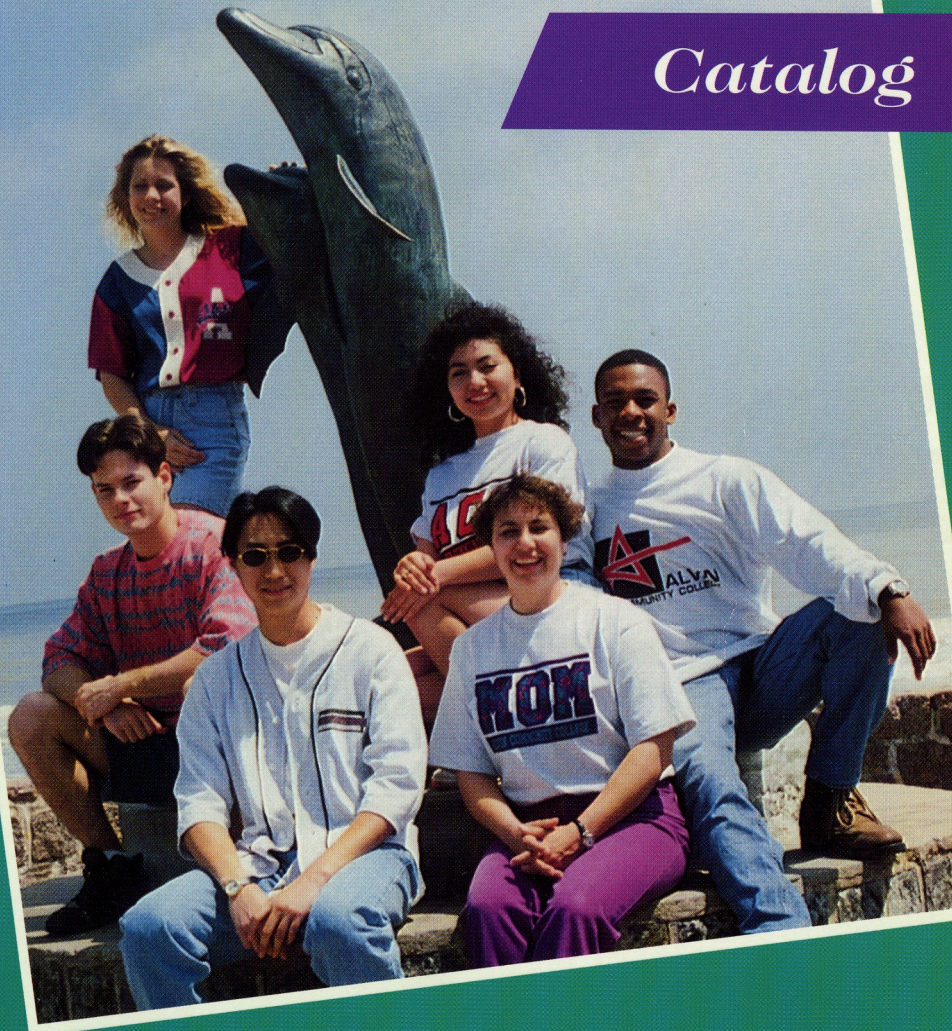


Catalog



ALVIN COMMUNITY COLLEGE

1995-96

ALVIN COMMUNITY COLLEGE
CATALOG
VOLUME 46, NO. 1
AUGUST 1995

*Alvin Community
College
announcement
of courses for
1995-1996*

Approved and Accredited by:

The Southern Association of Colleges
and Schools
Texas Higher Education Coordinating
Board, Texas College and
University System
The Texas Education Agency

Member:

American Association of Community
and Junior Colleges
Association of Community College
Trustees
Association of Texas Colleges and
Universities
Gulf Coast Intercollegiate Conference
National Institute for Staff and
Organizational Development
National Junior College Athletic
Association
Texas Junior College Association
Texas Junior College Athletic
Conference
Texas Junior College Teachers
Association
Texas Public Community and Junior
College Association

***Alvin Community College is accredited
by the Commission on Colleges of the
Southern Association of Colleges and
Schools to award associate degrees.***

***Alvin Community College is an equal
opportunity institution and does not
discriminate against anyone on the
basis of race, religion, color, sex,
handicap, age, national origin, or
veteran status.***

***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 1995
Fall Semester.***

Academic Calendar

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

Fall Semester 1995

- Jul 24-26 **Early Registration**
- Aug 9 **Dolphin Preview: New student orientation**
- Aug 17 **Admission deadline for Regular Registration, 5 p.m.**
- Aug 21 **Faculty/Staff Workshop, 8am-3pm**
- Aug 21-23 **Regular Registration**
- Aug 24 **Classes Begin**
- Aug 25-26 **Weekend Classes Begin**
- Aug 29 **Admission deadline for Late Registration, 5 p.m.**
- Sep 4 **Labor Day Holiday: College closed**
- Oct 6 **Graduation Deadline: Last day to apply for fall graduation (5 p.m.)**
- Nov 17 **Last Drop Date: Records Office, 5 p.m.**
- Nov 13-15 **Early Registration for Spring 1996**
- Nov 22-25 **Thanksgiving Holidays**
- Dec 1-2 **Weekend Classes End**
- Dec 7 **Classes End**
- Dec 8, 11-13 **Final Exams**
- Dec 8-9 **Finals for Weekend Classes**
- Dec 13 **Dolphin Preview: New student orientation**
- Dec 18-
Jan 1 **Winter Break: College closed**

Spring Semester 1996

- Jan 2 **College Reopens**
- Jan 4 **Admission deadline for Regular Registration, 5 p.m.**
- Jan 8 **Faculty/Staff Workshop, 8am-3pm**



- Jan 8-10 **Regular Registration**
- Jan 11 **Classes Begin**
- Jan 12-13 **Weekend Classes Begin**
- Jan 16 **Admission deadline for Late Registration, 5 p.m.**
- Feb 23-24 **TJCTA Convention-Houston: No classes after 1 p.m. Thursday and no day classes on Friday. (Weekend Classes on Friday evening and Saturday will meet.)**
- Mar 5 **Graduation Deadline: Last day to apply for graduation and to order graduation regalia**
- Mar 11-16 **Spring Break: College closed**
- Apr 5-8 **Spring Holidays: College closed**
- Apr 9-10 **Early Registration for Summer 1 & Summer 12-week**
- Apr 12 **Last Drop Date: Records Office, 5 p.m.**
- May 3 **Classes End**
- May 3-4 **Final Exams: Weekend classes only**

- May 6-9 **Final Exams**
- May 14 **Commencement**

First Summer Session 1996

- May 22 **Admission deadline for Regular Registration**
- May 28 **Regular Registration: Summer 1 and Summer 12-week**
- May 27 **Memorial Day Holiday: College closed**
- May 29 **Classes Begin**
- May 29-30 **Late Registration/Schedule changes**
- May 30 **Admission deadline for Late Registration**
- May 30 **Audit Registration**
- Jun 20 **Graduation Deadline: Last day to apply for August graduation**
- Jun 20 **Last Drop Date (Summer 1 classes): Records Office, 5 p.m.**
- Jul 3 **Classes End: 6-week classes only**
- July 4 **Independence Day: College closed**

- Jul 8 **Final Exams: 6-week classes only**

Second Summer Session 1996

- July 8 **Admission Deadline for Regular Registration**
- Jul 10 **Regular Registration: Summer 2**
- Jul 15 **Classes Begin**
- Jul 15 **Late Registration/Schedule Changes**
- Jul 15 **Admission deadline for Late Registration**
- Jul 15 **Audit Registration**
- Aug 1 **Last Drop Date (Summer 12-week and Summer 2 classes): Records Office, 5 p.m.**
- Aug 13 **Classes End: 12-week classes**
- Aug 14-15, 19-20 **Final Exams: 12-week classes**
- Aug 19 **Classes End: 6-week classes**
- Aug 20 **Final Exams: 6-week classes**



Alvin Community College Phone Listing

713/331-6111
(For numbers not listed)

Administrative Offices

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

Departmental and Staff Offices

Accounting/Business	388-4784
Admissions Information	388-4636
Aerospace Technology	388-4831
Agriculture	388-4846
Air Conditioning/Refrigeration/Heating	388-4826
Art	388-4792
Automotive	388-4826
Biology	388-4846
Business Office	388-4712
Cafeteria	388-4791
Campus Police	388-4800
Chemistry	388-4780
Child Care Center	388-4748
Communications	388-4675
Computer Center	388-4651
Computer Science	388-4826
Continuing Education Office	388-4681
Court Reporting	388-4817
Counseling Center	388-4636
Criminal Justice	388-4751
Drafting	388-4865
Drama	388-4724

Electronics	388-4803
English	388-4665
Fashion Merchandising	388-4808
Financial Aid Office	388-4630
Fitness Center	388-4706
Foreign Language	388-4879
Geology	388-4805
Horticulture	388-4846
KACC Radio—T.V.	388-4772
Legal Assistant	388-4786
Library	388-4645
Management Development	388-4698
Mathematics	388-4663
Media Center	388-4732
Medical Laboratory Technology	388-4696
Mental Health	388-4793
Music	388-4792
Nursing	388-4688
Off-Campus Housing Information	388-4636
Office Administration	388-4810
Physical Plant Operations	388-4743
Physics	388-4805
Public Relations Office	388-4614
Reading	388-4841
Record's Office	
Admission & Enrollment Status	388-4618
FAX	388-4926
Graduation/Transfer Evaluation	388-4621
Transcript Service	388-4615
Veteran's Certification Services	388-4615
Respiratory Care	388-4695
Social Sciences	388-4668
Speech	388-4724
Sports & Human Performance	388-4706
Student Activities Office	388-4698
Student Employment/ Financial Aid Office	388-4630
Technical Programs	388-4730
Testing/Counseling Center	388-4636
Theatre Box Office	388-4727
Vocational Nursing	388-4693
Welding	388-4826

Services for Students with Disabilities

Voice	388-4636
TDD	388-4913

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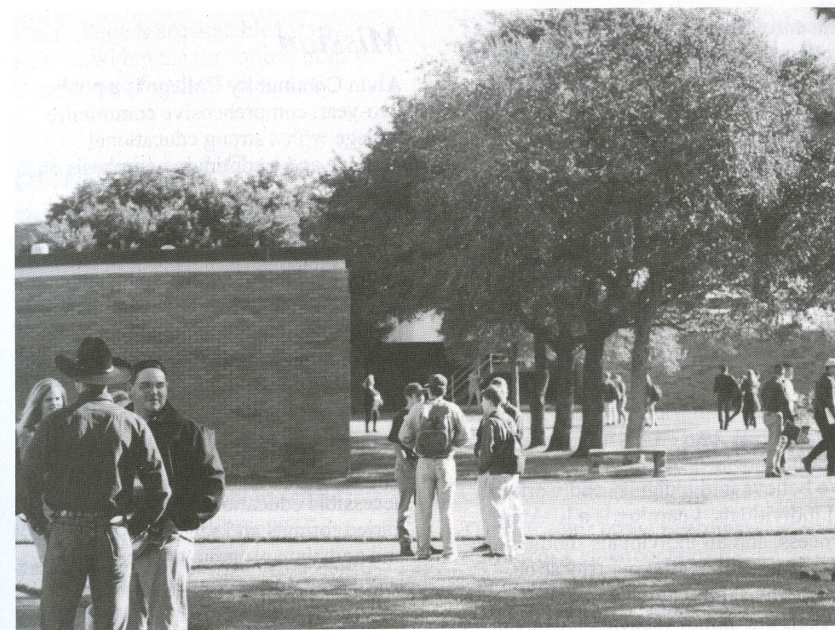
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General Information



History

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

Initially, when the College and public schools were in the same system, the College was part of Alvin High School. The first classes began on September 12, 1949, in facilities which grouped grades 11 through 14 in one building and which placed Alvin under a system

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

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

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

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

Philosophy

We believe in the dignity and worth of all individuals. Learning is a lifelong process, and all individuals should have opportunities for lifelong education. Education should help people develop, to their maximum capacity, technical excellence, occupational proficiency, and academic ability. Education should also provide for personal enrichment. To prosper in a complex and changing society, each individual must learn to think independently, value logical and tested conclusions, develop problem-solving abilities, and function effectively with other people. Competent performance contributes significantly to individual health and happiness and benefits the organizations and communities in which individuals work and live. Alvin Community College is an integral part of the community it serves, and it must respond to identified needs and interests. In delivering educational services, we believe that there is no substitute for the pursuit of excellence.

Mission

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

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

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

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

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

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

Institutional Goals

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

To provide technical instruction to meet the demands for technicians, skilled craftsmen, and semiprofessional workers.

To provide first and second year courses in the arts and sciences and pre-professional curriculums that transfer to senior institutions.

To offer developmental courses that improve the basic skills of students whose academic foundations need strengthening.

To provide individuals of all ages and levels of education with a wide range of opportunities for extending or diversifying their learning experiences.

To provide professional assistance in helping students achieve educational, occupational, and personal goals.

To provide student activities to supplement formal learning through extracurricular development of social, recreational, and cultural aspects of the total college experience.

To provide special programs and services to meet the particular training requirements of new or expanding occupations and to provide constructive responses for the changing needs of the community.

To provide activities and training for the continuous professional growth and competency of all college employees.

To provide support to instructional and student services personnel.

Facilities

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

The first floor of the Learning Resources Center contains the Computer Center, Office of the Associate Dean of Student and Instructional Services, Counseling and Testing Center, Financial Aid and Placement Office, Records Office, Veterans and Graduation Offices, Business Office, Communications Center, and Media Center. The second floor houses the Learning Lab, classrooms, the Library, and offices for the Physical Plant, GED, and various faculty.

The Fine Arts Center contains facilities for the Music Department, Drama Department, and Art Department. Facilities include studios, rehearsal rooms, offices, an art gallery, and the theater/auditorium.

The Health and Paramedical Technologies Center contains offices, classrooms and laboratories for all health-related departments. A Child Care and Development Laboratory School is also located in the building. The lower floor houses the offices of the Dean of Technical Programs.

In addition to the many classrooms and offices located in the Business and Industrial Technologies Center, laboratories are provided for the various programs in the area. Facilities include an open-concept office administration lab and a fashion merchandising window display unit. Facilities for instruction in industrial programs include an electronics lab, auto mechanics lab, and a welding lab and fabrication shop.

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

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

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

The Natural Sciences Building houses seven physical science laboratories, faculty offices, and a greenhouse. The Occupational Technical Building includes a drafting lab/classroom, two additional laboratories, six classrooms, faculty offices, and the Criminal Justice Training Center.

The Court Reporting Center/KACC Radio—T.V. building is the operational center for 89.7 KACC, a federally

licensed FM radio station and student laboratory.

There is parking space on campus for approximately 1,940 vehicles. Continuing Education classes are taught on campus and at various locations throughout the surrounding communities.

Accreditation

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

Public Notice & Compliance Statements

Civil Rights: In compliance with Title VI of the Civil Rights Act of 1964 (P.L. 88-352), Title IX of the Education Amendments of 1972 (P.L. 92-318), and the Age Discrimination Act of 1978 (P.L. 95-256), Alvin Community College does not discriminate against, or exclude from participation in any of its programs or activities either in the student body or the staff, any person on the grounds of sex, race, color, religion, age, handicap, national origin, or veteran status.

Information about rights and grievance procedures is available in the Offices of the Director of Personnel, 713/388-4764 and the Associate Dean of Student and Instructional Services, 713/388-4623, Alvin Community College, 3110 Mustang Road, Alvin, Texas 77511-4898.

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 (auxiliary aids, notetaking assistance, testing accommodations, and registration assistance). ACC supports efforts in making the campus more accessible and encourages students with disabilities to participate in all activities. Students with evidence of disabilities will be assisted by having referrals made to appropriate national, state, community agencies that may offer comprehensive assistance. All avenues will be explored to accommodate the students who have verifiable handicaps. Students seeking assistance should contact the Counseling Center. Information concerning college practices as they relate to Section 504 and ADA should be directed to the Associate Dean of Student & Instructional Services.

Access To Programs: Alvin Community College offers educational and technical programs as described in the ACC Catalog to all persons without regard to sex, race, color, religion, age, handicap, national origin, or veteran status. Admission to these programs is based on college admission requirements and individual program policies as outlined in the catalog.

ACC will take steps to assure that lack of English language skills will not restrict admissions to and participation in all educational and technical programs.

Family Educational Rights And Records Access Annual Notice: In compliance with the Family Educational Rights and Privacy Act of 1974, the College may release

information classified as "directory information" to the general public without the written consent of the student. Directory information includes: student's name, address, and telephone number, dates of attendance, educational institution most recently attended, and other information, including major field of study and degrees and awards received. A student may request that directory information be withheld from the public by giving written notice in person to the Records Office during the first 12 class days of a fall or spring semester or the first four class days of a summer session. If no request to withhold directory information is filed, information is released upon inquiry. Telephone inquiries for directory information are not acknowledged. No transcript or academic record is released without written consent from the student except as specified by law.

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

Illegal Drugs: In compliance with HR 253/SR 645, no illegal drugs shall be allowed on campus, and any student caught with an illegal drug will be suspended from attendance or enrollment for a specified period of time. See the Associate Dean of Student and Instructional Services for a copy of due process procedures.

