Government/Political Science	Select from Government/Political Science Core Curriculum	6
+Component Area Options	Select from Component Area Options Core Curriculum	6
+ENGL 1301	Composition I	3
+ENGL 1302	Composition II	3
>+COMM 1307	Introduction to Mass Communication	3
>+COMM 2366	Introduction to Film	3
Electives	Select COMM Electives from Course List Below	18

Total Minimum Credits Required for Communication/Radio & Television Broadcasting Degree 60

+Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

>Field of Study Curriculum, see page 22.

Communication Elective List

COMM 1318	Photography I	
COMM 1319	Photography II	
COMM 1336	Video Production I	
COMM 1337	Video Production II	
COMM 2303	Audio Production	
COMM 2311	Media Writing	
COMM 2326	Practicum in Electronic Media	
COMM 2327	Introduction to Advertising	
COMM 2331	Radio/Television Announcing	
COMM 2332	Radio/Television News	

Computer Information Technology - Computer Information Systems (CIP 11.0201)

281-756-3783

Associate of Science Degree Program (A.S.)

Purpose: This is a recommended course of study for students who plan to pursue a baccalaureate degree or higher in Computer Information Systems, Digital Gaming & Simulation, Information Technology, Management Information Systems, Game Development, Computer Science, Digital Media, Computer Engineering Technology, Electrical Engineering, Graphic Communications, and other computer technology fields. It does not prepare students for direct entry into a computer technology related career field. Students should identify early the institution to which they intend to transfer for specific requirements. Transferability of courses is determined by the receiving institution.

Program Requirements: Upon completion of the two-year curriculum, with an overall grade point average of 2.0 for all computer courses attempted, the student will be awarded the Associate of Science Degree with a major in Computer Information Systems.

Course Number	Course Title	Credits
+Communication	Select from Communication Core Curriculum	6
+Mathematics	Select from Mathematics Core Curriculum	3
+Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	6
+Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
+Creative Arts	Select from Creative Arts Core Curriculum	3
+American History	Select from American History Core Curriculum	6
+Government/Political Science	Select from Government/Political Science Core Curriculum	6
+Social & Behavioral Sciences	Select from Social & Behavorial Sciences Core Curriculum	3
+Component Area Options	Select from Component Area Options Core Curriculum	6
COSC 1301	Introduction to Computing	3
Computer Electives	Select from the Computer Elective list below.	12
Electives	Select any college level course(s).	3

Total Minimum Credits Required for Computer Information Systems Degree......................................60

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

Computer Elective List:

ITSE 1431 Introduction to Visual Basic Programming

ITSE 2449 Advanced Visual Basic Programming

COSC 1436 Programming Fundamentals I - C Programming

COSC 1437 Programming Fundamentals II - C++

ITSE 2431 Advanced C++ Programming

COSC 2436 Programming Fundamentals III - JAVA

GAME 1436 Introduction to 3D Gaming Modeling

GAME 2409 Video Game Art II

This degree has a 2+2 agreement with other universities.

Health Science (CIP 51.0000)

281-756-3531

Associate of Science Degree Program (A.S.)

This is a recommended course of study for students who plan to pursue a baccalaureate degree in nursing or other allied health field. It does not prepare students for direct entry into a health related career field. Students should identify early the institution to which they intend to transfer for specific requirements. Transferability of courses is determined by the receiving institution.

Course Number	Course Title	Credits
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
+ Creative Arts	Select from Creative Arts Core Curriculum	3
+ American History	Select from American History Core Curriculum	6
+ Government/Political Science	Select from Government/Political Science Core Curriculum	6
+ Component Area Options	Select from Component Area Options Core Curriculum	6
+ BIOL 2401	Anatomy and Physiology I	4
+ BIOL 2402	Anatomy and Physiology II	4
+ CHEM 1405 or 1411	Introductory Chemistry I or General Chemistry I	4
+ ENGL 1301	Composition I	3
+ ENGL 1302	Composition II	3
HECO 1322	Nutrition and Diet Therapy	3
+ MATH 1314 or 1342	College Algebra or Elementary Statistical Methods	3
+ PSYC 2301	General Psychology	3
PSYC 2314	Lifespan Growth & Development	3
+ SOCI 1301	Introductory Sociology	3
Elective	Select College Level Course	3

Total Minimum Credits Required for Health Science Degree. 60

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

Mathematics (CIP 27.0101)

Associate of Science Degree Program (A.S.)

281-756-3707

Course Number	Course Title	Credits
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	6
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
+ Creative Arts	Select from Creative Arts Core Curriculum	3
+ American History	Select from American History Core Curriculum	6
+ Government/Political Science	Select from Government/Political Science Core Curriculum	6
+ Social & Behavioral Sciences	Select from Social & Behavorial Sciences Core Curriculum	3
+ Component Area Options	Select from Component Area Options Core Curriculum	6
+ Communication	Select from Communication Core Curriculum	6
+ MATH 1314	College Algebra	3
+ MATH 2412	Pre-Calculus Math	4
+ MATH 2413	Calculus I	4
+ MATH 2414	Calculus II	4
Electives	Choose College Level Course(s)	6

Total Minimum Credits Required for Mathematics Degree 60

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

Mathematics

Physical Science (CIP 40.0101)

Associate of Science Degree Program (A.S.)

Course Number	Course Title	Credits
First Semester		
Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum (based on major)	6
Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
Creative Arts	Select from Creative Arts Core Curriculum	3
American History	Select from American History Core Curriculum	6
Government/Political Science	Select from Government/Political Science Core Curriculum	6
Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
Component Area Options	Select from Component Area Options Core Curriculum	6
Communication	Select from Communication Core Curriculum	6
CHEM 1411	General Chemistry & Analysis I	4
CHEM 1412	General Chemistry & Analysis II	4
MATH 2412	Pre-Calculus Math	4
MATH 2413	Calculus I	4
MATH 2414	Calculus II	4
Elective	Select College Level Course	1

Total Minimum Credits Required for Physical Science Degree 60

*Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

* Chemistry majors should take CHEM 2423 and CHEM 2425 or PHYS 2425.

Geology majors should take GEOL 1403, and GEOL 1404.

Physics majors should take PHYS 2425 and PHYS 2426.

Physical Science

Associate of Applied Science Degree Programs

Degree: Associate of Applied Science (A.A.S.)

Purpose: The Associate of Applied Science Degree (A.A.S.) is awarded to students who fulfill the requirements in one of the following progra

Communications-Radio/TV Broadcasting
Computer Information Technology
Computer Information Technology - Computer Networking
Court Reporting
Criminal Justice - Law Enforcement & Police Administration
Culinary Arts
Diagnostic Cardiovascular Sonography-Adult Echocardiography
Diagnostic Cardiovascular Sonography-Pediatric Echocardiography
Diagnostic Cardiovascular Sonography - Vascular Sonography
Emergency Medical Technology
Human Services - Substance Abuse Counseling

Industrial Design Technology
Management
Neurodiagnostic Technology
Nursing ADN
Nursing Transition (LVN to ADN)
Office Administration- Administrative Assistant
Paralegal
Pharmacy Technician
Polysomnography - Sleep Medicine
Process Technology
Respiratory Care

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

Capstone Experience: The capstone is a learning experience which results in a consolidation of a student's educational experience and certi mastery of entry-level workplace competencies. The Capstone experience must occur in the last semester of the student's educational progr

Advanced Technical Certificate Programs

*Associate of Applied Science Degree in an Allied Health Program required prior to earning these certificates.