Standard Of Conduct: The college student is considered a responsible adult. The student's enrollment indicates acceptance of the standards of conduct published in the Student Handbook.

Policy On HIV Infection And AIDS: The Alvin Community College policy on HIV infection and AIDS is available in the office of the Associate Dean of Student and Instructional Services. The educational pamphlet on AIDS developed by the Texas Department of Health is available in the Counseling Center and in brochure racks throughout the campus.

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

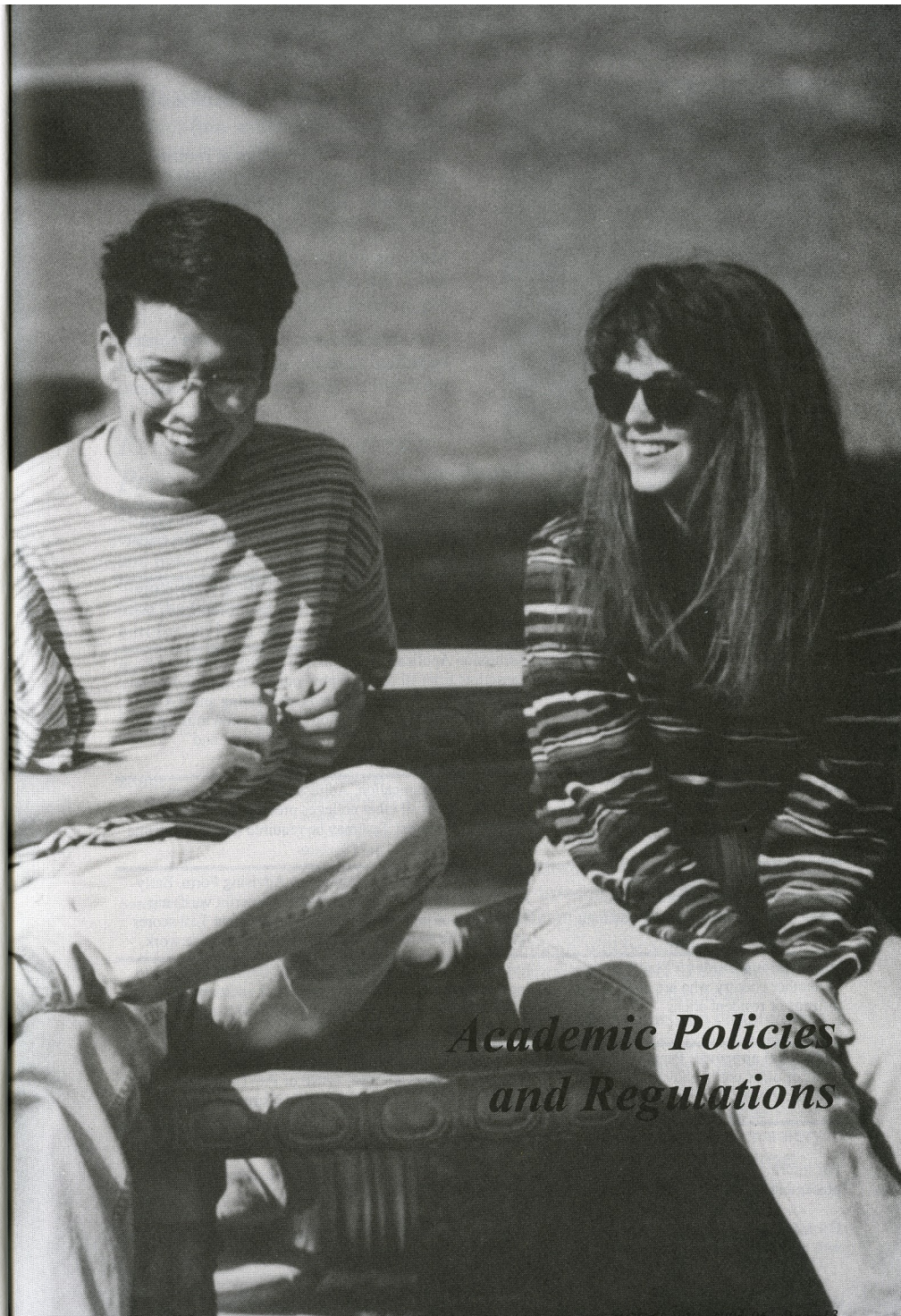
If a student is in an area experiencing severe weather and the college has not officially closed, it is that student's responsibility to exercise caution and decide whether to risk coming to class. Should the student decide not to attend class, the student must contact the instructor about the instructor's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

For information about your rights or about grievance procedures, contact the Associate Dean of Student and

Instructional Services, Alvin Community College, 3110 Mustang Road, Alvin, Texas 77511-4898, 713/388-4623.

Interpretation Of Catalog

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



Academic Policies and Regulations

Admission

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

Alvin Community College is an open admission institution. However, admission to the College does not guarantee admission to specific programs. Some departments require approval before the student may register for their programs and

courses, and special requirements may apply.

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

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

Required forms and documents must be turned in to the Records Office by the deadline (see Academic Calendar).

Classification

Requirements

High school graduate: Graduates from accredited high schools	Admission Application, Admission Advising Form, high school transcript with graduation date, TASP or Placement Test scores.
High school equivalency: Students who have passed the General Educational Development (GED) Test	Admission Application, Admission Advising Form, GED Test scores, TASP or Placement Test scores reflecting the ability to benefit from instruction.
College transfer: Students from another college or university	Admission Application, Admission Advising Form, transcripts from all colleges previously attended. TASP or Placement Test may be required (see Testing and TASP sections). Students on probation or suspension must get approval from the Associate Dean of Student and Instructional Services, (713)388-4623.
Returning student: Former ACC students who have not attended for one or more semesters	Readmission Application, Admission Advising Form, transcripts from all other colleges previously attended. TASP or Placement Test may be required (see Testing and TASP sections).
Early admission: High school students who have completed their junior year and have parental and high school approval	Admission Application, Admission Advising Form, Early Admission Application, high school transcript verifying completion of junior year, TASP or Placement Test scores reflecting the ability to pursue college-level course work.
International student: Students born in another country who are not U.S. citizens or resident aliens	Evidence of a valid visa and approval from the Advisor to International Students are required. For additional requirements, see section on International Student Regulations .
Individual approval: Persons 18 years or older not in above classifications	Admission Application, Admission Advising Form, Individual Approval Form, TASP or Pre-TASP scores reflecting the ability to benefit from instruction.

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

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

Official Records

Records (test scores, transcripts, etc.) are considered official and acceptable for the student's admission file only when sent directly from the issuing institution to the ACC Records Office. Records are not official if marked "Issued to the student." Students are responsible for requesting their official records from the issuing institution. All required official records must be on file by the end of the student's first semester.

Recommended Academic Preparation for College

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

High School Curriculum	Credits	Courses
English Lang. Arts	4	English I-IV
Mathematics	4	Algebra, Geometry, Precalculus, Math elective
Science	3	State Board of Education approved courses include: Physical Science, Biology I and II, Chemistry I and II, Physics I and II
Social Studies	4	United States History (1), United States Govt. (½), World History Studies (1), World Geography (1), Economics (½)
Foreign Language	3	Levels I-III proficiency in the same language
Health	½	½ credit minimum
Fine Arts	1	1 credit minimum
Physical Education	1½	1½ credits
Computer Science	0-1	Demonstrated proficiency
Electives	2 ½	
TOTAL	24¾	



Admission To Specific Curriculums

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

- Child Care and Development
- Court Reporting
- Medical Laboratory Technology
- Musical Theatre
- Nursing
- Nursing—Transition
- Respiratory Care
- Vocational Nursing

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

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

Residence

Classification and Change of Classification

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

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

Proof of Residence

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

To be classified a **Resident**, a student must prove Texas residence for the 12 months immediately prior to 12 noon on the census date for the given semester, by one or more of these documents:

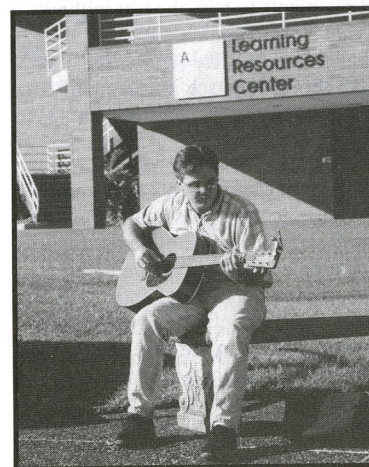
- Texas high school transcript (showing attendance for the last 12 months)

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

To be classified as **In-District**, Texas residents (see above) must prove they physically reside within the geographic boundaries of the ACC District by 12 noon on the census date for the given semester, by one or more of these documents:

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

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



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

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

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

A student's residence status can be affected by the death or divorce of the student's parents, custody of a minor by court order, marriage of the student, active military duty of the student or the student's parents, full-time employment of the student's

spouse or parents in a state-supported college or university in Texas, or temporary assignments of the student's parents out of Texas that do not affect actual legal residence. Further details about residence can be obtained from the Records Office.

Testing

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

- Students who can prove completion of a college-level English course are exempt from the Writing Section.
- Students who can prove completion of a second college-level English course or several other college-level courses with a significant reading component may be exempt from the Reading Section.
- Students who can prove completion of any college-level math course are exempt from the Math Section.
- Students who have provided TASP Test scores and students who have provided proof of TASP exemption based on SAT, ACT, and TAAS (see **TASP** section below) may request exemption from the Placement Test.
- Former ACC students who have already taken the Placement Test do not need to retest.

Test scores are used to place students in appropriate courses; they are not used to deny admission to college. Call (713)388-4636, if you have any questions.

TASP **(Texas Academic Skills** **Program)**

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

TASP-Obligated Students

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

All students who plan to enroll in a teacher training program in Texas are required to take the TASP test.

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

Test Fee Waivers

Alvin Community College receives a limited number of TASP Test Fee Waivers from the Texas Higher Education Coordinating Board. These fee waivers permit qualified financial

aid recipients to take the test without paying a fee. Contact the ACC Financial Aid Office (Room A127 or 713/388-4630) to see if you qualify for the waiver.

TASP-Waived Students

TASP-obligated students who enroll in certificate programs containing less than 9 semester hours of general education courses may have their TASP obligation waived (postponed). The waiver is in effect only while the student remains in the specified certificate. Taking or attempting to take courses outside the certificate plan will result in loss of the waived status.

The following certificate programs are **TASP-waived**:

Air Conditioning and Refrigeration
Child Care and Development*
Correctional Science
Texas Peace Officer
Drafting
Fashion Merchandising
Legal Stenography
Management Development
Mental Health
Office Assistant
Radio Broadcasting
Respiratory Therapy
TV Broadcasting
Vocational Nursing
Word Processing

*May be TASP-obligated depending on choice of electives.

These certificates are **TASP-obligated**: Criminal Justice-Correctional Administration, Electronic Technology, and General Computer Data Processing.

TASP-Exempt Students

The following students may be exempt from TASP requirements:

- students who earned at least 3 semester hours of college-level credit before Fall 1989. Official transcripts must be received in the Records Office by the end of the first semester.
- students who have a baccalaureate or higher degree. Official transcripts must be received in the Records Office by the end of the first semester.
- students who perform at or above the levels set by the Coordinating Board on the ACT, SAT, and TAAS (see below). All subscores must be obtained in one sitting.

Official documentation must be received in the Records Office by the official census date (see Academic Calendar) or the exemption will not be granted.

Initiating requests for exemptions and providing proper documentation in a timely manner are student responsibilities. Exemption request applications are available in the Counseling Center.

- ACT: Composite score of 29 or higher with individual math and English scores of no less than 27. Scores can be no more than 5 years old; "residual" ACT scores are not acceptable.
- SAT: If test date is before April 1995, composite score of 1200 or higher with minimum verbal and math scores of 550. Effective April 1995 and thereafter, a composite score of 1270 or higher with minimums of 620 on the verbal test and 560 on the math test. Scores can be no more than 5 years old; PSAT scores are not acceptable.

- TAAS: If test date is before Spring 1994, scale scores of 1800 or higher on all 3 relevant tests (reading, writing, math). Scores from Spring 1994 onward must indicate a reading TLI of 90 or higher, a math TLI of 87 or higher, and a writing scale score of 1800 or higher. TAAS scores can be no more than 3 years old.

Passing Scores

Students who take the TASP Test **before** September, 1995, and make a score of 220 in each skill area (reading, mathematics, and writing) are considered passing TASP. Effective fall semester, 1995, the state minimum passing standard will be a score of 230 in reading and in mathematics (writing will remain at a scale score of 220). All new students and students in TASP-required remediation will become immediately liable for passing the TASP (or failed sections) at the new standard.

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

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

General Education Course List

ACC courses with the following prefixes qualify as *general education* courses (except those in parentheses). Any certificate requiring fewer than 9 semester hours from this list will qualify a student for a TASP waiver.

ARTS, BIOL, CHEM, DRAM (1220-21, 2120-21), ECON, ENGL (0309,0310), FREN, GEOG, GEOL, GERM, GOVT, HIST, HORT, HUMA, MATH (0309,0310,0312), MUSI, PHED, PHYS, PSYC (0309), READ (0309, 0310,0312), SOCI, SPAN, SPCH

Academic Advising

Students who enter ACC for the first time (including transfer students) and students returning to ACC after an absence of one or more semesters must participate in advisement before they will be admitted. Students should complete placement testing (see **Testing** section) before their advising session or **bring TASP score reports to the session. Transfer students should also bring copies of transcripts or grade reports from all other institutions they have attended.** Admission advisement is done by the Counseling Center staff.

The College provides students with information and academic advice to assist them in making proper academic decisions. The Counseling Center, program director, and department head are responsible for providing current and accurate information and advice concerning the academic and vocational programs of the College. The student is responsible for seeking advice, for knowing and meeting the requirements of the selected degree or certificate program, and for enrolling in appropriate courses in the proper sequence to ensure orderly and timely progress toward the degree or certificate. The student is also responsible for knowing and meeting TASP and other testing requirements. Students transferring credit are responsible for knowing the transfer policies of the receiving college or university.

Placement Regulations

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

The complete listing of courses with established pre- and co-requisites is published each semester in the Class Schedule.

International Student Regulations

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

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

1. A completed application form.
2. Official transcripts for at least the last four years of secondary school study and for any university-level or other

post-secondary school work. These records must list all subjects taken, grades earned or examination results in each subject, and all diplomas and certificates awarded. If these documents are not in English, *they must be accompanied by authorized English translations.*

3. A score of at least 500 on the Test of English As A Foreign Language (TOEFL), administered by Educational Testing Service, Princeton, NJ, or adequate competency in English instruction courses.
4. An Affidavit of Support that documents proof of available funds to cover both personal and educational expenses while in this country.
5. A health form or physician's statement verifying student's immunization record.
6. For students transferring from another US college or university, an educational background letter from the International Student Office at that institution.
7. A security deposit of \$500, refundable when the student graduates or transfers.

Once admitted, students must obtain personal health insurance for the duration of their studies and must enroll in and attend International Student Orientation each semester during their first year.

International students interested in receiving an *ACC Catalog*, a class schedule, an ACC application, and TOEFL information should send an international money order for \$25 to the Office of International Student Affairs, Alvin Community College, 3110 Mustang Road, Alvin, Texas 77511-4898, or call (713) 388-4636.

Evaluation Of Previous Education

Traditional Education

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

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

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

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

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

Tech-Prep Education

State approved Tech-Prep programs link high schools, the college, business, and industry to meet the needs of local and regional employers and students by providing career ladder technical preparation (Tech-Prep) resulting in an Associate of Applied Science Degree. A key element in the Tech-Prep program is

acceptance of high school course work meeting college-level standards toward the AAS Degree.

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

A Tech-Prep degree audit listing requirements for the AAS Degree and the high school credit to be recognized toward degree completion

An admission status letter outlining any unmet admission requirements

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

Non-Traditional Education

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

Examinations

Consult the Counseling Center, Records Office, or department

chairperson for information on approved tests.

Alvin Community College -
Departmental Exams

American College Testing -
Proficiency Examination
Program

Certified Professional Secretary
Examination

College Board: College Level
Examination Program - Subject

College Board Advanced
Placement

Defense Activity for
Non-Traditional Education
Support - Subject

Registered Professional Reporter
Examination

Other

Educational Credit for Training
Programs—ACE
Recommendations

Military Schools and
Training—ACE
Recommendations

Texas Law Enforcement Academy
Certification

Credit from other than regionally accredited colleges and universities may be considered for application to certificate or degree requirements when acceptability and equivalency to Alvin Community College courses are determined. References used include: The Guide to Evaluation of Educational Experiences in the Armed Forces, The National Guide to Educational Credit for Training Programs, or other equivalency guides which may be published by the American Council on Education.

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

Evaluation Procedure for Non-Traditional Education

Course Work and Nationally Recognized Examinations

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

- The student applies at the Records Office during the first semester of attendance. The student must list all sources of non-traditional education to be considered, insure that all documents, official transcripts, and official test scores are on file in the Records Office not later than the end of the first semester attended, and pay a non-refundable fee. See page 29 for fee. Official documentation must be sent directly from the college, university, or testing agency. Transcripts or test scores issued to the student will not be accepted.
- Non-traditional education will be accepted as equivalent to ACC courses if the non-traditional education matches courses offered under the ACC catalog in effect at the time of acceptance. To be accepted, non-traditional education must be equal to ACC courses in content and credit hours. Any change of degree or certificate program requiring reevaluation requires a new application and fee.
- Departmental approval of equivalency to ACC courses offered is obtained for credit awards.
- No more than fifteen semester credit hours of non-traditional education may be accepted toward a student's certificate or associate degree. Credit granted for non-traditional education is posted to the student's transcript on completion of the evaluation.

Non-traditional credit is noted as NT/EX (non-traditional educational experience) and is assigned a grade of S.

Departmental Examinations

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

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

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

Core Curriculum

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

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

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

In compliance with state mandates and recommendations, and in an effort to provide sound educational service to our students, ACC will require that all students seeking an Associate of

Arts or Associate of Science degree complete the core curriculum of 44 semester hours. Emphasis will be placed on the development of adequate skills in reading, writing, speaking, and critical thinking within the core curriculum. The core is also designed to enhance the students' perspectives related to multi-cultural awareness and to help students establish broad and multiple perspectives on the individual in relationship to the larger society.

Core Curriculum Requirements for Associate of Arts and Associate of Science

Core Component	Course Options	Required Sem. Hrs.
Composition/ Written Communication	ENGL 1301, ENGL 1302	6
Cross Cultural Studies	Select one from the following courses: SOC 2319, ANTH 2346, FREN 2311, FREN 2312, GERM 2311, GERM 2312, SPAN 2311, HIST 2341	3
History	Select two from the following courses HIST 1301, HIST 1302, HIST 2301	6
Literature	Select one from the following courses: ENGL 2322, ENGL 2323, ENGL 2326, ENGL 2332, ENGL 2333, MUSI 1308 ¹ , MUSI 1309 ¹	3
Mathematics	Select one from the following courses: MATH 1314, MATH 1316, MATH 1324, MATH 1335, MATH 1348, MATH 2413, MATH 2414	3
Physical and Life Sciences	Select two from the following courses: BIOL 1408 ² , BIOL 1409 ² , BIOL 2401, BIOL 2402, CHEM 1405, CHEM 1407, CHEM 1411, CHEM 1412, GEOL 1403, GEOL 1404, PHYS 1401, PHYS 1402, PHYS 2425, PHYS 2426	8
Political Science	GOVT 2301, GOVT 2302	6
Visual/Performing Arts	Select one from the following courses: ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2366, MUSI 1306, MUSI 1308, MUSI 1309, MUSI 1310	3
Oral Communication	Select one from the following courses: SPCH 1315, SPCH 1318, DRAM 2366 ³	3
Social/Behavioral Sciences	Select one from the following courses: SOC 1301, PSYC 2301, ECON 2301, ECON 2302	3
Total Core Credits		44

¹Music majors only. ²See ACC and University of Houston-University Park 2+2 Plan. ³Music and Drama majors only.

Resolution Of Transfer Disputes

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

1. If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course credit is denied.
2. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Coordinating Board rules and/or guidelines.
3. If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the institution whose credit is denied for transfer shall notify the Commissioner of the denial.

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

Physical Activity Requirement

Alvin Community College recognizes the importance of physical activity/ education as a collegiate concept; therefore, the College requires two semester hours of physical activity as partial satisfaction of curriculum requirements. The two physical activity courses may not have the same number.

Registration

Early Registration

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

Late Registration

Students who do not register during early or regular registration may register late according to the dates and times published in the Class Schedule each semester. There is no late registration fee, but students must still be admitted to the College to be eligible for late registration. Students entering classes late are held responsible for material presented during their absence and must consult with the instructor. Complete details are published each semester in the Class Schedule.

Schedule Changes

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

Registration Requirements for Transfer Students

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

Class Schedules

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

Audit / Credit Registration

Audit registration is permitted on the last day of late registration each semester on a space available basis to admitted students who do not wish credit for the course.

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

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

Senior Citizens Audit Registration

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

Concurrent Enrollment

Students who are concurrently enrolled at another college or university may not exceed a total of 18 semester credit hours during a long term (Fall or Spring), except that students with a 3.0 or higher grade point average may exceed this limit with written approval from the Dean of Instruction, Student and Community Services or his designee. Summer term students who are concurrently enrolled may not exceed a total of 7 semester credit hours for a six-week term or 14 hours for the combined summer terms. See page 30 for tuition adjustment eligibility.

Tuition And Fees - Fall & Spring Semesters

This schedule represents fees based on residence status and number of hours taken. Alvin Community College reserves the right to change without notice the schedule of tuition and fees. Registration does not become official tuition and fees are paid.

For information about Tuition Adjustmest, see Page 30.

CRED HRS	TUITION			SPECIAL FEES				TOTAL CHARGES**		
	RES-IN	RES-OUT	NON-RES	O/DIS FEE*	BLDG USE FEE	STU/SERV	REG FEE	RES-IN	RES-OUT	NON-RES
1	\$ 84	\$ 84	\$200	\$ 10	\$ 3	\$15	\$15	\$117	\$127	\$ 243
2	84	84	200	20	6	15	15	120	140	256
3	84	84	200	30	9	15	15	123	153	269
4	84	84	200	40	12	15	15	126	166	282
5	84	84	200	50	15	15	15	129	179	295
6	84	84	240	60	18	15	15	132	192	348
7	98	98	280	70	21	15	15	149	219	401
8	112	112	320	80	24	15	15	166	246	454
9	126	126	360	90	27	15	15	183	273	507
10	140	140	400	100	30	15	15	200	300	560
11	154	154	440	110	33	15	15	217	327	613
12	168	168	480	120	36	15	15	234	354	666
13	182	182	520	130	39	15	15	251	381	719
14	196	196	560	140	42	15	15	268	408	772
15	210	210	600	150	45	15	15	285	435	825
16	224	224	640	150	48	15	15	302	452	868
17	238	238	680	150	51	15	15	319	469	911
18	252	252	720	150	54	15	15	336	486	954
19	266	266	760	150	57	15	15	353	503	997
20	280	280	800	150	60	15	15	370	520	1,040

Res-In: Resident, In District

Res-Out: Resident, Out of District

Non-Res: Non-resident (Out-of-state or International student)

***Out-of-District Fee:** \$10 per credit hour, not to exceed \$150. Applies to Res-Out and Non-Res.

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

Tuition And Fees - Summer Semester

This schedule represents fees based on residence status and number of hours taken. Alvin Community College reserves the right to change without notice the schedule of tuition and fees. Registration does not become official tuition and fees are paid.

For information about Tuition Adjustmest, see Page 30.

CRED HRS	TUITION			SPECIAL FEES				TOTAL CHARGES**		
	RES- IN	RES- OUT	NON- RES	O/DIS FEE*	BLDG USE FEE	STU/ SERV	REG FEE	RES- IN	RES- OUT	NON- RES
1	\$ 84	\$ 84	\$200	\$ 10	\$ 3	\$5	\$15	\$107	\$117	\$ 233
2	84	84	200	20	6	5	15	110	130	246
3	84	84	200	30	9	5	15	113	143	259
4	84	84	200	40	12	5	15	116	156	272
5	84	84	200	50	15	5	15	119	169	285
6	84	84	240	60	18	5	15	122	182	338
7	98	98	280	70	21	5	15	139	209	391
8	112	112	320	80	24	5	15	156	236	444
9	126	126	360	90	27	5	15	173	263	497
10	140	140	400	100	30	5	15	190	290	550
11	154	154	440	110	33	5	15	207	317	603
12	168	168	480	120	36	5	15	224	344	656
13	182	182	520	130	39	5	15	241	371	709
14	196	196	560	140	42	5	15	258	398	762
15	210	210	600	150	45	5	15	275	425	815
16	224	224	640	150	48	5	15	292	442	858
17	238	238	680	150	51	5	15	309	459	901
18	252	252	720	150	54	5	15	326	476	944
19	266	266	760	150	57	5	15	343	493	987
20	280	280	800	150	60	5	15	360	510	1,030

Res-In: Resident, In District

Res-Out: Resident, Out of District

Non-Res: Non-resident (Out-of-state or International student)

***Out-of-District Fee:** \$10 per credit hour, not to exceed \$150. Applies to Res-Out and Non-Res.

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

Special Fees

Credit by Exam

Per semester hour \$14

Graduation Fees**

Cap and Gown \$20

Each Diploma \$10

Lab Fees and Course-Related Fees

ACCT2340 \$ 8

AIRC \$17

ARTS \$ 8

AUTO \$17

BIOL \$12

CHEM \$ 8

CHID \$ 8

COMM \$12

COMM2332 \$15

CSCI \$10

CTRP \$ 8

CTRP2320 \$12

CRIJ2335 \$20

DRFT \$10

ELEC \$ 8

FREN \$ 8

GEOL \$ 8

GERM \$ 8

MELT \$ 8

MELT2313 \$17.50

MELT2322 \$13

MELT2412 \$22.50

MENH1321 \$21

MENH1322 \$20

MENH2323 \$20

MENH2324 \$20

MUAP \$50

(\$25 per semester hour)

NURS1300 \$ 6

NURS1400 \$24

NURS1410 \$24

NURS1800 \$24

NURS1900 \$24

NURS2200 \$20

NURS2400 \$24

NURS2410 \$17

NURS2900 \$24

OFAD \$10

PHYS \$ 8

RESC \$ 8

RESC1500 \$22.50

RESC2214 \$22.50

RESC2214 \$100

(Advanced Cardiac Life Support

Program Fee)

SPAN \$ 8

VOCN1800 \$13

VOCN1901 \$15.25

VOCN1911 \$15.25

Non-traditional Education Evaluation

Fee

Per request \$30

Parking Permit Fee (Annual)

First vehicle \$10

Each additional vehicle \$5

Physical Education (PHED) Fees

Towel/Locker use \$6

Water Safety \$15

Bowling \$40

Golf \$50

Scuba Diving \$75

Registration Fee

Non-refundable \$15

Returned Check Fee

Per check \$10

Short-Term Loan Processing Fee

Minimum (per transaction) . . \$1

Maximum (per transaction) . \$5

**Pay graduation fee to Business

Office; take receipt to College Store

to order caps and gowns.

Tuition Adjustment

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

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

Refund Policy

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

- The student must officially withdraw in writing (see **Student Withdrawal** section).
- Withdrawals are dated the day they are received in the Records Office.
- Class-day count begins at 8:00 a.m. on the date identified "Classes Begin" in the Academic Calendar each semester.
- If a student's tuition and fees are met through financial aid, the refund is applied first to the financial aid source and then to the student.
- Refunds are available approximately six weeks after the close of registration.
- Refunds for Title IV grants will be made according to the refund schedule available in the Financial Aid Office.

Refund - Complete Withdrawal

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

Fall and Spring Semesters:

Prior to 1st class day	100% refund less \$15 registration fee
1st through 5th class day	80% refund
6th through 10th class day	70% refund
11th through 15th class day	50% refund
16th through 20th class day	25% refund
After 20th class day	No refund

Summer Sessions:

Prior to 1st class day	100% refund less \$15 registration fee
1st through 3rd class day	80% refund
4th through 6th class day	50% refund
After 6th class day	No refund

Refund - Schedule Change

If a student remains enrolled in the College through the 12th class day of a fall/spring semester or 4th class day of a summer term but officially withdraws from one or more courses during that time, he will receive a 100% refund of the *decrease* in tuition and fees. There is no schedule change refund after these dates.

If a student changes his schedule and the net result is an *increase in tuition and fees*, he must pay the difference. If a student changes his schedule and the net result is *no change in tuition and fees*, there is no charge.

Schedule changes must be completed in the Business Office. Students who do not complete the process are not added to or dropped from courses as they intended.

Academic Regulations

Academic Classification

Academic classification is determined as follows:

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

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

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

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

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

Academic Load

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

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

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

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

Maximum Load: The maximum full-time load for a fall or spring semester is 18 semester hours. For a 12-week summer session the maximum full-time load is 14 hours; for a six-week summer session, 7 semester hours. The maximum full-time load for the combined six- and twelve-week summer sessions is 14 semester hours. Students with a grade point average of 3.0 or greater may exceed the maximum full-time load during the fall and spring semesters with written approval of the Dean of Instruction, Student and Community Services or his designee.

Minimum Load: No minimum load is required.

Admission to Classes/Attendance

Students may not attend classes without completing registration, including payment of all tuition and fees. Only students registered for classes may attend classes. To avoid disruption of classroom instruction, children of enrolled students may not attend classes. Further, cellular phones, pagers, and other electronic equipment which may be considered disruptive to instruction should not be brought to class. (See Section 8.11,d of the *ACC Procedures Manual*.) In emergencies, students may be contacted through the Campus Police Office, (713) 388-4800.

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

Regular attendance in classes is expected. If an absence is unavoidable, the student is responsible for completing all work missed during the absence. Any work missed and

not subsequently completed will affect the grade of the student regardless of the reason for the absence.

Instructors may initiate administrative withdrawal procedures for students who exceed course absence standards.

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

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

Student Withdrawal

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

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

Students should withdraw in person; however, a signed request mailed or faxed, (713)388-4929, to the Records Office is acceptable. The official

withdrawal date will be the date the withdrawal is received in the Records Office.

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

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

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

Grades for Withdrawals

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

Administrative Withdrawal

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

Grading

Grade-Point Value

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

- and non-course-based remediation when the student is making satisfactory progress toward course objectives and needs additional time and instruction to master the material.
- S** Satisfactory — Grade points not assigned
The **S** is used only for non-course-based remediation and non-traditional education.
- U** Unsatisfactory — Grade points not assigned
The **U** is used only for non-course-based remediation.
- W** Withdrawn — Grade points not assigned
Students who file withdrawal requests by the published deadline will receive a **W** grade.

Calculation of Grade Points

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

Grade Point Averages

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

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

The **College Grade Point Average** is computed by dividing the total grade points earned by the total semester

hours in college level courses attempted at Alvin Community College. This grade point calculation excludes developmental courses.

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

Grade Range

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

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

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

Grade Reporting

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

Grades are available to students by the following means:

- Grade reports mailed at the end of each semester by the Records Office to the student's address of record. This allows students to monitor their performance immediately.
- Student Information Sheets provided to each student as part of each semester's registration. This allows students to review

their cumulative academic record prior to course selection for each semester.

- Transcripts provided by the Records Office which are the official reports of courses, grades and credits awarded by the College.

Grade Change

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

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

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

Academic Honors

Presidential Scholar

To be designated a Presidential Scholar, a student will have completed 45 college-level semester hours at Alvin Community College, will have attained 18 university-parallel credits, and will have maintained a 3.9 college grade point average while attending ACC. No grade earned at ACC must have been below a "B." Student must have completed 12 semester hours at ACC during the previous calendar year. Sports and Human Performance activity credits are excluded.

Dean's List

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

Merit List

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

Academic

Suspension/Probation

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

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

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

A student is placed on academic probation when he fails to maintain at least a 2.0 cumulative grade-point average on a minimum of 6 semester hours. The probation stands until the student raises his cumulative GPA to 2.0 or higher. A student whose cumulative and semester GPA's are less than 2.0 is required to meet with a counselor prior to registration to verify the conditions necessary for his continued enrollment at the College. The student's maximum course load may be limited to improve the student's chances for success.

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

Student Records Policy And Procedures

Other than directory information, the College does not release any information concerning a student without the written consent of the

student (or his parent, if the student is a minor).

Release Of Directory Information

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

Name Or Address Change

Students are responsible for maintaining current personal information in their ACC file by completing a Student Data Change Request Form in the Records Office. Personal information includes such items as name, address, telephone number, emergency contact, and academic information. Any communication mailed to the name and address on file is considered delivered.

Challenge To Accuracy Of Records

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

Records On Hold

A student's records are placed on hold when the student has an outstanding obligation, such as records obligation, library fine, traffic violation, financial aid obligation, business obligation, or

other obligation. The hold prohibits the student from future registration or from releasing his records (transcript) for any purpose. The Counseling Center or Records Office will assist the student in determining the office which placed the hold. The student must go to the appropriate department (i.e., library, college police, etc.) to clear the obligation.

Transcript Requests

Students may request official transcripts by completing the Request For Transcript Service form or by letter or fax, (713) 388-4929. The letter or fax must include the student's name at the time of last attendance, current name, social security number, date of birth, approximate date of last attendance, and signature. All requests must provide a complete address to which the transcript is to be sent or they will be returned.

Except for peak operational periods in the Records Office, transcript services are provided within 24 hours of receipt of the request. There is no charge for transcripts sent by regular, first-class mail. Express transcript service is provided when pre-paid and arranged for by the student. Students must contact the express service for rates and procedures. To ensure security of records, Alvin Community College does not fax transcripts.

Grievance Procedure

Students who have a grievance not covered by other sections of this catalog should first discuss the matter with the individual concerned. If the student wishes to pursue the matter, he must present his grievance in writing to the department chair or program director. If necessary, the grievance will then be directed through the appropriate division chair to the Dean of Instruction, Student

and Community Services, and the Academic Affairs Committee. If the matter is still unresolved, the student may request through the President a hearing before the Board of Trustees.