*Diagnostic Cardiovascular Sonography-Adult Echocardiography

*Diagnostic Cardiovascular Sonography- Pediatric Echocardiography

*Diagnostic Cardiovascular Sonography-Vascular Sonography

*Neurodiagnostic Technology

*Polysomnography - Sleep Medicine

Certificate Programs

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

Child Development/Early Childhood
Child Development/Early Childhood Administration
Communications-Radio/TV Broadcasting
Computer Information Technology
Computer Information Technology - Networking
Court Reporting
Court Reporting Scopist
Criminal Justice - Basic Law Enforcement
Criminal Justice - Crime Scene Technician
Culinary Arts
Culinary Arts - Culinary Management
Emergency Medical Technician Paramedic

Emergency Medical Technician Advanced
Human Services - Substance Abuse Counseling
Industrial Design Technology
Intraoperative Neurophysiologic Monitoring
Management
Office Administration - Administrative Support
Office Administration - Office Assistant
Paralegal
Pharmacy Technician
Process Technology
Vocational Nursing
Welding

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

Child Development / Early Childhood Certificate (CIP 19.0706)

Articulated Credit

281-756-3644

Purpose: The curriculum in child development and early childhood prepares individuals for careers in childcare centers, pre-school programs and related occupations. Supported by a broad general education, training is given to develop professional competence in the area of child development and early childhood.

Program Requirements: Students will complete a criminal background check upon enrollment in child development/early childhood courses.

Course Number	Course Title	Credits
CDEC 1313	Curriculum Resources for Early Childhood	3
CDEC 1319	Child Guidance	3
CDEC 1356	Emergent Literacy for Early Childhood	3
* CDEC 1384	Cooperative Ed. in Child Development I	3
CDEC 2307	Math & Science for Early Childhood	3
TECA 1303	Family, School and Community	3
TECA 1318	Wellness of the Young Child	3
Elective	Select from CDEC or TECA courses	9

Total Credits Required for Child Development/Early Childhood Certificate 30

*Capstone course.

Child Development / Early Childhood Administration Certificate (CIP 19.0706) 281-756-3644

Purpose: The Administrative Certificate is designed for career oriented persons working in the early childhood field.

Course Number	Course Title	Credits
CDEC 1313	Curriculum Resources for Early Childhood	3
CDEC 1319	Child Guidance	3
CDEC 2426	Administration of Program for Children I	4
* CDEC 2428	Administration of Program for Children II	4
TECA 1318	Wellness of the Young Child	3
Elective	Choose one from: BUSI, BMGT, BUSG, or ACNT	3

Total Credits Required for Certificate of Child Development/Early Childhood Administration 20

*Capstone Course

Communications - Radio/TV Broadcasting (CIP 09.0701)

281-756-370

Associate of Applied Science Degree (A.A.S.) - Articulated Credit

Purpose: The program is designed to prepare the student for an entry level position in the field of communications or with specific study broadcasting and digital media.

Program Requirements: This curriculum includes the general education courses and introductory specialty courses that are usually required in 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 college or university to which he/she expects to transfer. Students planning to begin employment upon completion of their program should g special consideration to their specific area of interest in the field of communications when selecting electives. Students planning on transferring a four year academic institution should consult with the department chair.

Course Number	Course Title	Credits
First Semester		
COMM 1318	Photography I	3
+ENGL 1301	Composition I	3
RTVB 1301	Broadcast News Writing	3
RTVB 1309	Audio Production	3
COMM 1336	Video Production I	3
Second Semester		
+Mathematics	Select from Mathematics Core Curriculum	3
+Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
RTVB 1380	Cooperative Education-Radio/TV Broadcasting	3
RTVB 1321	TV Field Production	3
RTVB 2331	Audio/Radio Production III	3
Third Semester		
+COMM 2366	Introduction to Cinema	3
+HIST 1301	The United States to 1877	3
RTVB 2380	Cooperative Education-Radio/TV Broadcasting	3
RTVB or COMM Elective	Select Elective from RTVB or COMM Course Rubric	3
+SPCH 1315 or 1318 or 2335	Public Speaking **or** Interpersonal Communication **or** Argumentation & Debate	3
Fourth Semester		
+COMM 1307	Introduction to Mass Communication	3
COMM 2331	Radio and Television Announcing	3
RTVB 2337	TV Production Workshop	3
*RTVB 2340	Portfolio Development	3
RTVB or COMM Elective	Select Elective from RTVB or COMM Course Rubric	3

Total Credits Required for Communications-Radio/TV Broadcasting Degree 60

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.
*Capstone Course

Communications - Radio/TV Broadcasting Certificate (CIP 09.0701)

Articulated Credit

Purpose: Program prepares the student for entry into occupations in radio and television broadcasting, digital media, audio or video production. Completion of this program also enhances the effectiveness of those presently employed in the field of communications.

Program Requirements: The student will be awarded a certificate upon completion of the program in Radio/TV Broadcasting

Course Number	Course Title	Credits
First Semester		
+ COMM 1307	Introduction to Mass Communication	3
RTVB 1301	Broadcast News Writing	3
RTVB 1309	Audio Production	3
COMM 1336	Video Production I	3
Second Semester		
COMM 1318	Photography I	3
RTVB 1321	TV Field Production	3
RTVB 1380	Cooperative Education-Radio/TV Broadcasting	3
RTVB 2331	Audio Radio Production III	3
Third Semester		
* RTVB 2380	Cooperative Education-Radio/TV Broadcasting	3
COMM 1319 **or**	Photography II	3
COMM 2326 **or**	Practicum in Electronic Media	
COMM 2366	Introduction to Cinema	

Total Credits Required for Communications-Radio/TV Broadcasting Certificate. 30

+Denotes core requirement.
*Capstone course requirement.

Communications - Radio/TV Broadcasting

Computer Information Technology (CIP 11.0201)

Associate of Applied Science Degree Program (A.A.S.) - Articulated Credit

Purpose: The Computer Information Technology program is designed primarily for students seeking a certificate or associate of applied science (A.A. degree. The computer information technology curriculum prepares graduates for employment with organizations that use computers to process, manage, communicate information. Emphasis is placed on the use of computer languages in the solution of business and scientific problems, design and developme Web pages, desktop computer hardware and software support, installation and maintenance of networks, and database design.

Program Requirements: Upon completion of the two-year curriculum, with an overall grade point average of 2.0 for all computer courses attempted, the student will be awarded the Associate of Applied Science Degree with a major in Computer Information Technology.

Course Number	Course Title	Credits
+ Component Area Option	Select from Component Area Options Core Curriculum	6
+ Mathematics **or**	Select from Mathematics Core Curriculum **or**	3
+ Life & Physical Sciences	Life & Physical Sciences Core Curriculum	
+ Creative Arts **or**	Select from Creative Arts Core Curriculum	3
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	
+ Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
COSC 1301	Introduction to Computing	3
ITSE 1431	Introduction to Visual BASIC Programming	4
A ITNW 1313	Computer Virtualization	3
A ITNW 1358	Network+	3
A ITMT 1302	Windows Seven Configuration	3
B ITNW 1325	Fundamentals of Networking	3
* ITSE 2449	Advanced Visual BASIC Programming	4
IMED 2415 **or**	Web Design	4
ITSC 1419	Internet Web/Page Development	
COSC 1436 **or**	Programming Fundamentals I - C Programming	4
ITSE 1422 **or**	Introduction to C Programming	
BCIS 1420	Introductory C Programming	
Computer Electives	Select from the Computer Elective list below.	14

Minimum Total Credits Required for A.A.S. Computer Information Technology Degree...60

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.
*Capstone Course
A Mini 1 course; 8 weeks.
B Mini 2 course; 8 weeks.

Mini-Semesters run 8 weeks and are scheduled back-to-back (e.g. 1st Mini (8wks) + 2nd Mini (8wks) = 16wks).

Computer Elective List:

COSC 1437 Programming Fundamentals II - C++
   or ITSE 1407 Introduction to C++ Programming
   or COSC 1420 Computer Programming C++
ITSE 2431 Advanced C++ Programming
COSC 2436 Programming Fundamentals III - JAVA
   or ITSE 2417 JAVA Programming
   or COSC 1430 Computer Programming - JAVA

ITSE 2409 Database Programming
ITSW 1404 Introduction to Spreadsheets
GAME 1436 Introduction to 3D Gaming Modeling
GAME 2409 Video Game Art II
ITSC 1305 Introduction to PC Operating Systems
ITSC 1325 Personal Computer Hardware

This plan provides courses for preparation for the following certifications:
  CompTIA Network+ Certification (ITNW 1358 and ITNW 1325)
  Microsoft Certified IT Professional (MCITP) Certification (ITMT 1302)

This degree has a 2+2 agreement with other universities.

Computer Information Technology - Computer Networking (CIP 11.0201)   281-756-3669

Associate of Applied Science Degree Program (A.A.S.) - Articulated Credit

Purpose: The Computer Information Technology Networking program is designed to prepare students for careers in many areas of LAN/WAN administration and design. ACC is a Charter member of the Microsoft IT Academy Program and thus holds a leveraged position for success in a variety of career opportunities (e.g. installing, managing and maintaining Microsoft servers and networks worldwide). This A.A.S. program focuses on these Microsoft certifications: **(MTA) "Microsoft Technology Associate", "(MSCA) "Microsoft Certified Solutions Associate".** Program graduates will be prepared for other, vender neutral, certifications, as well. Such as CompTIA's "Network+", "A+", and "Security+". All industry certifications are awarded after passing their proprietary exams which are administered by authorized testing centers. Alvin College has a classroom lab, on the main campus, dedicated exclusively to the Network Administrator/Professional/Technician curriculums.

Course Number	Course Title	Credits
+Core Curriculum	Select from Component Area Option Core Curriculum	6
+Mathematics **or**	Select from Mathematics Core Curriculum	
+Life & Physical Sciences	Life & Physical Sciences Core Curriculum	3
+Creative Arts **or**	Select from Creative Arts Core Curriculum	
+Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
+Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
COSC 1301	Introduction to Computing	3
A ITMT 1302	Windows Seven Configuration	3
A ITMT 2301	Win Srv 2008 Ntwrk Infrastructure Config.	3
* A ITMT 2351	Windows Server 2008 Administrator	3
A ITNW 1313	Computer Virtualization	3
A ITNW 1358	Network+	3
A ITSY 1342	Information Technology Security (Security+)	3
B ITMT 2302	Windows Server 2008 AD Configuration	3
B ITMT 2322	Windows Server 2008 Application Platform Config.	3
B ITMT 2356	Windows Server 2008: Enterprise Administrator	3
B ITNW 1325	Fundamentals of Networking	3
B ITNW 1353	Supporting Network Server Infrastructure	3
B ITNW 1354	Implementing and Supporting Services	3
B ITNW 2321	Networking with TCP/IP	3
Elective	Select from the computer elective list below.	3

Minimum Total Credits Required for A.A.S of Computer Networking Degree 60

+Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.
* Capstone Course
A Mini 1 course; 8 weeks.
B Mini 2 course; 8 weeks.

(Mini 1 & 2 are scheduled back-to-back. Mini 1 + Mini 2 = 16 weeks.)

Computer Elective List:

ITSE 1431 Introduction to Visual Basic Programming
COSC 1436 Programming Fundamentals I-C Programming
   or ITSE 1422 Introduction to C Programming
   or BCIS 1420 Introductory C Programming
COSC 1437 Prog Fundamentals II - C++
   or ITSE 1407 Intro to C++ Programming
   or COSC 1420 Computer Programming C++

COSC 2436 Prog Fundamentals III - JAVA
   or ITSE 2417 JAVA Programming
   or COSC 1430 Computer Programming - JAVA
IMED 2415 Web Design
   or ITSC 1419 Internet / Web Page Development
ITSE 2409 Database Programming
ITSW 1404 Introduction to Spreadsheets
GAME 1436 Introduction to 3D Gaming Modeling
ITSC 1305 Introduction to PC Operating Systems
ITSC 1325 Personal Computer Hardware

Articulated Credit

Purpose: The Certificate of the Computer Information Technology program is designed primarily for students seeking employment with organizatio that use computers to process, manage, and communicate information. Emphasis is placed on the use of computer languages in the solution business and scientific problems, design and development of Web pages, desktop computer hardware and software support, and installation a maintenance of networks.

Program Requirements: Upon satisfactory completion of the two-semester curriculum, with an overall 2.0 grade point average for all compu courses attempted, the student will be awarded the Certificate in Computer Information Technology.

Course Number	Course Title	Credits
COSC 1301	Introduction to Computing	3
ITSE 1431	Introduction to Visual Basic Programming	4
A ITNW 1358	Network+	3
A ITMT 1302	Windows Seven Configuration	3
B ITNW 1325	Fundamentals of Networking	3
* ITSE 2449	Advanced Visual Basic Programming	4
COSC 1436 **or**	Programming Fundamentals I - C Programming	4
ITSE 1422 **or**	Introduction to C Programming	
BCIS 1420	Introductory C Programming	
IMED 2415 **or**	Web Design	4
ITSC 1419	Internet Web/Page Development	
Elective	Select from the Computer Elective list below.	4

Total Credits Required for Computer Information Technology Certificate 32

*Capstone Course
A Mini 1 course; 8 weeks.
B Mini 2 course; 8 weeks.

(Mini 1 & 2 are scheduled back-to-back. Mini 1 + Mini 2 = 16 weeks.)

<u>Computer Elective List:</u>

COSC 1437 Programming Fundamentals II - C++
    or ITSE 1407 Introduction to C++ Programming
    or COSC 1420 Computer Programming C++
ITSE 2431 Advanced C++ Programming
COSC 2436 Programming Fundamentals III - JAVA
    or ITSE 2417 JAVA Programming
    or COSC 1430 Computer Programming - JAVA

ITSE 2409 Database Programming
ITSW 1404 Introduction to Spreadsheets
GAME 1436 Introduction to 3D Gaming Modeling
GAME 2409 Video Game Art II
ITNW 1313 Computer Virtualization
ITSC 1305 Introduction to PC Operating Systems
ITSC 1325 Personal Computer Hardware

This plan provides courses for preparation for the following certifications:

CompTIA Network+ Certification (ITNW 1358 and ITNW 1325)
Microsoft Certified IT Professional (MCITP) Certification (ITMT 1302)

(CIP 11.0201)

Articulated Credit

Course Number	Course Title	Credits
BCIS 1305 or	Business Computer Applications	3
COSC 1301	Introduction to Computing	
A ITMT 1302	Windows Seven Configuration	3
A ITMT 2301	Windows Server 2008 Network Infrastructure Config.	3
A ITNW 1313	Computer Virtualization	3
A ITNW 1358	Network+	3
B ITMT 2302	Windows Server 2008 AD Configuration	3
* B ITMT 2351	Windows Server 2008 Administrator	3
B ITNW 1325	Fundamentals of Networking	3

Total Credits Required for Computer Information Technology Computer Networking Certificate 24

* Capstone Course
A Mini 1 course; 8 weeks.
B Mini 2 course; 8 weeks.