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

Developmental Courses

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

Developmental Courses:

English 0309, English 0310,
Math 0309, Math 0310,
Math 0312,
Reading 0309, Reading 0310,
Reading 0312,
Orientation 1100
Psychology 0309

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

Graduation

Graduation Policy

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

Graduation Requirements

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

1. meet entrance requirements.
2. fulfill all course requirements of a particular curriculum as specified in the *ACC Catalog*.
3. complete 24 semester hours in residence at Alvin Community College for a two-year program; complete 12 semester hours in residence for a one-year program. In either program at least half the hours in residence must be in the student's major. Semester hours granted for nontraditional education, including credit-by-examination, do not apply toward hours in residence required for graduation.
4. earn a minimum 2.0 grade point average in courses completed at ACC which apply to the student's particular degree or certificate, and a minimum 2.0 in combined

ACC courses and transfer courses which apply to the student's particular degree or certificate.

5. complete two semester hours of physical activity courses for a two-year program.
6. pass the Texas Academic Skills Program (TASP) Test, if not exempt or waived from the test (waivers apply to specific certificates only).
7. have on file a plan for *each* degree or certificate sought.
8. file an application for graduation with the Records Office by the deadline.
9. resolve all financial obligations to the College and return all borrowed materials including library books. Students who fail to resolve such obligations will have their records placed on "hold," prohibiting graduation.
10. attend commencement exercises or obtain an excuse from the Associate Dean of Student and Instructional Services.

Graduation Under A Particular Catalog

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

Course Substitution

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

Graduation Honors

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

Appropriate scholastic achievement honors are recorded on the student's records:

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

Educational Guarantee

University Parallel Programs — Transfer Credit

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

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

The transfer plan must include:

- a. courses to be taken for transfer,
- b. the name of the institution to which the student plans to transfer,

- c. the bachelor's degree and major the student plans to pursue,
- d. the date the decision was made, and
- e. an Associate of Arts or Associate of Science degree plan

If all of the above conditions are met and a course or courses are not accepted by a receiving institution in transfer, the student must notify the Dean of Instruction, Student and Community Services within ten (10) days of notice of transfer credit denial so that a "Transfer Dispute Resolution" process can be initiated.

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

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

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

Technical Programs — Competent Job Skills

Alvin Community College hereby guarantees that recipients of an

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

1. The student must have earned the Associate of Applied Science degree or certificate as of May 1993 or thereafter 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 as identified by ACC as program exit competencies and must specify the areas of deficiency within ninety (90) days of the student's initial employment.
5. Upon receipt of the employer's written notice, an educational plan for retraining will be developed by the Dean of Technical Programs and other appropriate personnel.
6. Retraining will be limited to nine (9) credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.

7. All retraining must be completed within a calendar year from the time 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.

Degrees And Certificates

Degree programs are two-year, 62-76 semester-hour programs; certificate programs are one-year, 30-48 semester-hour programs. Developmental courses may not be used to fulfill the requirements for a degree or certificate.

The Associate In Arts (AA) Degree:

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

The Associate In Arts (AA) Degree—General Studies

This degree is awarded for a sixty-four hour multidisciplinary academic program pursued by students who do

not have a specific baccalaureate degree goal. The core curriculum and core academics for this program include English, fine arts, history, government, mathematics, speech, sciences, and physical activity.

The Associate In Science (AS) Degree:

Biological Science
Business Administration
Mathematics
Physical Science

The Associate In Applied Science (AAS) Degree:

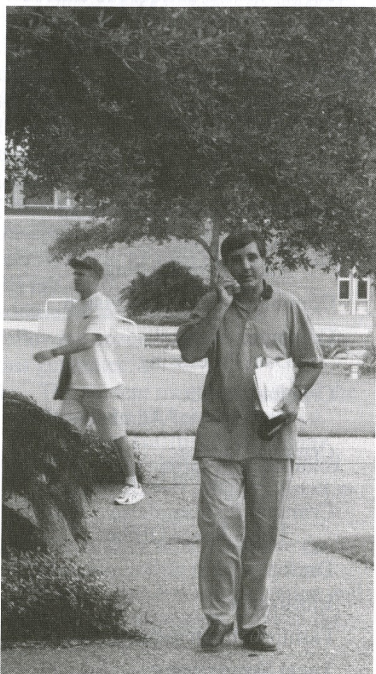
Accounting
Aerospace Technology-Mechanical Systems
Child Care and Development
Communications-Radio Broadcasting
Communications-Television
Computer Science Technology
Computer Repair Technology
Court Reporting
Criminal Justice-Correctional Science
Criminal Justice-Law Enforcement & Police Administration
Drafting Technology
Electronic Technology
Fashion Merchandising
Legal Assistant
Management Development
Medical Lab Technology
Mental Health
Nursing
Office Administration-Office Professional
Office Administration-Legal Office Professional
Office Administration-Medical Office Professional
Respiratory Care

The Certificates:

Air Conditioning and Refrigeration
Automotive Technology
Child Care and Development
Communications-Radio Broadcasting
Communications-Television
Computer Science-Data Processing
Criminal Justice-Correctional Administration
Criminal Justice-Correctional Science
Criminal Justice-Texas Peace Officer
Drafting
Electronics
Fashion Merchandising
Legal Stenography
Management Development
Mental Health
Office Administration-Office Assistant
Office Administration-Word Processing
Respiratory Care Technician
Vocational Nursing

Second Degree Or Certificate

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



Definitions Of Academic Terms

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

Admission:

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

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

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

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

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

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

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

Faculty: The instructional staff of the College.

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

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

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

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

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

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

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



Student Services

Counseling Center

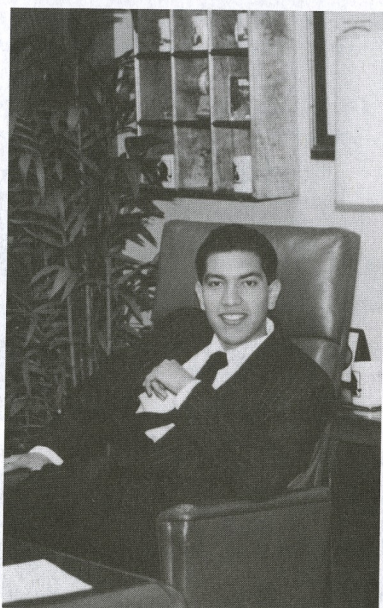
Alvin Community College maintains a staff of professional counselors and academic advisors. The Counseling Center assists students in making decisions regarding their vocational, educational, and personal plans. As a part of this assistance, students have access to tests, inventories, and occupational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

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

The Peer Leader Program, offered by the Counseling Center, makes available to the students of ACC, peers who are knowledgeable about college operations so that they might help fellow students with the unfamiliar situations that sometimes accompany first-time college enrollment. For more information, contact the Counseling Center.

Career Library

The career library, located in the Counseling Center, contains various materials and resources concerning jobs, careers, and colleges for students interested in college transfer and career opportunities. Included in the career library resources is an annually updated microfiche collection of catalogs from virtually all U.S. colleges and universities. The microfiche reader-printer is available to students, staff, and faculty.



Dolphin Preview For New Students

In order to ease the transition into college, to acquaint new students with college programs, and to promote success in college, an orientation program is scheduled by the Student Services Department prior to registration each fall and spring semester. ACC student services staff members, faculty, administrators, and current students are available to provide information on programs, courses, transfer, registration, services, physical layout of campus, and student activities and organizations. Contact the Counseling Center for additional information.

Learning Enhancement and Achievement Program (LEAP)

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

Orientation 1100: College Adjustment

ORIE1100 is a one-semester-hour developmental course designed to give students many of the survival skills needed in college. Topics covered in ORIE1100 include: time management, study skills, test taking, stress reduction, assertiveness training, career exploration, and decision making. Students who want to take ORIE1100 should include it on their course plans when they register. For additional information, see the Description of Courses in this catalog or contact the Counseling Center.

Services For Students With Disabilities

Alvin Community College complies with the ADA and Section 504 by making reasonable adjustments and accommodations for qualified students with disabilities who want to participate in its education programs. Students requesting accommodations because of a disability should notify the Counseling Center at least 30 days

prior to the beginning of the semester. Some special services include pre-enrollment counseling and scheduling assistance, special equipment, notetaking assistance, testing accommodations, sign interpreters, and referral services. Information and assistance may be obtained from the Counselor for Students with Disabilities located in the Counseling Center, (713)388-4636 or TDD number (713)388-4913.

Texas Rehabilitation Commission

Texas Commission for the Blind

Students with disabilities which constitute a substantial barrier to employment may receive vocational rehabilitation services. The Texas Rehabilitation Commission (TRC) provides tuition assistance, diagnostic testing, and counseling for eligible individuals who have a physical or mental disability. The Texas Commission for the Blind (TCB) provides this assistance for the blind and the visually-impaired. Because approval of the student's vocational objective must come from the appropriate Commission, prospective students should apply early for this assistance at the nearest office of either the TRC or the TCB, preferably at least 6 weeks prior to registration. Contact the Counseling Center for more information, or contact the nearest office of the TRC or TCB for eligibility requirements and information.

Financial Assistance

The student financial aid program at Alvin Community College provides financial assistance to students who otherwise would be unable to attend

college. Although the College constantly seeks additional support for student loans, scholarships, and grants, funds are limited in some of these areas.

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

Students who apply for financial aid must:

- complete all requirements for admission to the College;
- complete the college's application for financial aid; and
- complete an application for Federal student aid.

Students must apply for financial aid in person. Further, students must submit a new financial aid 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 in the Financial Aid Office. All information provided to this office remains confidential.

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

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

make application to the Financial Aid Office early in order to satisfy deadlines.

Financial Aid Programs

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

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

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

Federal Stafford Loan Program: This loan program permits students to obtain low-interest loans from private lending agencies. The process is begun by applying for a Pell Grant. Eligibility requirements include, but are not limited to, need. If a student is

otherwise eligible, the Student Financial Aid Officer can certify the loan application. These loans are normally made through banks, credit unions, or savings and loan associations who participate in the program.

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

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

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

Hazlewood Act: Veterans discharged honorably and under honorable conditions, who were Texas residents at the time of induction into military service, who have no further entitlement to Veterans Educational Benefits or other federal educational benefits, as determined by Financial Aid eligibility, and who have resided in Texas for the 12 months preceding registration may be eligible for exemption of tuition and some fees. Application for Hazlewood Act exemption is made through the Records Office, Veterans Coordinator. Veteran students must provide an original or a certified copy of DD Form 214 and proof of Texas



residence. Additionally, Hazlewood Act applicants must begin Financial Aid processing 6 weeks prior to registration to establish eligibility for exemption. Eligible Hazlewood Act students must secure from the Records and Financial Aid Offices a Tuition Exemption Approval Form by the census date of each semester to qualify for exemption. Census dates, published in the Class Schedule, are the 12th class day for fall and spring semester and 4th class day for summer semesters.

Job Training Partnership Act (JTPA): Eligible students may receive tuition, fees, books, career counseling, and part-time employment. To be eligible for the JTPA program, students must (1) meet financial need criteria and (2) enroll in a vocational program. For information, contact the JTPA Office, (713) 388-4627.

Scholarships

Athletic Grants-in-Aid

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

Music Grants-in-Aid

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

Institutional Departmental Academic Scholarships

Departmental academic scholarships are provided to qualified students in:

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

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

Other Scholarships

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

- ACC Association of Educational Office Personnel Scholarship
- ACC Fashion Group Scholarship
- Aerospace Tech/Rockwell Space Operations
- Alvin-Manvel Area Chamber of Commerce Industrial Development Scholarship
- Bill and Donna Gardin Scholarship (Business)
- Francis Joseph (Joe) Phillips Memorial Scholarship
- M. B. Ward Scholarship
- James Williams Scholarship (Drama)
- Hollis McGinness Memorial Scholarship (Alvin Noon Lions Club)
- Paul Lawson Scholarship (Drama)
- Presidential Scholarship
- Presidential Service Award Scholarship (Alvin High School Graduating Senior)
- Rotary Club Scholarship (Alvin Rotary)
- Scott Memorial Scholarship (Law Enforcement)

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

Veterans Administration Benefits

Alvin Community College has been approved for VA educational training. Prospective students who are veterans or *eligible* veterans' dependents should contact either the VA Regional Office or the campus Veterans Service Desk in the Records Office for application forms and further information. Early application is advised. VA recipients are expected to comply with standards of academic progress listed below. *VA certification is not an automatic process; the veteran must request certification each semester.*

Standards of Academic Progress For Students Receiving VA Benefits

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

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

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

This action suspends VA educational benefits.

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

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

Job Placement Service

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

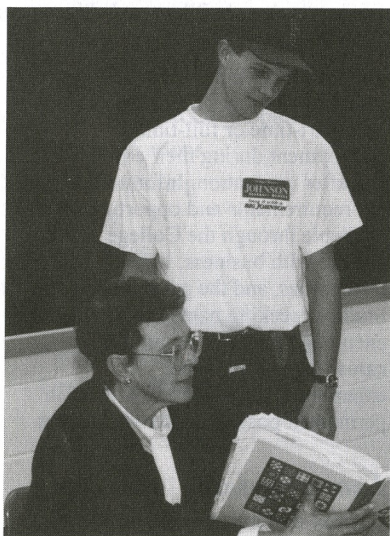
Learning Lab

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

tutoring is available by appointment. All services of the Lab are free.

Library

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



Campus Services

Cafeteria

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

Child Care Laboratory

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

College Store

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

Fitness Center

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

Health Insurance

Health insurance is the responsibility of the student or, in the case of a minor, the student and his parents or guardian. A student's eligibility for coverage under his parents' policy may depend on the student's age,

dependency status on federal tax returns, and the total hours of enrollment. Students or parents are advised to consult their insurance carrier for specific terms of eligibility.

Parking

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

Student Activities

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

Student Organizations

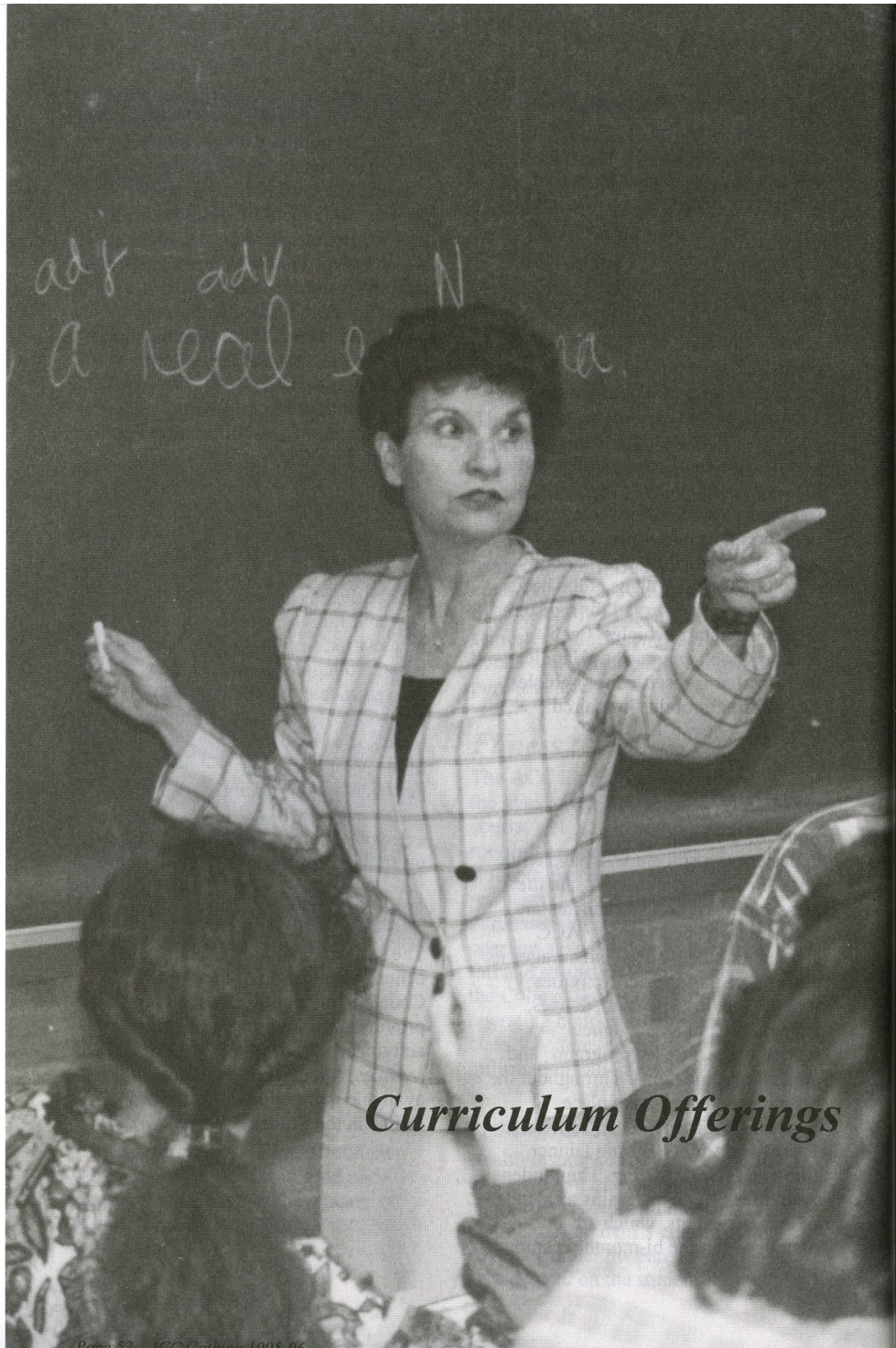
Alvin Community College offers a variety of student organizations classified as curriculum-related, service, social, and religious, as well as a very active Student Government Association. The SGA represents the students' interests, assists with campus programming, and serves as an official channel of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