(Mini 1 & 2 are scheduled back-to-back. Mini 1 + Mini 2 = 16 weeks.)

This plan provides courses for preparation for the following certifications:

CompTIA Network+ Certification (ITNW 1358 and ITNW 1325)
Microsoft Certified IT Professional (MCITP) Certification (ITMT 1302)

Court Reporting

281-756-37

Associate of Applied Science Degree Program (A.A.S.)

Purpose: The Associate in Applied Science Degree curriculum in Court Reporting prepares students for job entry positions in court reporting for positions related to court reporting, e.g., scoping and captioning. This curriculum meets a need which exists due to the greatly expanding Coast area, the increasing demand for qualified court reporters and captioning/CART providers throughout the nation, and the lack of institu to provide the necessary training.

Program Description: The curriculum is two years. However, the machine shorthand courses are offered in such a way as to allow stude progress at their own individual rates. Maximum use of live dictation exists in the program, and dictation is provided through MyBlackboard o ACC website for home practice. Accommodations are made for students to secure credit for work previously accomplished through the cred examination procedure.

Program Objectives: The objective of the curriculum is for the student to attain the machine shorthand speed of 225 words per minu testimony, 200 words per minute on jury charge, and 180 words per minute on literary material equivalent to standards of the National Reporters Association and the Texas Court Reporters Certification Board. Accompanying objectives are the attainment of the Court Rep Scopist Certificate and an enhanced skills certificate in captioning/CART.

Program Requirements:

1. To be considered for admission to the Associate Degree Court Reporting Program, the applicant must:
   a. be a high school or GED graduate;
   b. make application to ACC and fulfill the admission requirements of the College;
   c. fill out a Court Reporting application and return it to the Chairperson of the Court Reporting Department;
   d. have a personal interview with the Court Reporting Department Chairperson or his/her designee to develop a degree plan and sec beginning schedule;
   e. submit official copies of transcripts of all previous high school and college work to the ACC Records Office.

Note: A person convicted of a criminal offense involving moral turpitude, fraud, or corruption may be refused certification to the Supreme Co the Texas Court Reporters Certification Board. Please contact the Texas Court Reporters Certification Board, Austin, Texas, for more informa

2. Any student who has accumulated the equivalent of any five full days absence in any subject may be dropped from the course. Stu withdrawing from the program for reasons other than academic problems will be considered for readmission on an individual basis. All C students will be limited to two semesters of CRTR 1304 (Machine Shorthand I). Students who do not complete all requirements for this co including three 40 wpm five-minute tests with a grade above a D, within this time frame may be redirected to another program. Grades w issued on the following basis:

A	90 – 100
B	80 - 89
C	75 - 79
D	70 - 74
F	0 - 69

No grade below a C (75%) in any CRTR English class, including CRTR 1312, CRTR 2311, will be accepted for progression. A grade of D or below will not be accepted for advancement in machine shorthand classes.

3. Transfer students:
   a. must provide the ACC Records Office with official transcripts for each institution attended and request evaluation by the Graduation Advisor and the Court Reporting Department Chairperson.
   b. may apply for credit by examination by testing in the following areas: Legal Terminology, Medical Reporting, Reporting Communications I, Machine Shorthand courses.

4. The Court Reporting Department will assist all graduates of the program in obtaining employment.

5. Advancement in the machine shorthand courses involves utilization and development of skills, which may be more difficult for some individ therefore, successful completion of these courses may require more than the two years outlined in the degree plan.

Associate of Applied Science Degree Program (A.A.S.)

Course Number	Course Title	Credits
FIRST YEAR		
First Semester		
+ Creative Arts **or**	Select from Creative Arts Core Curriculum	3
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	
CRTR 1202	Law and Legal Terminology	2
CRTR 1312	Reporting Communications I	3
CRTR 1304	Machine Shorthand I - Theory	3
Second Semester		
CRTR 1207	Machine Shorthand Speedbuilding (60-80)	2
CRTR 1214	Reporting Technology I	2
CRTR 1306	Machine Shorthand II (60-100)	2
CRTR 2206	Medical Reporting	2
CRTR 2311	Reporting Communications II	3
Third Semester		
+ Social & Behaviorial Sciences	Select from Social & Behaviorial Sciences Core Curriculum	3
CRTR 1208	Realtime Reporting I	2
CRTR 1257	Literary/Jury Charge Dictation I (100-120)	2
CRTR 2301	Intermediate Machine Shorthand (120-140)	3
SECOND YEAR		
First Semester		
+ Government/Political Science	Select from Goverment/Political Science Core Curriculum	3
CRTR 1259	Literary/Jury Charge Dictation II (140-160)	2
CRTR 2217	Technical Dictation	2
CRTR 2303	Advanced Machine Shorthand (160-180)	3
CRTR 2312	Court Reporting Procedures	3
Second Semester		
+ Mathematics **or**	Select from Mathematics Core Curriculum	3
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	
CRTR 2231	CSR/RPR Preparation	2
CRTR 2335	Accelerated Machine Shorthand (200-225)	3
Third Semester		
CRTR 2381	Cooperative Education	3
+ SPCH 1318	Interpersonal Communications	3

Total Credits Required A.A.S. Court Reporting 60

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

1. The student shall pass three five-minute tests with a minimum of 95% accuracy at each of the following speeds: 200 words per minute jury charge and 180 words per minute literary. The student shall pass four five-minute testimony tests with a minimum of 95% accuracy. These tests will include the following:

- One 180 wpm five-minute literary test with no more than 20 errors - 97.8%
- One 180 wpm five-minute testimony test with no more than 20 errors - 97.8%
- One 200 wpm five-minute jury charge test with no more than 25 errors - 97.5%
- One 200 wpm five-minute testimony test with no more than 25 errors - 97.5%
- Two 225 wpm five-minute testimony tests with no more than 25 errors - 97.8%
- Two mock CSR exams. EACH exam consists of the following:
- One 180 wpm five-minute literary test with no more than 45 errors - 95%
- One 200 wpm five-minute jury charge test with no more than 50 errors - 95%
- One 225 wpm five-minute testimony test with no more than 56 errors - 95%

2. Each student shall complete an internship (CRTR 2381) with a court reporter. Students are encouraged to utilize the dictation created by the faculty for home practice and skill building during free periods and before and after school.

Court Reporting Enhanced Skills Certificate (Captioning)

(CIP 22.0303)

281-756-375

Purpose: The captioning enhanced skills certificate prepares the student seeking the A.A.S. degree in court reporting to also work in the captio
arena: off-line and on-line captioning and also realtime translation of meetings, seminars, conferences, and classroom realtime translation.

Course Number	Course Title	Credits
CRTR 1346	Captioning Reporting I	3
CRTR 2333	Captioning Reporting II	3

Total Credits Required for Court Reporting Enhanced Skills Certificate 66

Court Reporting Certificate (CIP 22.0303)

Purpose: The certificate in Court Reporting prepares the student for full-time employment immediately in a specialized business occupation.
course provides a job outlet for those students who desire to work in the court reporting field, but do not wish to pursue an A.A.S. degree pla

Program Requirements: Students entering this program must be high school graduates or possess a GED equivalency certificate. Each stu
is urged to consult with the Counseling Center and the Court Reporting Department Chairperson in planning his/her program. The Court Repo
Certificate will be awarded upon satisfactory completion of the six-semester program.
Note: The A.A.S. program requirements also apply to the certificate program in Court Reporting.

Course Number	Course Title	Credits
FIRST YEAR		
First Semester		
CRTR 1202	Law and Legal Terminology	2
CRTR 1304	Machine Shorthand I - Theory	3
*CRTR 1312	Reporting Communications I	3
Second Semester		
CRTR 1207	Machine Shorthand Speedbuilding (60-80)	2
CRTR 1214	Reporting Technology I	2
CRTR 1306	Machine Shorthand II (60-100)	3
CRTR 2206	Medical Reporting	2
*CRTR 2311	Reporting Communications II	3
Third Semester		
CRTR 1208	Realtime Reporting I	2
CRTR 1257	Literary/Jury Charge Dictation I (100-120)	2
CRTR 2301	Intermediate Machine Shorthand (120-140)	3
SECOND YEAR		
First Semester		
CRTR 1259	Literary/Jury Charge Dictation II (140-160)	2
CRTR 2217	Technical Dictation	2
CRTR 2312	Court Reporting Procedures	3
CRTR 2303	Advanced Machine Shorthand (160-180)	3
Second Semester		
CRTR 2231	CSR/RPR Preparation	2
CRTR 2335	Accelerated Machine Shorthand (200-225)	3
Third Semester		
*CRTR 2381	Cooperative Education-Court Reporter	3

Total Credits Required for Court Reporting Certificate 45

*Capstone Course

Court Reporting Scopist Certificate
(CIP 22.0303)

Purpose: The Court Reporting Scopist Certificate prepares the student for full-time employment immediately in a specialized business occupation. This course provides a job outlet for those students who desire to work in the court reporting field, but do not desire to become a court reporter, or who find they must secure employment within a shorter time.

Program Requirements: Students entering this program must be high school graduates or possess a GED equivalency certificate. Each student is urged to consult with the Counseling Center and the Court Reporting Department Chairperson in planning his/her program. The Court Reporting Scopist Certificate will be awarded upon satisfactory completion of the three-semester program.

Course Number	Course Title	Credits
FIRST YEAR		
First Semester		
CRTR 1202	Law and Legal Terminology	2
CRTR 1214	Reporting Technology I	2
CRTR 1304	Machine Shorthand I - Theory	3
CRTR 1312	Reporting Communications I	3
Second Semester		
CRTR 2206	Medical Reporting	2
CRTR 2311	Reporting Communications II	3
CRTR 2313 **or**	Reporting Technology II **or**	2
CRTR 1208	Realtime Reporting I	
Third Semester		
* CRTR 2380 **or**	Cooperative Education - Scopist	3
CRTR 2301	Intermediate Machine Shorthand (120-140)	

Total Credits Required for Court Reporting Scopist Certificate 20

*Capstone Course

Criminal Justice (CIP 43.0107)

281-756-3779

Associate of Applied Science Degree Program (A.A.S.) - Articulated Credit

Purpose: The curriculum in Criminal Justice prepares individuals for career services in law enforcement and related occupations. Supported by a broad general education, training is given to develop professional competence in the fields of law enforcement administration, police science, prevention and control of delinquency and crime, correctional administration, and industrial security administration. This curriculum is applicable to both the preparatory student and the experienced officer.

Admission Requirements:
1. General requirements for admission to the College.

Program Requirements:
1. Complete ACC graduation requirements (see Table of Contents, Academic Policies and Regulations).
2. Complete a minimum of 60 approved credit hours.

Upon satisfactory completion of program and ACC graduation requirements, the student will be awarded the Associate of Applied Science Degree.

Course Number	Course Title	Credits
+ Communication	Select from Communication Core Curriculum	3
+ Creative Arts **or**	Select from Creative Arts Core Curriculum	3
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	
+ Mathematics **or**	Select from Mathematics Core Curriculum	3
+ Life & Physical Sciences	Select from LIfe & Physical Sciences Core Curriculum	
+ Social & Behavorial Science	Select from Social & Behavorial Science Core Curriculum	3
+ Speech	Select from SPCH 1315 or SPCH 1318 or SPCH 2335	3
Criminal Justice Core		
* CRIJ 1301	Introduction to Criminal Justice	3
* CRIJ 1306	Court Systems and Practices	3
* CRIJ 1307	Crime in America	3
CRIJ 2314	Criminal Investigation	3
Corrections	**Select 6 hours of the following:**	6
CRIJ 2301	Community Resources in Corrections	
CRIJ 2313	Correctional Systems and Practices	
CJCR 1304	Probation and Parole	
Legal Concepts	**Select 9 hours of the following:**	9
CRIJ 1310	Fundamentals of Criminal Law	
CRIJ 1313	Juvenile Justice System	
CRIJ 2323	Legal Aspects of Law Enforcement	
CJLE 1506	Basic Peace Officer I (Police Academy)	
CJLE 1512	Basic Peace Officer II (Police Academy)	
Law Enforcement	**Select 18 hours of the following:**	18
* CRIJ 2328	Police Systems and Practices	
CJSA 1308	Criminalistics I	
CJSA 2323	Criminalistics II	
CJSA 2332	Criminalistics III	
CJSA 2364	Practicum - Criminal Justice Studies, Law Enforcement	
CJSA 2365	Practicum - Criminal Justice Studies, Law Enforcement	
CJLE 1518	Basic Peace Officer III (Police Academy)	
CJLE 1524	Basic Peace Officer IV (Police Academy)	
CJLE 1211	Basic Firearms (Police Academy)	
CJLE 2345	Vice and Narcotics Investigation	
GOVT 2306	Texas State & Local Government	
BCIS 1305 **or**	Business Computer Applications **or**	
ENGL 2311	Technical Communication	
SOCI 2319 **or**	Minority Studies **or**	
SOCI 2340	Drug Use & Abuse	

Total Credits Required for Criminal Justice Degree. 60

+ Denotes core requirement.

* Articulated credit from an approved and successfully completed high school program may substitute for this class.

Criminal Justice - Crime Scene Technician Certificate (CIP 43.0111)   281-756-3779

Purpose: This course provides the student with the goals and principles of physical evidence and defines the application of forensic sciences to the criminal investigation. It identifies the goals of crime scene management and provides the methodologies employed in recording the crime scene and in locating, collecting, and preserving the evidence. The importance and procedures for establishment of the chain of custody are presented, as are the methods utilized for requesting lab analysis of the recovered items of evidence. Emphasis is placed on providing each student with hands-on experience with lecture.

Program Requirements: A certificate student takes twenty seven (27-33) hours of prescribed courses. Upon successful completion of the approved course work, the student will be awarded a Crime Scene Certificate.