Athletics

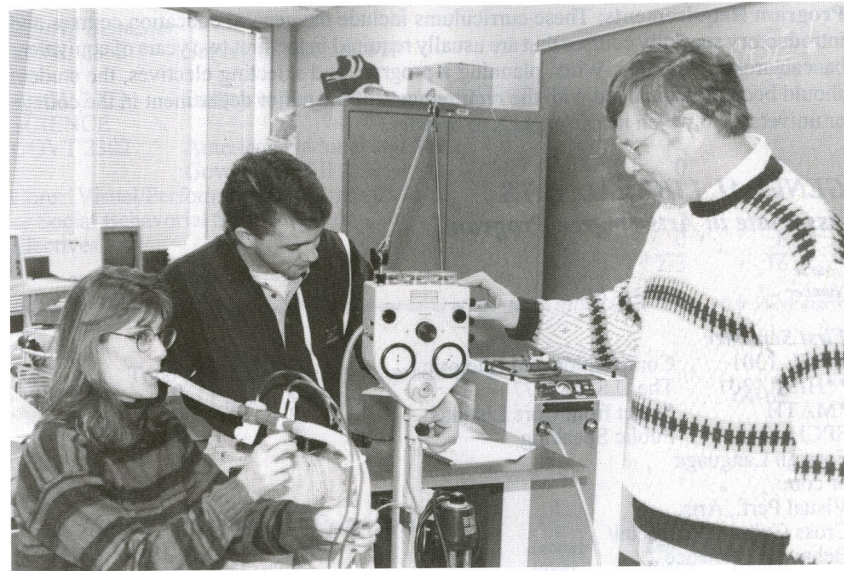
The College is a member of the National Junior College Athletic Association (NJCAA) and participates in intercollegiate competition in men's baseball, women's volleyball and women's fast-pitch softball. Soccer is offered as a club sport. Students have the opportunity to participate in intramural and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

Student Handbook

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



Curriculum Offerings



ACADEMIC PROGRAMS

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

ASSOCIATE IN ARTS DEGREE

Degree: Associate in Arts (A.A.)

Length: Four-Semester (Two-Year) Program

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

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

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

GENERAL LIBERAL ARTS
Associate in Arts Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 1301	Composition and Rhetoric I	3	0	3
**HIST 1301	The U.S. to 1877	3	0	3
*MATH	Select from Core Listings	3	0	3
SPCH 1315	Public Speaking	3	0	3
Foreign Language or core: Visual Perf., Arts, Cross Cultural, or Social/ Behavioral Science				
PHED	Physical Activity	3	0-2	3-4
		0	3	1
		15	3-5	16-17
Second Semester				
ENGL 1302	Composition and Rhetoric II	3	0	3
**HIST 1302	The U.S. Since 1877	3	0	3
Core: Visual/Performing Arts, Cross Cultural, or Social/Behavioral Science,				
MATH	Any College Level Mathematics	3	0	3
Foreign Language or Elective				
PHED	Physical Activity	3	0-2	3-4
		0	3	1
		15	3-5	16-17
Third Semester				
ENGL 2332	Survey of Literature I	3	0	3
or				
ENGL 2322	Survey of English Literature I	3	0	3
SCIENCE	Select from Core	3	2-3	4
GOVT 2301	American National and State Governments I	3	0	3
Core: Visual/Performing Arts, Cross Cultural, or Social/Behavioral Science,				
Elective		3	0	3
		3	0	3
		15	2-3	16

Fourth Semester

ENGL 2333	Survey of Literature II	3	0	3
or				
ENGL 2323	Survey of English Literature II	3	2-3	4
SCIENCE	Select from Core	3	2-3	4
GOVT 2302	American National and State Governments II	3	0	3
Core: Visual/Performing Arts, Cross Cultural, or Social Behavioral Science and/or Electives				
		6	0	6
		15	2-3	16

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

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

ART
Associate in Arts Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 1301	Composition and Rhetoric I	3	0	3
**HIST 1301	The U.S. to 1877	3	0	3
ARTS 1311	Design I	0	6	3
ARTS 1316	Drawing I	0	6	3
ARTS 1303	Art History I	3	0	3
PHED	Physical Activity	0	3	1
		9	15	16
Second Semester				
ENGL 1302	Composition and Rhetoric II	3	0	3
**HIST 1302	The U.S. Since 1877	3	0	3
ARTS 1312	Design II	0	6	3
ARTS 1317	Drawing II	0	6	3
ARTS 1304	Art History II	3	0	3
PHED	Physical Activity	0	3	1
		6	15	16
Summer I Semester				
ENGL 2332	Survey of Literature I	3	0	3
GOVT 2301	American National and State Governments I	3	0	3
		6	0	6
Summer II Semester				
ENGL 2333	Survey of Literature II	3	0	3
GOVT 2302	American National and State Governments II	3	0	3
		6	0	6

Third Semester

ARTS 2316	Painting I	0	6	3
ARTS	Elective	0	6	3
SOCI 1301	Principles of Sociology	3	0	3
or				
PSYC 2301	General Psychology			
Science	Select from Core	3	2	4
MATH 1314	College Algebra	3	0	3
		9	14	16

Fourth Semester

ARTS 2326	Sculpture I	0	6	3
Science	Select from Core	3	2	4
SPCH 1318	Interpersonal Communication	3	0	3
ARTS	Elective	0	6	3
ANTH 2346	Introduction to Anthropology	3	0	3
		9	14	16

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

Total Minimum Credits Required for
Arts Degree 76

DRAMA

Associate in Arts Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 1301	Composition and Rhetoric I	3	0	3
*HIST 1301	The U.S. to 1877	0	0	3
DRAM 1220	Rehearsal and Performance	0	6	2
DRAM 1322	Movement & Dance for the Performing Arts	1	3	3
DRAM 1310	Introduction to Theatre Arts	3	2	3
SCIENCE	Select from Core Listing	3	2-3	4
		13	13-15	18

Second Semester

ENGL 1302	Composition and Rhetoric II	3	0	3
*HIST 1302	The U.S. Since 1877	3	0	3
DRAM 1221	Rehearsal and Performance	0	6	2
DRAM 1351	Introduction to Acting	2	4	3
DRAM 1341	Stage Makeup	2	4	3
SCIENCE	Select from Core Listing	3	2-3	34
		13	16-17	18

Third Semester

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

Fourth Semester

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

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

Total Minimum Credits Required for
Drama Degree 74

MUSIC - INSTRUMENTAL CONCENTRATION

Associate in Arts Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
Summer Before Freshman Year				
HIST 1301	The United States to 1877	3	0	3
ENGL 1301	Composition & Rhetoric I	3	0	3
HIST 1302	The United States Since 1877	3	0	3
		9	0	9
First Semester				
ENGL 1302	Composition and Rhetoric II	3	0	3
*MUSI 1308	Survey of Music Literature	3	0	3
MUSI 1311	Music Theory	3	0	2
MUSI 1216	Ear Training and Sight-Singing	0	3	2
MUSI 1181	Class Piano	1	1	1
MUSI 1127	Concert Band	0	5	1
MUAP	App. Music: Principal Instr.	1	4	2
PHED	Physical Activity	0	3	1
		11	16	15

Second Semester

MUSI 1309	Survey of Music Literature	3	0	3
MUSI 1312	Music Theory	3	0	2
MUSI 1217	Ear Training and Sight-Singing	0	3	2
*MUSI 1182	Class Piano	1	1	1
MUSI 1127	Concert Band	0	5	1
MUAP	App. Music: Principal Instr.	1	4	2
PHED	Physical Activity	0	3	1
SOCI 1301	Principles of Sociology	3	0	3
or				
PSYC 2301	General Psychology			

TT T6 T5

Summer Session

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

9 0 9

Third Semester

MATH 1314	College Algebra	3	0	3
SCIENCE	Select from Core	3	3	4
MUSI 2311	Music Theory	3	0	2
MUSI 2216	Ear Training and Sight-Singing	0	3	2
*MUSI 2181	Class Piano	1	1	1
MUSI 2127	Concert Band	0	5	1
MUAP	App. Music: Principal Instr.	1	4	2

TT T6 T5

Fourth Semester

SOCI 2319	American Minorities	3	0	3
or				
ANTH 2346	Introduction to Anthropology			
SCIENCE	Select from Core	3	3	4
MUSI 2312	Music Theory	3	0	2
MUSI 2217	Ear Training and Sight-Singing	0	3	2
MUSI 2182	Class Piano	1	1	1
MUSI 2127	Concert Band	0	5	1
MUAP	App. Music: Principal Instr.	1	4	2

TT T6 T5

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

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

Total Minimum Credits Required
for a Music Degree 78

MUSIC - VOICE CONCENTRATION

Associate in Arts Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
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Summer Before Freshman Year

**HIST 1301	The United States to 1877	3	0	3
ENGL 1301	Composition and Rhetoric I	3	0	3
**HIST 1302	The United States Since 1877	3	0	3

9 0 9

First Semester

ENGL 1302	Composition and Rhetoric II	3	0	3
MUSI 1308	Survey of Music Literature	3	0	3
MUSI 1311	Music Theory	3	0	2
MUSI 1216	Ear Training and Sight-Singing	0	3	2
*MUSI 1181	Class Piano	1	1	1
MUSI 1141	Concert Choir	0	5	1
MUAP 1281	Applied Music: Voice	1	4	2
PHED	Physical Activity	0	3	1

TT T6 T5

Second Semester

MUSI 1309	Survey of Music Literature	3	0	3
MUSI 1312	Music Theory	3	0	2
MUSI 1217	Ear Training and Sight-Singing	0	3	2
*MUSI 1182	Class Piano	1	1	1
MUSI 1141	Concert Choir	0	5	1
MUAP 1282	Applied Music: Voice	1	4	2
DRAM 2336	Theatre Speech	3	0	3
MUSI 1159	Musical Theatre	1	4	1

T2 T3 T5

Summer Session

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

9 0 9

Third Semester

SOCI 2319	American Minorities	3	0	3
or				
ANTH 2346	Introduction to Anthropology			
MUSI 2311	Music Theory	3	0	2
MUSI 2216	Ear Training and Sight-Singing	0	3	2
*MUSI 2181	Class Piano	1	1	1
MUSI 2141	Concert Choir	0	5	1
MUAP 2281	Applied Music: Voice	1	4	2
SCIENCE	Select from Core	3	3	4
PHED	Physical Activity	0	3	1

TT T9 T6

Fourth Semester

MATH1314	College Algebra	3	0	3
SCIENCE	Select from Core	3	3	4
MUSI 2312	Music Theory	3	0	2
MUSI 2217	Ear Training and Sight-Singing	0	3	2
MUSI 2181	Class Piano	1	1	1
MUSI 2141	Concert Choir	0	5	1
MUAP 2282	Applied Music: Voice	1	4	2
		T1	T6	T5

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

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

Total Minimum Credits Required
for a Music Degree 79

SPORTS & HUMAN PERFORMANCE

Associate in Arts Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 1301	Composition and Rhetoric I	3	0	3
*HIST 1301	The U.S. to 1877	3	0	3
MATH 1314	College Algebra	3	0	3
PHED 1302	Intro. to Sports & Human Performance	3	0	3
CSCI 1400	Introduction to Computer Science	3	3	4
PHED	Physical Activity	0	3	1
		T5	T6	T7
Second Semester				
ENGL 1302	Composition and Rhetoric II	3	0	3
*HIST 1302	The U.S. Since 1877	3	0	3
PHED 1304	Personal and Community Health	3	0	3
PSYC 2301	General Psychology	3	0	3
PHED	Physical Activity	0	3	1
SOCI 2319	American Minorities	3	0	3
		T5	T3	T6
Third Semester				
ENGL 2322	Survey of English Literature I	3	0	3
or ENGL 2332	Survey of Literature I			
BIOL 1408	General Biology I	3	3	4
GOVT 2301	American National and State Governments I	3	0	3
PHED 1306	First Aid	3	0	3
PHED	Physical Activity	0	3	1
MENH 1310	Drug Use & Abuse	3	0	3
		T5	T6	T7

Fourth Semester

MUSI 1310	History of Rock/Jazz	3	0	3
BIOL 1409	General Biology II	3	3	4
GOVT 2302	American National and State Governments II	3	0	3
PHED 1309	Officiating-Basketball, Football	3	0	3
PHED	Physical Activity	0	3	1
SPCH 1315	Public Speaking	3	0	3
		T5	T6	T7

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

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

ASSOCIATE IN ARTS - GENERAL STUDIES DEGREE

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

Length: Four-Semester (Two-Year) Program

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

ASSOCIATE IN ARTS - GENERAL STUDIES DEGREE

Course Title	Credits
English 1301 and English 1302	6
** History 1301 and History 1302	6
Government 2301 and Government 2302	6
Speech 1315	3
Physical Activity	2
Physical and Life Science (select from core)	8
Mathematics (select from core)	3
Visual/Performing Arts (select from core)	3
Literature (select from core)	3
Cross Cultural Studies (select from core)	3
Social/Behavioral Sciences (select from core)	3
Multidisciplinary Electives	18
	T64

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

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

ASSOCIATE IN SCIENCE DEGREE

Degree: Associate in Science (A.S.)

Length: Four-Semester (Two-Year) Program

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

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

Program Requirements: Although the major emphasis in these curriculums is in mathematics, biological science, and physical science, the curriculums also include courses in the humanities and social sciences. When planning a program and selecting electives, the student should become acquainted with the requirements of the major department in the college or university to which he/she expects to transfer.

BIOLOGICAL SCIENCE

Associate in Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
BIOL 1408	General Biology I	3	3	4
CHEM 1411	General Chemistry & Analysis I	3	4	4
ENGL 1301	Composition and Rhetoric I	3	0	3
MATH	Select from Core	3	0	3
*HIST 1301	The U.S. to 1877	3	0	3
PHED	Physical Activity	0	3	1
		15	10	18
Second Semester				
BIOL 1409	General Biology II (Botany)	3	3	4
CHEM 1412	General Chemistry & Analysis II	3	4	4
ENGL 1302	Composition and Rhetoric II	3	0	3
Visual/Performing Arts, Cross Cultural or Social/Behavioral Science - Select from Core		3	0	3
*HIST 1302	The U.S. Since 1877	3	0	3
PHED	Physical Activity	0	3	1
		15	10	18

Third Semester

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

Fourth Semester

BIOL 2420	Microbiology	3	3	4
or				
BIOL 2402	Anatomy and Physiology II			
CHEM 2425	Organic Chemistry	3	4	4
Visual/Perf. Arts, Cross Cultural or Social/Behavioral Sciences - Select from Core		3	0	3
GOVT 2302	American National & State Government II	3	0	3
SPCH 1315	Public Speaking	3	0	3
		15	7	17

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

Total Minimum Credits Required
for Biological Science Degree 69-70

BUSINESS ADMINISTRATION

Associate in Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 1301	Composition and Rhetoric I	3	0	3
MATH 1314	College Algebra	3	0	3
HIST 1301	The U.S. to 1877	3	0	3
SCIENCE	PHYS 1401, CHEM 1405, BIOL 1408 or GEOL 1403	3	3	4
*Cross Cultural	Select from Core	3	0	3
PHED	Physical Activity	0	3	1
		15	6	17

Second Semester

ENGL 1302	Composition and Rhetoric II	3	0	3
**MATH 1324	Finite Math			
or				
MATH 1325	Business Calculus	3	0	3
***HIST 1302	The U.S. Since 1877	3	0	3
SCIENCE	PHYS 1402, CHEM 1412, BIOL 1409, or GEOL 1404	3	3	4
Visual/ Performing Arts	Select from Core	3	0	3
PHED	Physical Activity	0	3	1
		15	6	17

Third Semester

Literature	ENGL 2322, ENGL 2326			
or				
ENGL 2332		3	0	3
ACCT 2301	Financial Accounting	3	1	3
GOVT 2301	American National and State Governments I	3	0	3
ECON 2301	Principles of Economics I	3	0	3
BUSI 2301	Business Law I	3	0	3
		15	1	15

Fourth Semester

SPCH 1315	Public Speaking	3	0	3
ACCT 2302	Managerial Accounting	3	1	3
GOVT 2302	American National and State Governments II	3	0	3
ECON 2302	Principles of Economics II	3	0	3
CSCI 1400	Intro. to Computer Science	3	3	4
		15	4	16