Course Number	Course Title	Credits
CJSA 1308 **or**	Criminalistics I	3
CRIJ 2314	Criminal Investigation	
CJSA 2323	Criminalistics II	3
CJSA 2332	Criminalistics III	3
CRIJ 1301	Introduction to Criminal Justice	3
CRIJ 1306	Court Systems and Practices	3
CRIJ 1310 **or** CJLE 1506	Fundamentals of Criminal Law Basic Peace Officer I (Police Academy)	3
CRIJ 2323 **or** CJLE 1512	Legal Aspects of Law Enforcement Basic Peace Officer II (Police Academy)	3
CRIJ 2328 **or** CJLE 1518	Police Systems and Practices Basic Peace Officer III (Police Academy)	3
CRIJ/CJLE/CJSA Elective		3

Total Credits Required for Crime Scene Technician Certificate 27

Criminal Justice - Crime Scene Technician Certificate

Criminal Justice - Basic Law Enforcement Academy Certificate (CIP 43.0107) 281-756-3780
Police Academy

Length: Approximately 19 weeks - The day academy is conducted and completed during each of the regular semesters (fall and spring). Classes are conducted between 7:30 am and 5:30 pm, Monday through Friday; however, Police Driving and other skills classes may be conducted occasionally on weekends or at night. The night academy classes are 6 pm to 10 pm, Monday thru Friday, however some classes may occasionally be conducted on weekends.

Purpose: The Alvin Community College Law Enforcement Academy train women and men for a career in Law Enforcement. The course curriculum is designed so the student can meet the testing objectives of the Texas Commission on Law Enforcement (TCOLE) and be certified to take the TCOLE licensing examination. In addition, students will earn a total of 22 credit hours. The Academy has graduated over 100 classes during the last 3 decades.

Accreditation: The Alvin Community College-Law Enforcement Academy is an approved training academy by the Texas Commission on Law Enforcement.

Admission Requirements: To be eligible for the program the student must:

1. Be a high school graduate or hold a certificate of equivalency (GED);
2. Be a U.S. Citizen;
3. Be 21 years of age at the time of completion of the course or seek special approval from the Academy Director;
4. Successfully pass a Vocabulary and Reading Comprehension proficiency exam prior to the enrollment process;
5. Provide a valid Texas Driver's license;
6. Provide a Birth Certificate;
7. Provide a high school diploma/GED + college transcripts (if applicable);
8. Agree to purchase and wear the prescribed academy uniform;
9. Complete TCOLE L-2 (Declaration Medical Condition) and TCOLE L-3 (Declaration of Psychological and Emotional Health);
10. Accurately complete a personal history statement;
11. Sign required waiver forms as presented by the college;
12. Abide by the rules of the Academy and Administrative orders;
13. Pay special fees associated with the Academy courses;
14. Meet the minimum standards for licensing as required by TCOLE (Texas Administrative Code 217.1) which are applicable to a training environment.

The following is a summary of the standards and should any conflict occur between the summarized standards and the TCOLE standards, then the TCOLE standards will govern: (TCOLE rules are subject to change without notice)

   a. Be 21 years of age prior to being commissioned.
   b. Be fingerprinted and pay the necessary fees
   c. Not be on probation for any offense above a class "C" misdemeanor.
   d. No convictions in past 10 years for misdemeanor offenses above a Class "C".
   e. No felony convictions.
   f. No convictions or served no probation for offenses relating to the responsibilities of the office as a peace officer.
   g. Be of good moral character.
   h. Prior military must have honorable discharge.
   i. Be a U.S. citizen.

Special Registration Requirements:

Since this course is governed by the TCOLE rules the following special conditions apply:

1. No late registration-all special conditions to registration must be completed prior to the first class meeting.
2. The student must attend an orientation prior to the start of the academy.

Course Requirements:

Day Academy students must enroll in Basic Peace Officer I, II, III, and IV and the Basic Firearms course in the same semester to attend the Academy and these courses are available only to those attending the Academy. The student must successfully complete the entire series to receive credit in any of the courses and their licensing endorsement. Night Academy students must meet the same requirements as the Day Academy students, but have the Fall and Spring semester to complete the series.

Special Fees charged by the college:

1. Ammunition/Range Fee $325.00
2. Driving Fee $15.00
3. CPR Card Fee $5.00
4. TCOLE Exam Fee $25.00
5. Required Supply Fee $30.00

Purchases expected by the student:

1. Required uniforms and related supplies.
2. Required books.
3. PE clothes, shoes.
4. General supplies.

Course Number	Course Title	Credits
CJLE 1506	Basic Peace Officer I	5
CJLE 1512	Basic Peace Officer II	5
CJLE 1518	Basic Peace Officer III	5
CJLE 1524	Basic Peace Officer IV	5
CJLE 1211	Basic Firearms	2

Total Credits Required for Basic Law Enforcement Academy Certificate. 22

Note - Academic Alternative Texas Peace Officer Program:

Purpose: The Academic Alternative Texas Peace Officer Program offers students who hold a bachelor's degree with the seven criminal justice core courses the opportunity to complete the police academy without having to repeat the subjects covered by the core courses listed below:

Program Requirements: The basic requirements for admission to the program are as follows:

1. Must hold a bachelor degree from a SACS recognized College or University including the seven core CRIJ courses (1301, 1306, 1310, 1313, 2314, 2323, 2328) with a minimum 2.5 GPA in each core course. Academy staff will review your transcripts to determine eligibility.
2. Must meet basic licensing enrollment standards 217.1
3. Must meet Alvin Community College Academy entrance requirements:
4. Must attend all academy classes as determined by the academy staff (hour for hour with cadets)
5. The student will be required to take and pass the subject matters tests for all Academy classes. Should the student fail a subject matter test, the student will be required to attend that class in its entirety.
6. Take and pass the academy mid-term and final examination (comprehensive) with a minimum score of 80%.
7. Take and pass two TCOLE practice examinations with a minimum of 90% on each.
8. Students must sign up for all CJLE classes in the Law Enforcement Academy Certificate (22 hours).

Culinary Arts (CIP 12.0503)

Associate of Applied Science Degree Program (A.A.S.) - Articulated Credit

Purpose: The culinary arts program prepares individuals for a wide variety of entry level positions in the food service industry. This program provides all of the educational components required for certification through the American Culinary Federation. The objective of the program is to give students an array of culinary and management skills that are utilized in today's food service industry.

Program Requirements: The culinary arts curriculum contains a core of eight culinary arts classes, seven management classes, two semesters of practicum and general education classes from the common core curriculum. All students are expected to handle and process a variety of flesh based protein items during their education. During the first and second semester, students are required to enroll in all of the classes listed. Exceptions require prior approval from the program director. It is strongly suggested that prospective students visit with the program director prior to enrolling.