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

MATHEMATICS

Associate in Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 1301	Composition and Rhetoric I	3	0	3
MATH 1314	College Algebra	3	0	3
MATH 1316	Plane Trigonometry	3	0	3
***HIST 1301	The U.S. to 1877	3	0	3
PHED	Physical Activity	0	3	1
Elective	**Physical & Life Sciences Select from Core	3	2-4	4
		15	5-7	17

Second Semester

ENGL 1302	Composition and Rhetoric II	3	0	3
MATH 1348	Analytic Geometry	3	0	3
***HIST 1302	The U.S. Since 1877	3	0	3
PHED	Physical Activity	0	3	1
Elective	**Physical & Life Sciences Select from Core	3	2-4	4
Elective	Cross Cultural Studies Select from Core	3	0	3
		15	5-7	17

Third Semester

ENGL 2332	Survey of Literature I			
or				
ENGL 2322	Survey of English Literature I	3	0	3
GOVT 2301	American National and State Governments I	3	0	3
MATH 2413	Differential and Integral Calculus	4	0	4
SPCH 1315	Public Speaking	3	0	3
Elective	Visual/Performing Arts Select from Core	3	0	3
		16	0	16

Fourth Semester

ENGL 2333	Survey of Literature II			
or				
ENGL 2323	Survey of English Literature II	3	0	3
GOVT 2302	American National and State Governments II	3	0	3
MATH 2414	Differential and Integral Calculus	4	0	4
Elective	Social/Behavioral Sciences Select from Core	3	0	3
Elective	College Level	3	0	3
		16	0	16

** Accounting Majors should take MATH 1325 to assure admission into upper level Accounting programs.

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

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

PHYSICAL SCIENCE

Associate in Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
CHEM 1411	General Chemistry and Analysis I	3	4	4
ENGL 1301	Composition and Rhetoric I	3	0	3
**HIST 1301	The U.S. to 1877	3	0	3
SPCH 1315	Public Speaking	3	0	3
PHED	Physical Activity	0	3	1
Cross Cultural	Select from Core	3	0-2	3
		15	7-9	17

Second Semester

CHEM 1412	General Chemistry and Analysis II	3	4	4
ENGL 1302	Composition and Rhetoric II	3	0	3
**HIST 1302	The United States Since 1877	3	0	3
MATH 1316	Plane Trigonometry	3	0	3
or				
MATH 1348	Analytic Geometry			
Visual/Perf. Arts	Select from Core	3	0	3
PHED	Physical Activity	0	3	1
		15	7	17

Third Semester

*SCIENCE	Recommended for Majors	6	6-7	8
ENGL 2332	Survey of Literature I			
or				
ENGL 2322	Survey of English Literature I	3	0	3
GOVT 2301	American National and State Governments I	3	0	3
MATH 2413	Differential & Integral Calculus I	4	0	4
		16	6-7	18

Fourth Semester

*SCIENCE	Second half of science courses taken third semester	6	6-7	8
GOVT 2302	American National and State Governments II	3	0	3
MATH 2414	Differential & Integral Calculus II	4	0	4
Social/Behaviorial Science		3	0	3
		16	6-7	18

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

Chemistry majors should take CHEM 2425 & either PHYS 2425 or BIOL 1408.

Geology majors should take GEOL 1403 and either PHYS 1401 or BIOL 1408.

Physics majors should take PHYS 2425 and either BIOL 1408 or GEOL 1403.

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

Total Minimum Credits Required for
a Physical Science Degree 70

ASSOCIATE IN APPLIED SCIENCE DEGREE

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

Length: Four-Semester (Two-Year) Program

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

Aerospace Technology	Electronic Technology
Mechanical Systems Option	Fashion Merchandising
Chemical Technology	Legal Assistant
Child Care	Management Development
Communications	Medical Laboratory Technology
Computer Science Technology	Mental Health
Computer Repair Technology	Nursing, A.D.N.
Court Reporting	Office Administration
Criminal Justice	Executive Secretary
Correctional Science	Legal Secretary
Law Enforcement	Medical Secretary
Drafting Technology	Respiratory Care

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

AEROSPACE TECHNOLOGY - MECHANICAL SYSTEMS OPTION

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

Length: Four-Semester (Two-Year) Program

Purpose: The Aerospace Technology Curriculum has been developed by the Consortium for Aerospace Technical Education (CATE) to provide technically competent employees to the aerospace industry immediately upon completion of an approved two-year plan of study in one of three specific fields available at this time: Data Management Systems, Electrical Systems, and Mechanical Systems. The first year of study is completed at any one of the three participating colleges: Alvin Community College, College of the Mainland, and San Jacinto College. Students choosing to study the Data Management Systems option will continue their studies at San Jacinto College, while students choosing the Electrical or Mechanical Systems options will complete their studies at College of the Mainland or Alvin Community College, respectively.

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

Program Requirements: In addition to the general requirements for admission to ACC, entry into the aerospace technology program requires college level proficiency in reading, writing, algebra, and plane trigonometry. **PLEASE NOTE:** There are citizenship requirements for successful completion of the program and subsequent employment in the Space Industry. Check with the Department Chair for the latest restrictions.

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
* AERO 1310	Introduction to Aerospace	3	0	3
ENGL 1301	Composition & Rhetoric I	3	0	3
**CSCI 1400	Introduction to Computer Science	3	3	4
MATH 1348	Analytic Geometry	3	0	3
SOCI 1301	Principles of Sociology	3	0	3
PHED	Physical Activity	0	3	1
		15	6	17
Second Semester				
AERO 1311	Technical Writing for Aerospace	3	0	3
**ELTE 1430	DC Theory and Circuit Analysis	3	3	4
MATH 2413	Differential & Integral Calculus	3	3	4
CSCI 2460	Computer Programming - PASCAL	3	3	4
PHED	Physical Activity	0	3	1
		11	12	16
Third Semester				
AERO 2440	Fluid Flow and Heat Transfer	3	3	4
AERO 2441	Blueprint Reading-Aerospace Systems	3	3	4
CHEM 1411	General Chemistry and Analysis I	3	3	4
PHYS 2425	Mechanics and Heat	3	3	4
		12	12	16
Fourth Semester				
AERO 2340	Practical Thermodynamics	3	0	3
AERO 2442	Principles of Thermal Control	3	3	4
AERO 2410	Aerospace Operations	3	3	4
SPCH 1318	Interpersonal Communication	3	0	3
Elective	College Level	3	0	3
		15	6	17

Total Minimum Credits Required for Aerospace Technology Degree 66

* Students who complete AERO I & II at high school level will not have to take this class. They will be given advanced standing for AERO 1310.

** Students who take these courses at high school level may receive advanced placement or take a challenge exam.

ADVANCED SKILLS CERTIFICATE - TECH PREP

AERO 2310	Aerospace Internship	1	20	3
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Total Credits Required for A.A.S. Advanced Skills Certificate - Aerospace Technology Degree 69

CHILD CARE AND DEVELOPMENT

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

Length: Four-Semester (Two-Year) Program

Purpose: The curriculum in child care and development prepares individuals for career services in day care 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 care.

Admission Requirements: In addition to the general requirements for admission to the college, entry into the child care and development program requires a personal interview with the Child Care and Development Department.

Program Requirements: Approximately one-half of the curriculum includes courses in child care with the remaining courses in related areas, general education, and electives. Instruction includes both the theoretical concepts and practical applications needed for future success in child care work or related activities. Students are urged to consult with their faculty advisor and the Counseling Center in planning their program and selecting electives. Upon satisfactory completion of the program, the graduate will be awarded the Associate in Applied Science Degree.

NOTE: Students interested in the Bachelor of Science degree in Early Childhood Education should consult the department chairperson regarding articulation with university programs.

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
CHID 1300	Pre-School and Day Care Programs	3	0	3
CHID 1200	Child Care Recreation	1	2	2
CHID 1310	Creative Activities for Young Children	2	3	3
SOCI 1301	Principles of Sociology	3	0	3
ENGL 1301	Composition and Rhetoric I	3	0	3
PHED	Physical Activity	0	3	1
		12	8	15
Second Semester				
CHID 1320	Literature and Language Arts for Young Children	2	3	3
CHID 1330	Infant and Toddler Care	3	0	3
PSYC 2308	Child Growth and Development	3	0	3
CHID 1340	Math and Science for Young Children	2	3	3
SPCH 1318	Interpersonal Communication	3	0	3
PHED	Physical Activity	0	3	1
		13	9	16

Third Semester

CSCI 1400	Intro. to Computer Science	3	3	4
BIOL 2306	Environmental Conservation	3	0	3
CHID 2320	Child Growth and Develop.			
	Preschool to Middle Childhood	3	0	3
CHID 2301	Child Care Internship I	2	20	3
or				
CHID 2420	Seminar and Field Work	3	8	4
Elective	College Level	3	0	3
		T4	T17/23	T6/17

Fourth Semester

CHID 2302	Child Care Internship II	2	20	3
or				
CHID 2430	Special Project	3	8	4
CHID 2410	Administration of Preschool			
	and Daycare Programs	2	4	4
PHED 1306	First Aid	3	0	3
SOCI 2301	Marriage & Family Relationships	3	0	3
CHID 2310	Child Nutrition and Health Care	3	0	3
		T3	T27/24	T6/17

Total Credits Required for
a Child Care & Development Degree 63/65



RADIO/TELEVISION COMMUNICATIONS

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

Length: Four-Semester (Two-Year) Program

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

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

OPTION I - Radio Broadcasting

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
COMM 1307	Intro. to Mass Communications	3	0	3
COMM 2333	Radio News Workshop	2	3	3
ENGL 1301	Composition and Rhetoric I	3	0	3
CSCI 1400	Introduction to Computer Science	3	3	4
PHED	Physical Activity	0	3	1
COMM 2311	Writing for Mass Media	3	0	3
		T4	9	T7
Second Semester				
COMM 2320	Intern. in Electronic Media-Radio	1	20	3
COMM 2301	Basic Radio Production	2	4	3
COMM 1302	Basic Recording Techniques	1	2	3
COMM 2331	Radio and TV Announcing	3	0	3
SOCI 1301	Principles of Sociology	3	0	3
		T0	26	T5
Third Semester				
COMM 2302	Advanced Radio Production	2	4	3
COMM 2321	Intern. in Electronic Media-Radio	1	20	3
COMM 1301	Intermediate Recording Techniques	1	2	3
or				
COMM 1303	Advanced Recording Techniques			
COMM 2327	Principles of Advertising	3	0	3
*HIST 1301	The United States to 1877	3	0	3
PHED	Physical Activity	0	3	1
		T0	29	T6

Fourth Semester

COMM 2328	Public Relations	3	0	3
COMM 2322	Broadcast Management	2	3	3
SPCH 1315	Public Speaking	3	0	3
MATH 1314	College Algebra	3	0	3
Elective	College Level	3	0	3
		<u>14</u>	<u>3</u>	<u>15</u>

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

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

OPTION 2 - Television Broadcasting

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
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First Semester

COMM 1307	Intro. to Mass Communications	3	0	3
COMM 1336	TV Production I	2	3	3
COMM 2311	Writing for Mass Media	3	0	3
PHED	Physical Activity	0	3	1
CSCI 1400	Introduction to Computer Science	3	3	4
ENGL 1301	Composition and Rhetoric I	3	0	3
		<u>14</u>	<u>9</u>	<u>17</u>

Second Semester

COMM 2324	Internship in Electronic Media-TV	1	20	3
COMM 1337	TV Production Workshop	2	3	3
COMM 2331	Radio and TV Announcing	3	0	3
COMM 2334	TV News Workshop	2	3	3
SOCI 1301	Principles of Sociology	3	0	3
PHED	Physical Activity	0	3	3
		<u>11</u>	<u>29</u>	<u>16</u>

Third Semester

COMM 2325	Internship in Electronic Media-TV	1	20	3
COMM 2327	Principles of Advertising	3	0	3
COMM 2366	Development of the Motion Picture	2	3	3
*HIST 1301	The United States to 1877	3	0	3
Elective		3	0	3
		<u>12</u>	<u>23</u>	<u>15</u>

Fourth Semester

COMM 2328	Public Relations	3	0	3
COMM 2322	Broadcast Management	2	3	3
SPCH 1315	Public Speaking	3	0	3
MATH 1314	College Algebra	3	0	3
Elective	Communications Course	3	0	3
		<u>14</u>	<u>3</u>	<u>15</u>

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

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



ACC fields teams in fastpitch softball.



Soccer is offered as a club sport.

COMPUTER SCIENCE TECHNOLOGY - COMPUTER PROGRAMMING

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

Length: Four-Semester (Two-Year) Program

Purpose: The computer science technology curriculum develops in students the skills, knowledge, attitudes, and abilities which will enable them to function in positions of responsibility in the current employment market. Special emphasis is given to computer programming, and each student is urged to consult with the Counseling Center or faculty advisor.

Program Requirements: The curriculum in computer science is a two-year program encompassing instruction in the many areas required for competence as a technician in the computer science industry. Approximately one-half of the curriculum includes courses in computer technology, with the remaining courses in technically related areas: mathematics, business, and general education. This curriculum provides a broad background, qualifying the student to perform effectively in several different occupational areas of the computer science technology field. Upon completion of the two-year curriculum, with an over-all grade point average of 2.0 for all computer science courses attempted, the student will be awarded the Associate in Applied Science Degree with a major in Computer Science Technology, specializing in business computer programming.

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
CSCI 1400	Introduction to Computer Science	3	3	4
or				
CSCI 1300	Intro. to Computers & Program Design			
CSCI 1420	FORTRAN Programming			
or				
CSCI 1440	COBOL Programming			
or				
CSCI 1461	Pascal Programming	3	3	4
ENGL 1301	Composition & Rhetoric I	3	0	3
HIST 1301	The United States to 1877	3	0	3
MATH 1314	College Algebra	3	0	3
		<u>15</u>	<u>3-6</u>	<u>16-17</u>
Second Semester				
CSCI 1470	C Programming	3	3	4
CSCI 1432	Data Communications & Networking	3	0-3	3-4
or				
CSCI 2300	Business System Analysis			
MATH 1316	Plane Trigonometry	3	0	3
ENGL 1302	Composition & Rhetoric II	3	0	3
HIST 1302	The United States Since 1877	3	0	3
		<u>15</u>	<u>3-6</u>	<u>16-17</u>

Third Semester

CSCI 2480	Database	3	3	4
or				
CSCI 2432	Advanced Networking			
ACCT 2301	Financial Accounting	3	0	3
GOVT 2301	American Natl. & State Govts. I	3	0	3
SPCH 1315	Public Speaking	3	0	3
PHED	Physical Activity	0	3	1
Elective	College Level	3	0	3
		<u>15</u>	<u>6</u>	<u>17</u>

Fourth Semester

CSCI				
Elective		3	3	4
or CSCI 2436	Cooperative Education	1	20	4
ACCT 2302	Managerial Accounting	3	0	3
GOVT 2302	American Natl. & State Govt. II	3	0	3
PHED	Physical Activity	0	3	1
Elective	College Level	3	0	3
		<u>10-12</u>	<u>6-23</u>	<u>14</u>

Total Credits Required for
a Computer Science Degree..... 63/65

Electives for Associate in Applied Science Degree

CSCI 1486	Ada Programming Language
CSCI 2333	Data Structures
CSCI 2436	Cooperative Education
CSCI 2411	Visual Basic Programming
CSCI 2461	Advance Pascal Programming
CSCI 2470	Computer Programming - Adv. C
CSCI 2474	C++ Programming Language
CSCI 2476	Visual C++ Programming
CSCI 2484	Database Programming
CSCI 2486	Advance Ada Programming Language

COMPUTER REPAIR TECHNOLOGY

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

Length: Four-Semester (Two-Year) Program

Purpose: A computer system technologist from ACC is a well paid semiprofessional person who has developed computational skills, analytic abilities, and computer programming techniques to work with all kinds of computer systems. His or her employment opportunities in the exploding computer industry are virtually unlimited. Generally, a computer systems technologist will be employed in the sales, evaluation, selection, and/or installation of computer equipment for industrial business and private applications.

To qualify, a computer systems technologist student will spend one year in the study of circuit actions of electronic components and their use as building blocks in the design of electronic equipment. In the second year, he or she will learn the techniques of integrating

computers and computer controlled systems. This will include the study of computer programming languages and their use in controlling and integrating computer systems.

After graduation from the two-year program, the ACC graduate will be prepared to work the exciting and ever-expanding field of computer electronics. He or she will also be qualified to enter a university with Junior standing, in pursuit of a B.S. degree in Computer Systems Technology, hardware or software options.

Program Requirements: In addition to the general admission requirements for ACC, entry into the Associate of Applied Science Curriculum in Computer Systems Technology requires a proficiency in Algebra, English, and Reading. Students who lack proficiency will be required to complete developmental courses in the above subjects prior to enrolling in ELTE courses.