Course Number	Course Title	Credits
FIRST YEAR		
First Semester		
CHEF 1301	Basic Food Preparation	3
CHEF 1205	Sanitation and Safety	2
CHEF 2201	Intermediate Food Preparation	2
CHEF 2302	Saucier	3
HAMG 1324	Hospitality Human Resources Management	3
PSTR 1301	Fundamentals of Baking	3
Second Semester		
CHEF 1291	Special Topics in Culinary Arts/Chef Training	2
CHEF 1302	Principles of Healthy Cuisine	3
CHEF 1310	Garde Manger	3
CHEF 1341	American Regional Cuisine	3
CHEF 1345	International Cuisine	3
IFWA 1318	Nutrition for the Food Service Professional	3
Third Semester (summer)		
COSC 1301 **or**	Introduction to Computing	3
BCIS 1305	Business Computer Applications	
CHEF 1264	Practicum (or Field Experience) Culinary Arts/Chef Training	2
SECOND YEAR		
First Semester		
+ENGL 1301	Composition I	3
HAMG 1321	Introduction to the Hospitality Industry	3
IFWA 1217	Food Production and Planning	2
+Mathematics **or**	Select from Mathematics **or**	3
+Life & Physical Sciences **or**	Life & Physical Sciences Core Curriculum	
MATH 1333	Math for Technical Majors	
Second Semester		
+Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
*Social & Behavioral Sciences **or**	Select from Social & Behavioral Sciences Core Curriculum **or**	3
+PSYC 1300	PSYC 1300 Learning Strategies	
*CHEF 1265	Practicum (or Field Experience) Culinary Arts/Chef Training	2
RSTO 2301	Principles of Food and Beverage Controls	3

Total Credits Required for A.A.S. Culinary Arts Degree 60

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

*Capstone Course

Culinary Arts Certificate (CIP 12.0503)

Articulated Credit

Purpose: The one-year certificate in culinary arts prepares students for entry level positions in the food service industry. This certificate can lead to certification through the American Culinary Federation. The objective of the program is to give the student basic culinary and management skills that are utilized in today's food service industry.

Program Requirements: The program includes 24 hours of culinary arts classes, 11 hours of management classes, a computer science class and a semester long practicum. All students are expected to handle and process a variety of flesh based protein items during their education. During the first and second semester, students are required to enroll in all of the classes listed. Exceptions require prior approval from the program director. It is strongly suggested that prospective students visit with the program director prior to enrolling.

Course Number	Course Title	Credits
First Semester		
CHEF 1301	Basic Food Preparation	3
CHEF 1205	Sanitation and Safety	2
CHEF 2201	Intermediate Food Preparation	2
CHEF 2302	Saucier	3
IFWA 1318	Nutrition for the Food Service Professional	3
PSTR 1301	Fundamentals of Baking	3
Second Semester		
CHEF 1291	Current Events in Culinary Arts/Chef Training	2
CHEF 1302	Principles of Healthy Cuisine	3
CHEF 1310	Garde Manger	3
CHEF 1341	American Regional Cuisine	3
CHEF 1345	International Cuisine	3
HAMG 1324	Hospitality Human Resources Management	3
Third Semester		
COSC 1301 **or**	Introduction to Computing **or**	
BCIS 1305	Business Computer Applications	3
*CHEF 1264	Practicum (or Field Experience) Culinary Arts/Chef Training	2

Total Credits Required for Culinary Arts Certificate **38**
*Capstone Course

Culinary Arts - Culinary Management Certificate (CIP 12.0503)

Purpose: To provide students with basic management skills utilized in today's food service industry.
This certificate is designed to complement the culinary arts certificate and can lead to certification through the American Culinary Federation. The objective is to prepare students for entry level kitchen management positions.

Program Requirements: The certificate program includes 19 hours of culinary management classes, a computer science class and a semester long practicum. It is strongly suggested that prospective students visit with the program director prior to enrolling.

Course Number	Course Title	Credits
First Semester		
CHEF 1205	Sanitation and Safety	2
HAMG 1321	Introduction to the Hospitality Industry	3
IFWA 1217	Food Production and Planning	2
IFWA 1318	Nutrition for the Food Service Professional	3
Second Semester		
COSC 1301 **or**	Introduction to Computing	3
BCIS 1305	Business Computer Applications	
CHEF 1291	Current Events in Culinary Arts/Chef Training	2
HAMG 1324	Hospitality Human Resources Management	3
RSTO 2301	Principles of Food and Beverage Controls	3
Third Semester		
*CHEF 1265	Practicum (or Field Experience) Culinary Arts/Chef Training	2

Total Credits Required for Culinary Management Certificate **23**
*Capstone Course

Diagnostic Cardiovascular Sonography

281-756-5650

Associate of Applied Science Degree Program(A.A.S.) - Articulated Credit
(In either Adult Echocardiography or Vascular Sonography, or Pediatric Echocardiography)

Purpose: The Diagnostic Cardiovascular Sonography Program offers a two-year curriculum to prepare individuals for an allied health career in Adult Echocardiography, Pediatric Echocardiography, or Vascular Sonography which are branches of Diagnostic Medical Sonography. Upon graduation, students will possess the skills necessary to perform ultrasound and related diagnostic exams of the heart and blood vessels. Echocardiographers and Vascular Sonographers practice in a variety of settings including hospitals, diagnostic centers, doctors' offices, contract services, self-employment, sales, education, and research. The Diagnostic Cardiovascular Sonography core curriculum consists of classroom, lab, and clinical instruction on subjects including basic healthcare skills, professional issues, medical terminology, ethics, cardiovascular anatomy and physiology, hemodynamics, pathophysiology, pharmacology, electrocardiography, ultrasound physics, echocardiographic techniques and vascular diagnostic techniques. The program has many clinical affiliations around the greater Houston - Galveston area. Graduates of the program earn their credentials by taking the national registry exam offered by the American Registry of Diagnostic Medical Sonographers (ARDMS) or Cardiovascular Credentialing International (CCI).

This program is accredited through the Joint Review Committee for Diagnostic Medical Sonography (JRC-DMS) which is under the umbrella of the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park St., Clearwater, FL 33756, Tel: 727-210-2350. All three specialty tracks and both degree options are accredited.

I.   **Admission Requirements: Application Deadline February 15 - Please call DCVS department to obtain an official packet.**

   A. To be considered for admission to the Diagnostic Cardiovascular Sonography Program, the applicant must:

1. Be a high school or GED graduate.
2. Apply to ACC and fulfill the college admission requirements, including the TSI Assessment.
3. Submit official transcripts of all previous college work to both the Program and the Admissions/Registrar's Office.
4. Complete all pre-requisites with a grade of C or better including: ENGL 1301, BIOL 2401, BIOL 2402, MATH Core, PHYS 1401 (or any 4 credit college level or applied Physics can be accepted, including CTEC 1401).
5. Take the ACT or SAT. (This is required for ALL AAS DCVS Applicants regardless of previous college or degree level.) Score a minimum composite score of at least 19 on the ACT or combined math and verbal of 900 on the SAT. Test scores must be within 5 years of the time of application. The optional writing portion is not required and does not count towards the score. Submit official score report (sealed) to the registrar or directly to the DCVS program. Go to www.ACTStudent.org or www. SATCollegeBoard.org to register. We do NOT require the HESSE.
6. Demonstrate understanding of the responsibilities, personal qualities, duties and skills required of the profession by completing a professional observation. A minimum of 4 hours of observation in Adult Echocardiography, Pediatric Echocardiography, and Vascular Sonography is required for a total of 12 observatory hours. (Adult Echo - 4 hrs, Pedi Echo - 4 hrs, Non-Invasive Vascular - 4 hrs) See observation form for details on how to schedule the observation hours. These are required at the time of application.
7. Complete the application to the Diagnostic Cardiovascular Sonography Program and meet with the program director via phone or in person OR attend a DCVS information session. Use the check list provided in the application packet to ensure all components of the requirements are met.
8. **Must have all three (3) HEPATITIS B shots to apply. Immunizations required are: Hep.B (all 3 injections), MMR, Varicella, TDaP. If records are not available then updated immunizations or titer tests are required to show immunity. History of disease is NOT accepted.**
9. Not currently on suspension or academic probation from ACC or any other college or dismissal or failure from any other sonography program.
10. Submit two reference forms. References must be professional or academic, current, and sealed. See required form in application packet for instructions.
11. Complete the personal statement.
12. Include a current photo. May be from a copy of driver's license, passport photo or current student ID with photo.
13. Upon acceptance, pass a criminal background check and drug screen.
14. Upon acceptance, complete a physical examination including chest x-ray or TB skin test, vision test, and verification of immunization status.
15. Complete the AHA (American Heart Association only) Healthcare provider course for CPR prior to July.
16. Once accepted, attendance at New Student Program Orientation is mandatory.
17. Full acceptance is contingent upon: complete application with all requirements met, attendance at the mandatory new student orientation, successful completion of criminal background check, drug screen and physical exam.
18. Timeline: February - Applications Due, March - Acceptance Packets are sent, April - Criminal Background Checks, Physical Exam & Mandatory Orientation, June - Start Program