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ELTE 1410	Introduction to Electronics	3	3	4
ELTE 1430	DC Theory & Circuit Analysis	3	3	4
CSCI 1420	FORTRAN Programming	3	3	4
MATH 1314	College Algebra	3	0	3
ENGL 1301	Composition & Rhetoric I	3	0	3
		15	9	18
Second Semester				
ELTE 1440	AC Theory & Circuit Analysis	3	3	4
ELTE 2421	Electronic Devices & Circuits	3	3	4
ELTE 2423	Digital Integrated Circuits	3	3	4
CSCI 2450	Computer Programming (Assembly)	3	3	4
MATH 1316	College Trigonometry	3	0	3
		15	12	19
Third Semester				
ELTE 2422	Linear Integrated Circuits	3	3	4
ELTE 2480	Computer Controlled Systems	3	3	4
CSCI 1470	Computer Programming -C	3	3	4
ENGL 2311	Technical Communication	3	0	3
PHED	Physical Activity	0	3	1
		12	12	16
Fourth Semester				
ELTE 2475	Microprocessor Hardware Interfacing	3	3	4
SOCI 1301	Principles of Sociology	3	0	3
SPCH 1315	Public Speaking	3	0	3
PHED	Physical Activity	0	3	1
Elective	College Level	3	0	3
		12	6	14
Total Credits Required for Computer Repair Technology Degree				67

COURT REPORTING

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

Length: Five Semester Program

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, i.e., scopists, transcribers, note-readers, and typists, and for job entry positions as legal secretaries. This curriculum meets a need which exists due to the greatly expanding Gulf Coast area, the increasing demand for qualified court reporters throughout the nation, and the lack of institutions to provide the necessary training.

Program Requirements: The curriculum runs for two years. However, the machine shorthand courses are offered in such a way as to allow students to progress at their own individual rates. Maximum use of live dictation exists in the program, as practice tapes are encouraged for use off-campus. Accommodations are made for students to secure credit for work previously accomplished through the credit-by-examination procedure

Program Objectives: The objective of the two-year curriculum is for the student to attain the machine shorthand speed of 225 words per minute on testimony, 200 words per minute on jury charge, and 180 words per minute on literary material equivalent to standards of the National Shorthand Reporters Association (NSRA). An accompanying objective is the attainment of the Legal Stenography Certificate at the end of the second semester of the program for those students who desire it.

Admission 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 her designee to develop a degree plan and secure a beginning schedule;
 - e. score 15 or higher on the ACC Placement Test in English and 19 or higher on the ACC Placement Test in reading;
 - f. submit official copies of transcripts of all previous high school and college work to the ACC Records Office;
 - g. be able to type 45 words per minute with no more than 5 errors on a five-minute test before entering the Machine Shorthand Theory portion of the course. A typing test will be given prior to assigning classes for the semester. All students must pass a 60 net wpm typing test with no more than 5 errors on a five-minute test prior to graduation.

Note: A person convicted of a criminal offense involving moral turpitude, fraud, or corruption may not be certified to the Supreme Court for Court Reporter Certification by the Texas Court Reporters Board in the State of Texas. If you have any questions in this area, you should contact the Department Chairman of Court Reporting.

2. Any student who has accumulated the equivalent of any five full days' absence in any subject may be dropped from the course. Students withdrawing from the program for reasons other than academic problems will be considered for readmission on an individual basis.

All CTRP students will be limited to two semesters of CTRP 1400 (Machine Shorthand Theory). Students who do not complete all requirements for this course, including three 40wpm five-minute tests with a grade above a **D**, within this time frame will be redirected to another program.

CTRP students who do not complete CTRP 1311 (Grammar and Punctuation I) in two consecutive semesters respectively may be redirected to another program. Grades will be 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 CTRP English class, including CTRP 1311, CTRP 1312, and ENGL 1301, will be accepted for progression. A grade of **D** or below will also not be accepted for advancement in Machine Shorthand Theory (CTRP 1400).

3. Transfer students:
- 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.
 - may apply for credit by examination by testing in the following area:
Typewriting
 - may have ACT/SAT/LP requirements waived if applicant has earned a bachelor's degree. English courses completed on a baccalaureate degree will not be substituted for Court Reporting English (CTRP 1311, and CTRP 1312) requirements.
4. The Court Reporting Department will assist all graduates of the program in obtaining employment.

Associate in Applied Science Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
*CTRP 1311	Grammar and Punctuation I	3	2	3
CTRP 1320	Law and Legal Terminology	3	0	3
CTRP 1400	Machine Shorthand Theory	2	8	4
ENGL 1301	Composition and Rhetoric I	3	0	3
PHED	Physical Activity	0	3	1
		11	13	14

Second Semester

*CTRP 1312	Grammar and Punctuation II	3	2	3
CTRP 1330	Medical Terminology	3	0	3
CTRP 1411	Machine Shorthand I and (60-80-100)	2	8	4
GOVT 2301	American National and State Governments I	3	0	3
SOCI 1301	Principles of Sociology	3	0	3
PHED	Physical Activity	0	3	1
		14	13	17

Third Semester

CTRP 1340	Court Reporting Procedures	3	2	3
CTRP 1345	Medical and Legal Dictation	3	0	3
CTRP 1412	Machine Shorthand II (120-140)	2	8	4
CTRP 2200	General Office Practices	1	2	2
CTRP 2320	Reporting Technology	3	2	3
MATH 1314	College Algebra	3	0	3
		15	14	18

Fourth Semester

CTRP 2311	Courtroom Procedures I	3	2	3
CTRP 2330	Technical Dictation	3	2	3
CTRP 2335	Real-Time Dictation	3	2	3
CTRP 2411	Machine Shorthand III (160-180)	2	8	4
SPCH 1318	Interpersonal Communication	3	0	3
		14	14	16

Fifth Semester

CTRP 2412	Machine Shorthand IV (200-225)	2	8	4
CTRP 2312	Courtroom Procedures II	3	2	3
CTRP 2313	Cooperative Education for CTRP	1	20	3
CTRP 2341	CSR and CP Preparation	3	0	3
Elective	College Level	3	0	3
		12	30	16

*Students must take CTRP 1311 and 1312 in the Court Reporting Department regardless of prior English classes completed at ACC or other institutions.

The following machine shorthand tests will be required for graduation:

- One 180wpm five-minute literary test with no more than 10 errors - 98.9%;
- Two 180wpm five-minute literary tests with no more than 45 errors - 95%;
- One 180wpm five-minute testimony test with no more than 10 errors - 98.9%;
- One 200wpm five-minute testimony test with no more than 10 errors - 99%;
- One 200wpm five-minute jury charge test with no more than 25 errors - 97.5%;
- Two 200wpm five-minute jury charge tests with no more than 50 errors - 95%;
- Two 225wpm five-minute testimony tests with no more than 56 errors - 95%;
- Two 225wpm five-minute testimony tests with no more than 25 errors - 97.8%.

Students are encouraged to utilize the tape library for home practice and skill building during free periods and before and after school.

Total Credits Required for	
Court Reporting Degree.....	81

CRIMINAL JUSTICE - CORRECTIONAL SCIENCE

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

Length: Four-Semester (Two-Year) Program

Purpose: The curriculum in correctional science prepares individuals for career services with the Texas Department of Corrections, with juveniles in institutions, and with related correctional occupations. Supported by a broad general education, training is given to develop professional competence in the field of contemporary corrections. This curriculum is applicable to both the preparatory student and the experienced correctional worker.

Admission Requirements: In addition to the general requirements for admission to the College, entry into the correctional science program requires the following:

1. A degree plan approved by the Criminal Justice Department Chairperson.
2. Satisfactory results on required tests.
3. Special Requirements: For employment with correctional agencies, the following qualifications are often prerequisites: (a) excellent physical condition free from any physical or mental condition which might adversely affect acceptance or performance as a correctional officer; (b) normal hearing, color vision, and eye functions; (c) weight in proportion to height; and (d) excellent moral character.

Program Requirements: Approximately one-half of the curriculum includes courses in correctional science with the remaining courses in related areas, general education, and electives. Instruction includes both the theoretical concepts and practical applications needed for future success in correctional work. Students are urged to consult with their faculty advisor and the Counseling Center in planning their program and selecting electives. Upon satisfactory completion of the program, the graduate will be awarded the Associate in Applied Science Degree.

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
CRIJ 1301	Introduction to Criminal Justice	3	0	3
CRIJ 1306	The Courts and Criminal Procedure	3	0	3
CRIJ 2323	Legal Aspects of Law Enforcement	3	0	3
ENGL 1301	Composition and Rhetoric I	3	0	3
CSCI 1400	Introduction to Computer Science	3	3	4
PHED	Physical Activity	0	3	1
		15	6	17
Second Semester				
CRIJ 1321	Probation and Parole	3	0	3
CRIJ 1310	Fundamentals of Criminal Law	3	0	3
CRIJ 1307	Crime in America	3	0	3
ENGL 1302	Composition and Rhetoric II	3	0	3
MATH 1335	College Mathematics	3	0	3
PHED	Physical Activity	0	0	1
		15	3	16

Third Semester

CRIJ 2313	Correctional Systems and Practices	3	0	3
CRIJ 2301	Community Resources in Corrections	3	0	3
CRIJ 2302	Cooperative Education for Correctional Science I	1	20	3
GOVT 2301	American National and State Governments I	3	0	3
SOCI 1301	Principles of Sociology	3	0	3
		13	20	15

Fourth Semester

CRIJ 2304	Cooperative Education for Correctional Science II	1	20	3
Elective	Criminal Justice Elective	2	3	3
SOCI 1306	Social Problems	3	0	3
SPCH 1318	Interpersonal Communication	3	0	3
Elective	College Level	3	0	3
		12	23	15

Total Minimum Credits Required for the Correctional Science Degree 63

CRIMINAL JUSTICE - LAW ENFORCEMENT AND POLICE ADMINISTRATION

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

Length: Four-Semester (Two-Year) Program

Purpose: The curriculum in law enforcement and police administration 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.
2. A degree plan approved by the Criminal Justice Department Chairperson.

Program Requirements:

1. Complete ACC graduation requirements (see Table of Contents, Academic Policies and Regulations).
2. Complete a minimum of 63 approved credit hours.

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

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
*CRIJ 1301	Introduction to Criminal Justice	3	0	3
CRIJ 2314	Criminal Investigation	3	0	3
*CRIJ1306	The Courts and Criminal Procedure	3	0	3
ENGL 1301	Composition and Rhetoric I	3	0	3
CSCI 1400	Introduction to Computer Science	3	3	4
PHED	Physical Activity	0	3	1
		15	6	17

Second Semester

CRIJ 2323	Legal Aspects of Law Enforcement	3	0	3
*CRIJ 1310	Fundamentals of Criminal Law	3	0	3
ENGL 1302	Composition and Rhetoric II	3	0	3
MATH 1335	College Mathematics	3	0	3
SOCI 1301	Principles of Sociology	3	0	3
PHED	Physical Activity	0	3	1
		15	3	16

Third Semester

*CRIJ 1307	Crime in America	3	0	3
CRIJ 2328	Police Systems and Practices	3	0	3
CRIJ 2301	Community Resources in Corrections	3	0	3
GOVT 2301	American National and State Governments I	3	0	3
or				
CRIJ 2309	Cooperative Education for Law Enforcement I	1	20	3
Elective	Select from Core	3	0	3
		13-15	0-20	15

Fourth Semester

CRIJ 2313	Correctional Systems and Practices	3	0	3
CRIJ 2321	Juvenile Delinquency	3	0	3
CRIJ	Criminal Justice Elective	3	0	3
GOVT 2302	American National and State Governments II	3	0	3
or				
CRIJ 2310	Cooperative Education for Law Enforcement	1	20	3
SPCH 1318	Interpersonal Communication	3	0	3
		13-15	0-20	15

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

Total Credits Required for Law Enforcement and Police Administration Degree 63

ADVANCED SKILLS CERTIFICATE - TECH PREP

CRIJ 1318	Patrol Administration	3	0	3
CRIJ 1322	Traffic Law Investigation	3	0	3
CRIJ 2324	Narcotics Investigation	3	0	3
		9	0	9

Total Credits Required for A.A.S. Advanced Skills Certificate Law Enforcement and Police Administration Degree 72

DRAFTING TECHNOLOGY

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

Length: Four-Semester (Two-Year) Program

Purpose: Drafting technicians work on a team with engineers, scientists, supervisors, and skilled craftsmen, converting theories and ideas into products and processes. Drafting technicians participate in designing and developing machines, processes, materials, and services for our increasingly complex world of work. They consider why things work as well as how things work. Technician jobs frequently require the ability to apply scientific principles and to solve design, process, or service problems. The drafting technician may be required to have extensive knowledge in such fields as welding, home building, machine shops, instrumentation, process equipment, and fabrication.

Program Requirements: The drafting technician is an essential member of the technician-engineering team. He/she should be proficient in both technical knowledge and skills involving drawing instruments. Schematics, working drawings, and blueprints are developed. This program provides an opportunity for students to specialize in several phases of drafting, with proper qualifications for employment as junior draftsmen.

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
DRFT 1300	Industrial Blueprint Reading	3	1	3
DRFT 1330	Introduction to Computer Aided Drafting	3	1	3
DRFT 1400	Engineering Drafting	2	6	4
ENGL 1301	Composition and Rhetoric I	3	0	3
MATH 1314	College Algebra	3	0	3
		14	8	16

Second Semester

DRFT 1411	Architectural Drafting I	2	6	4
DRFT 1440	Machine Drafting	2	6	4
DRFT 2421	Computer Aided Drafting I	2	6	4
SPCH 1318	Interpersonal Communications	3	0	3
MATH 1316	Plane Trigonometry	3	0	3
		12	18	18

Third Semester

DRFT 1320	Descriptive Geometry	2	4	3
DRFT 1460	Construction Drafting	2	6	4
DRFT 2422	Computer Aided Drafting II	2	6	4
GOVT 2301	American National and State Governments I	3	0	3
PHED	Physical Activity	0	3	1
		9	19	15

Fourth Semester

SOCI 1301	Principles of Sociology	3	0	3
PHED	Physical Activity	0	3	1
DRFT 2430	Computer Aided Drafting Applications - Construction			
or				
DRFT 2440	Computer Aided Drafting Applications - Mechanical			
or				
DRFT 2450	Computer Aided Drafting Applications - Electrical, Electronics	2	6	4
Elective	College Level	3	0	3
*DRFT	Elective			
or				
DRFT	Cooperative Education for Drafting	1	20	3
		9	29	14

*Student may elect to take Cooperative Education for Drafting with the Approval of the Department Chairperson.

Total Credits Required for a Drafting Technology Degree..... 63

ELECTRONIC TECHNOLOGY

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

Length: Four-Semester (Two-Year) Program

Purpose: An electronics technician from ACC is a well paid, semiprofessional person who has developed computational skills, analytic abilities, and electronic measurement techniques to work with all kinds of electronic equipment. His or her employment opportunities are unrestricted by community size, environmental conditions, or geographical locale. Generally, the electronic technician will be employed in the development of new equipment or in troubleshooting and maintaining existing equipment. Opportunities also exist in the sales of electronic components and equipment.

To qualify, an electronics technician student will spend one year in the study of circuit actions of electronic components separately and in combination, when subjected to both direct current and alternating current. In the second year he or she will study circuits as building blocks in the design and manufacture of digital electronic equipment such as computers, printers, video monitors and information storage devices. The potential technician will also learn to interface the devices using a combination of hardware and software techniques.

Program Requirements: In addition to the general requirements for admission to ACC, entry into the electronics technology program requires proficiency in algebra, English, and reading. Students who lack proficiency will be required to complete developmental courses in the above subjects prior to enrolling in ELTE courses. Students with a deficiency in basic electronic AC and DC Circuit Analysis will be required to enroll in ELTE 1410, ELTE 1430 and ELTE 1440.

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ELTE 2421	Electronic Devices & Circuits	3	3	4
ELTE 2423	Digital Integrated Circuits	3	3	4
CSCI 1420	FORTRAN Programming	3	3	4
MATH 1314	College Algebra	3	0	3
ENGL 1301	Composition & Rhetoric I	3	0	3
		15	9	18
Second Semester				
ELTE 2450	Advanced Electronic Circuits	3	3	4
ELTE 2422	Linear Integrated Circuits	3	3	4
CSCI 2450	Assembly Language Program	3	3	4
MATH 1316	College Trigonometry	3	0	3
SOCI 1301	Principles of Sociology	3	0	3
		15	9	18
Third Semester				
ELTE 2480	Computer Controlled Systems	3	3	4
ELTE 2460	Communications Circuits and Systems	3	3	4
CSCI 1470	Computer Programming-C	3	3	4
ENGL 2311	Technical Communication	3	0	3
PHED	Physical Activity	0	3	1
		12	12	16
Fourth Semester				
ELTE 2475	Microprocessor Hardware Interfacing	3	3	4
ELTE	Electronics Elective	3	3	4
SPCH 1315	Public Speaking	3	0	3
PHED	Physical Activity	0	3	1
Elective	College Level	3	0	3
		12	9	15

Total Credits Required for Electronic Technology Degree 67

FASHION MERCHANDISING

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

Length: Four-Semester (Two-Year) Program

Purpose: The fashion merchandising curriculum develops an overview of the fashion industry, its principles, and procedures. The graduate of this program could expect to continue a trend of upward mobility in the field of fashion merchandising. The person currently working in a fashion-related area, the immediate post-high school students interested in fashion merchandising, anyone interested in starting their own business, or the individual who would be interested in learning more about the fashion industry will find this curriculum applicable.