B. Anatomy and physiology should have been taken within the past 5 years to satisfy the degree requirements. If your A&P is expired please take DSAE 2303 Cardiovascular Concepts prior to acceptance.

C. If students are in progress with all or some of the prerequisites during the spring semester they are allowed to apply; however, you must:
1. Have your professor send an email as of February 15th indicating your progress/status in that pre-requisite to jmurphy@alvincollege.edu.
2. Those in progress will be accepted on contingency if space permits after those who are completed with all the pre-requisites.

D. Transfer and non-traditional students must:
1. Meet the above criteria.
2. Have a cumulative GPA of 2.0 or higher on all courses being transferred to the DCVS program.
3. Provide program and Registrar's Office with official transcripts from each prior institution.
4. Provide the DCVS program with a course description or syllabus for each course being considered for transfer.
5. Not currently on suspension or academic probation from any college or sonography program.
6. Credit may be awarded for support courses equivalent to these included in the DCVS program as determined by examination of the syllabus of the transfer course. A grade of C or better must be achieved for transfer courses.
7. Transfer students must complete a minimum of 24 credit hours at ACC to be awarded a Degree from this institution.

II. Alternate Enrollment:
A. Practicing Echocardiographers and Vascular Sonographers who wish to earn their degree.
1. This option applies to those who are registered in Adult Echocardiography or Vascular Sonography with at least 2 years of experience and would like to earn their Associate Degree. Requires advance permission from program director.
2. DCVS program courses may be challenged in sequence. Credit is awarded by examination or self-study and distance education. Admission requirements, pre-requisites and academic courses are still required.
B. Practicing Echocardiographers and Vascular Sonographers who wish to take courses for refresher or registry exam review.
1. This option is available to all Echo and Vascular sonographers with advanced permission from program director.
2. These students may register as an audit to sit in on any course offered through the DCVS Program for refresher or registry review.

III. Get a Head Start:
A. DMSO 1210 - Introduction to Sonography may be taken by any student who wishes to gain more information about the profession **prior** to being accepted into the program.
B. DSAE 2303 - Cardiovascular Concepts may be taken prior to acceptance and or to renew expired Anatomy and Physiology knowledge.

IV. Progression Policies:
A. Students will abide by the admission and curriculum requirements of the Diagnostic Cardiovascular Sonography department at the time they are admitted or re-admitted to the program.
B. Once a student is enrolled in the program, all core courses must be completed in the proper sequence as shown in the catalog degree plan, or must have prior approval of the program director.
C. A grade of C or better is required in all core and academic courses for progression. Passing score for all DCVS courses is 77.
D. A student may be terminated from the program if clinical or class/lab performance is unsatisfactory as determined by the instructor and the program director. This action may be taken at any time during the program.
E. A student who makes a D or F in any DCVS, core or academic course may repeat that course once in order to obtain a satisfactory grade of C or better. If the failing course is one of the DCVS program core courses, the student may have to sit out for a year until that course is offered again depending on pre and co-requisites for that course. A maximum of two attempts at any course will be allowed. If a student fails the second attempt they will be unable to continue in the program and they are **not** eligible for re-admission.
F. Any student requiring hospitalization, pregnant, or injured will be required to obtain written documentation from his/her physician verifying the health status of the student before returning to class, lab, or clinical. A student may not be allowed to return to clinical if taking medication or if health status may interfere with the ability to perform satisfactorily.
G. Students have five years to complete the program after initial acceptance.
H. If a student does not complete all DCVS courses and academic courses within 5 years, they will be dropped from the program.
I. Those students are eligible to re-apply. If accepted they must start completely over and repeat all DCVS courses from the beginning in sequence and complete them on time in the usual 2 year time period.

Diagnostic Cardiovascular Sonography

Adult Echocardiography (CIP 51.0910)

281-756-5650

Associate of Applied Science Degree Program (A.A.S.) - Articulated Credit

Course Number	Course Title	Credits
Program Pre-requisites - Must be completed or in progress in order to apply.		
* + BIOL 2401	Anatomy and Physiology I	4
* + BIOL 2402	Anatomy and Physiology II	4
* + ENGL 1301	Composition I	3
* + PHYS 1401 or	College Physics I (or PHYS 1410, PHYS 1415, SCIT 1420) or)	4
* CTEC 1401	Applied Petrochemical Technology	
* + Mathematics	Select from Mathematics Core Curriculum	3
FIRST YEAR		
First Semester (Summer 11 weeks)		
HPRS 1304	Basic Health Profession Skills	3
** DMSO 1210	Introduction to Sonography	2
** DSAE 2303	Cardiovascular Concepts	3
Second Semester (Fall 16 weeks)		
** + Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
DSAE 1340	Diagnostic Electrocardiography	3
CVTT 1161	Clinical - Cardiovascular Technology	1
Third Semester (Spring 16 weeks)		
DMSO 1342	Intermediate Ultrasound Physics	3
DSAE 1303	Introduction to Echocardiography Techniques	3
DSAE 1360	Clinical - DMST, Intro Echocardiography	3
SECOND YEAR		
Fourth Semester (Summer 11 weeks)		
DSAE 2304	Echocardiography Evaluation of Pathology I	3
DSAE 2361	Clinical - DMST, Echocardiography I	3
Language, Philosophy & Culture or Creative Arts	Select from Language, Philosophy & Culture Core Curriculum or Select from Creative Arts Core Curriculum	3
Fifth Semester (Fall 16 weeks)		
DSAE 2337	Echocardiography Evaluation of Pathology II	3
DSAE 2461	Clinical - DMST, Echo II	4
Sixth Semester (Spring 16 weeks)		
DSAE 2335	Advanced Echocardiography	3
DSAE 2462	Clinicl - DMST, Echo III	4

(Consider DSPE 1300 or DSVT 1300 for cross-training (Introduction to Pedi Echo Tech or Principles of Vascular Tech.)

Total Credits Required for A.A.S. Diagnostic Cardiovascular Sonography - Adult Echocardiography 65

* Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

*Prerequisite courses must be completed or in progress by the application deadline. Deadline is February 15th.

**These courses may be taken prior to acceptance. DSAE 2303 may be taken in advance of acceptance to renew expired A&P credits.

Diagnostic Cardiovascular Sonography - Adult Echocardiography

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