Program Requirements: The fashion merchandising curriculum combines a careful blending of fashion merchandising principles, practices and procedures with the opportunity for students to obtain practical application of knowledge gained. In addition to the fashion courses, students are expected to complete several management courses that help prepare them for dealing with the complexities associated with managing people.

Along with these requirements, students must complete general education courses such as two semesters of English, Mathematics of Finance, Introduction to Computer Science, and at least one elective. In addition, the student serves four semesters of internship. The student must work a minimum of twenty hours per week at an approved work station and meet one hour per week in lab. Upon satisfactory completion of the program, the graduate will be awarded the Associate in Applied Science Degree.

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
FASM 1301	Salesmanship	3	0	3
FASM 1311	Internship	1	20	3
ENGL 1301	Composition and Rhetoric I	3	0	3
FASM 1300	Introduction to Fashion Merchandising	3	0	3
SOCI 1301	Principles of Sociology	3	0	3
PHED	Physical Activity	0	3	1
		13	23	16
Second Semester				
FASM 2375	Principles of Retailing	3	0	3
FASM 1312	Internship	1	20	3
ENGL 1302	Composition & Rhetoric II	3	0	3
FASM 1330	Merchandise Planning Procedures	3	0	3
FASM 1320	Fashion Buying and Merchandising	3	0	3
PHED	Physical Activity	0	3	1
		13	23	16
Third Semester				
MGMT 2300	Personnel Management	3	0	3
FASM 2311	Internship	1	20	3
FASM 2361	Visual Mds. & Sales Promotion	3	0	3
MATH 1335	College Mathematics	3	0	3
CSCI 1400	Introduction to Computer Science	3	3	4
		13	23	16
Fourth Semester				
SPCH 1318	Interpersonal Communications	3	0	3
MGMT 2320	Organizational Strategy	3	0	3
FASM 2312	Internship	1	20	3
FASM 2350	Textiles	3	0	3
FASM 2371	Image & Self Presentation	3	0	3
Elective	College Level	3	0	3
		16	20	18

Total Credits Required for Fashion Merchandising Degree 66



LEGAL ASSISTANT

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

Length: Four-Semester (two-year) Curriculum

Purpose: The Associate in Applied Science Degree for Legal Assistants is designed to prepare the successful student for a career as a legal assistant. Under the supervision of an attorney the legal assistant will apply knowledge of law and court procedures in rendering a variety of legal services, including research, case management, drafting of documents, client interviews, and law firm operations.

The need for persons to assist the legal profession has expanded greatly with population increases and the growing demand for legal services. The qualified legal assistant may find employment with law firms or industry, including banks, title companies, insurance firms, and governmental agencies.

Program Requirements: Attorneys generally set high standards of character and education for legal assistants. Legal assistants must be responsible and mature individuals thoroughly conversant in legal terminology and procedures.

The curriculum consists of seven legal assistant courses, plus an internship option. A student in the program may choose to serve an internship during the third and fourth semesters of the program. The internship option provides an opportunity for a student to make a practical application of their classroom education.

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 1301	Composition and Rhetoric I	3	0	3
BUSI 2301	Business Law I	3	0	3
CSCI 1400	Introduction to Computers	3	3	4
LEGA 1300	Texas Legal Systems	3	0	3
LEGA 1311	Legal Technology I	3	0	3
PHED	Physical Activity	0	3	1
		<u>15</u>	<u>6</u>	<u>17</u>
Second Semester				
LEGA 1312	Legal Technology	3	0	3
LEGA 1320	Principles of Family Law	3	0	3
SOCI 1301	Principles of Sociology	3	0	3
MATH 1314	College Algebra	3	0	3
LEGA 2311	Internship	1	20	3
PHED	Physical Activity	0	3	1
		<u>13</u>	<u>23</u>	<u>16</u>
Third Semester				
LEGA 2320	Wills, Trust, and Probate	3	0	3
LEGA 2330	Insurance Law and Claims Investigation	3	0	3
GOVT 2301	American National and State Government I	3	0	3
LEGA 2312	Internship	1	20	3
Elective	College Level	3	0	3
		<u>13</u>	<u>20</u>	<u>15</u>

Fourth Semester

LEGA 2340	Law Office Management	3	0	3
SPCH 1315	Public Speaking	3	0	3
GOVT 2302	American National and State Governments II	3	0	3
OFAD 1343	Legal Secretarial Practice	3	2	3
Elective	College Level	3	0	3
		<u>15</u>	<u>2</u>	<u>15</u>

Total Credits Required for Legal Assistant Degree 63

MANAGEMENT DEVELOPMENT

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

Length: Four-Semester (Two-Year) Program

Purpose: The management development program prepares individuals for career occupations in the fields of general management development. Upon program completion, individuals are qualified to apply to the Institute of Certified Professional Managers and take the National Certified Professional Manager Exam.

Program Requirements: The management development curriculum contains a core of required courses including four management courses, four semesters of internship, general education courses, and a recommended list of electives.

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
MGMT 1310	Principles of Management	3	0	3
MGMT 1301	Internship	1	20	3
ENGL 1301	Composition and Rhetoric I	3	0	3
PHED	Physical Activity	0	3	1
MATH 1335	College Mathematics	3	0	3
Elective	College Level	3	0	3
		<u>13</u>	<u>23</u>	<u>16</u>
Second Semester				
MGMT 1320	Small Business Management	3	0	3
or				
MGMT 2315	Supervision and Management of Hazardous Materials	3	0	3
MGMT 1311	Internship	1	20	3
SPCH 1315	Public Speaking	3	0	3
PHED	Physical Activity	0	3	1
PSYC 2301	General Psychology			
or				
BUSI 1302	Business Psychology	3	0	3
Elective	College Level	3	0	3
		<u>13</u>	<u>23</u>	<u>16</u>

Third Semester

MGMT 2300	Personnel Management	3	0	3
MGMT 2301	Internship	1	20	3
SOCI 1301	Principles of Sociology			
or				
ECON 2301	Principles of Economics I	3	0	3
Elective	College Elective	6	0	6
		<u>13</u>	<u>20</u>	<u>15</u>

Fourth Semester

MGMT 2320	Organizational Strategy	3	0	3
MGMT 2311	Internship	1	20	3
GOVT 2301	American National and State Government I			
or				
ECON 2302	Principles of Economics II	3	0	3
CSCI 1400	Introduction to Computer Science	3	3	4
Elective	College Elective	3	0	3
		<u>13</u>	<u>23</u>	<u>16</u>

*Suggested electives are ACC T 2301, 2302, BUSI 1301, 2301, 2302, MATH 1324, OFAD 1321, 1350.

Total Credits Required for
Management Development Degree 63

MEDICAL LABORATORY TECHNOLOGY

Degree: Associate in Applied Science in Medical Laboratory Technology (A.A.S.)

Length: Two years (24 months)

Purpose: The purpose of the Medical Laboratory Technology program is to provide an approved, educational curriculum that will prepare individuals for careers in clinical laboratory science in hospitals and other structured health-care facilities. After completion of the program, the student will be awarded an Associate Degree in Applied Science. Students may apply to the appropriate boards to write competency examinations following graduation.

The program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) which is governed by the Committee on Allied Health Education and Accreditation (CAHEA).

Admission Requirements: In addition to the general requirements for admission to ACC, entry into the Medical Laboratory Technology program requires the following:

1. Completion of the applications for admission to the Medical Laboratory Technology Program before the deadline (August 1) for acceptance into the fall semester. This includes an application form, medical examination, immunization record and three (3) letters of reference completed by teachers, co-workers, work supervisors, or other professional people.
2. Submission of two (2) official transcripts showing high school graduation or completion of a high school equivalency test (GED) and two (2) official transcripts of all previous college courses. One of each transcript should be submitted to the ACC Records Office and one of each should be submitted to the Medical Laboratory Technology Department.

3. Compliance with placement and TASP regulations in the catalog. Applicants must take local placement tests (also referred to as the LPT, Pre-TASP, or PTT) at ACC regardless of previous education with the following exceptions:
 - a. Successful completion of the TASP examination;
 - b. Achievement of a composite ACT of at least 19 within the previous 5 years;
 - c. Achievement of a combined SAT of at least .713 within the previous 5 years;
4. Documentation that all academic deficiencies in English and Reading have been corrected through completion of developmental courses prior to admission when scores on local placement tests or TASP fall below established cut-off levels.
5. A personal interview with either the Department Chair or the Education Coordinator.
6. Freedom from academic probation or suspension from ACC or another college or university.
Only applicants who have fulfilled the requirements for admission (above) will be considered for admission to the program. Qualified applicants will be admitted according to space availability. A new class begins each fall semester.

Methods for Awarding Credit for Previous Education, Substitution of Courses and Credit by Examination:

1. Transfer of credit from an accredited college or university: credit will be given for academic support courses equivalent in both content and number of credit hours to those included in the Medical Laboratory Technology Program at ACC as determined by examination of the syllabus of the transfer course. A grade of C or better must have been earned in transfer courses.
2. A course completed at ACC may be substituted for a course(s) included in the MELT Program if it is equivalent in credit hours and if the Program Chairman's evaluation of content establishes equivalency.
3. Both transfer and substitution of courses must be initiated by completion of a Degree/Certificate Course Substitution Request form.
4. It is the responsibility of the student to review his/her SIS after receipt of his/her transcript and/or Degree/Certificate Course Substitution Request form in the Records Office to verify if a course(s) being transferred or substituted has been officially articulated.
5. Any academic course completed more than five (5) years, and any MELT course completed more than three (3) years prior to admission into the program may not satisfy requirements for a degree in MELT.
6. Credit by examination: Upon successful completion of written and practical examinations, credit will be given for transfer of accredited MELT courses completed at other institutions. No more than 50% of the course work necessary for a degree may be attained this way.
7. MELT students will abide by the current established catalog requirements. Current curriculum requirements of the Medical Laboratory Technology Program take precedence over the catalog under which the student entered ACC.

8. Transfer students must:
 - a. Meet the above criteria; in accordance with the current Department of Medical Laboratory procedures;
 - b. Provide the Records Office with an official transcript from each institution attended.
 - c. Provide the MELT Department with an official transcript from each institution attended.
 - d. Provide the MELT Department with a catalog and/or syllabus of each course being considered for transfer and a copy of the curriculum and/or degree plan of the MELT Program (or other program) from which the student is transferring.

Progression Policy:

1. Students must complete the degree requirements shown in the catalog and MELT degree plan and must complete the MELT courses in the proper sequence or must have the approval of the Department Chairman for any deviation in order. In the event of a curriculum change, students must comply with current requirements. (Refer to 4 under "Method for Awarding Credit for Previous Education and Training").
2. Prior to entering the MELT Program, a student may take any of the academic support courses.
3. No grade below a C will be acceptable in Medical Laboratory Technology, Biology, Chemistry, or English courses.
4. A MELT student must maintain a grade point average of at least 2.0 in order to progress in the program.
5. Failure to complete courses within a reasonable length of time, as determined by the Department Chairman, constitutes unsatisfactory academic progress. This may result in a student being terminated from the program.
6. A student who makes one **D** or **F** in any one (1) semester in any course may repeat that course once in order to obtain a **C**.
7. A student who makes a total of two (2) **D**'s or **F**'s in any one semester or in any two (2) consecutive semesters will be terminated from the program and will not be eligible for readmission.
8. A student will be terminated from the program and will not be eligible for readmission if clinical performance is unsatisfactory as determined by the clinical instructor and the Program Chairman. This action may be taken at any time during the semester.
9. In order to provide equal clinical experience, assignment to clinical affiliates will be the prerogative of the MELT faculty.
10. A student requiring hospitalization or sustaining an injury will be required to obtain a written statement from his/her physician verifying the ability to meet the required level of performance in the clinical area. A student may not be allowed to return to the clinical affiliate if he/she is taking any medication(s) that may interfere with his/her ability to perform safely and satisfactorily.
11. Any pregnant student must present a physician's statement to the MELT Department verifying the ability of the student to perform any learning experience on campus and in clinical affiliates safely and satisfactorily.

12. Hospitalization insurance, malpractice insurance, and transportation to and from health facilities are the responsibility of the student. Students must have current malpractice insurance to register for courses which include a clinical rotation.
13. A student is required to earn at least 24 resident semester hours at ACC.
14. If a student is not enrolled in a MELT course for a semester, application for readmission to the MELT program is required.

Readmission of Former Medical Laboratory Technology Students:

1. A student who has, for non-academic reasons, withdrawn from the MELT Program and wishes to re-enter must:
 - a. Reapply to the program by submitting a new application form at least eight (8) weeks prior to the requested date of readmission. Included in the new application will be a completed current medical examination form.
 - b. Provide the MELT Program and the Records Office with an official transcript of all college courses completed since previous program enrollment.
 - c. Abide by the current admission and curriculum requirements of the department.

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
CHEM 1405	Introductory Chemistry I	3	3	4
MELT 1300	Introduction to Medical Technology and Terminology	2	3	3
BIOL 2401	Anatomy and Physiology I	3	3	4
MELT 1421	Hematology I	2	8	4
PHED	Physical Activity	0	3	1
		10	20	16
Second Semester				
BIOL 2402	Anatomy and Physiology II	3	3	4
MELT 1511	Clinical Chemistry/Instruments I	3	8	5
MELT 1401	Clinical Microbiology I	2	8	4
MELT 1200	Parasitology	1	2	2
		9	21	15
Summer Session (Two-6 weeks)				
MELT 1100	Fluid Analysis	1	0	1
CSCI 1400	Introduction to Computers	3	3	4
MELT 2322	Hematology II	2	4	3
		6	7	8
Third Semester				
MELT 2300	Serology-Immunology	2	4	3
ENGL 1301	Composition and Rhetoric I	3	0	3
PHED	Physical Activity	0	3	1
MELT 2402	Clinical Microbiology II	2	8	4
MELT 2412	Clinical Chemistry/Instruments II	3	4	4
		10	19	15
Fourth Semester				
MELT 1330	Urinology	2	4	3
MELT 2313	Clinical Chemistry/Instruments III	2	4	3
MELT 2430	Immunohematology	2	8	4

PSYC 2301	General Psychology	3	0	3
Elective	College Level	3	0	3
		<u>12</u>	<u>16</u>	<u>16</u>

Summer Session (12 weeks)

MELT 2600	MELT—Practicum (5 days per week rotation required)	0	40	6
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Total Credits Required for
Medical Laboratory Technician Degree 76

MENTAL HEALTH

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

Length: Four-Semester (Two-Year) Program

Purpose: The Associate in Applied Science Degree curriculum in Mental Health provides theory, skills and knowledge used in the field of mental health - mental retardation and alcohol and drug abuse. The program prepares the graduate to obtain employment in a variety of human service and mental health settings under the supervision of a professional or as a part of a service team, including agencies that provide counseling services, rehabilitation training, direct care to clients, probation, corrections, treatment for alcohol and drug dependency, and psychiatric care.

Students who complete the required TAADAC approved courses and the required work or volunteer time will be eligible to take the certification examinations for Texas Association of Alcohol and Drug Abuse Counselors.

Program Requirements: In addition to the general requirements for admission to the college, entry into a mental health internship requires a personal interview with the Department Chairperson.

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 1301	Composition & Rhetoric I	3	0	3
PSYC 2301	General Psychology	3	0	3
MENH 1305	Introduction to Human Services	3	0	3
MENH 1310	Drug Use and Abuse	3	0	3
MENH 1321	Clinical Internship I	1	20	3
PHED	Physical Activity	0	3	1
		<u>13</u>	<u>23</u>	<u>16</u>
Second Semester				
ENGL 1302	Composition & Rhetoric II	3	0	3
SOCI 1301	Principles of Sociology	3	0	3
Elective	MENH Elective	3	0	3
MENH 1320	Counseling Methods	3	0	3
MENH 1322	Clinical Internship II	1	20	3
MENH 1325	Principles of Interviewing	3	0	3
PHED	Physical Activity	0	3	1
		<u>16</u>	<u>23</u>	<u>19</u>

Third Semester

BIOL 2401	Anatomy and Physiology	3	3	4
PSYC 2308	Child Growth & Development	3	0	3
MENH 2300	Client Assessment & Management	3	0	3
MENH 2310	Chemical Abuse Treatment	3	0	3
MENH 2323	Clinical Internship III	1	20	3
		<u>13</u>	<u>23</u>	<u>16</u>

Fourth Semester

MENH 2315	Family Systems	3	0	3
MENH 2340	Professional Issues in Human Services	3	0	3
MENH 2324	Clinical Internship IV	1	20	3
SOCI 1306	Social Problems	3	0	3
Elective	College Level	3	0	3
		<u>13</u>	<u>20</u>	<u>15</u>

Total Credits Required for an Associate Degree
in Mental Health 66

NURSING

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

Length: Two Year Program

Purpose: The aim of the associate degree nursing program (ADN) is to prepare the graduate to manage and give direct patient care, as a member of the health team, in hospitals and other structured health-care facilities. The program includes a background in general education and skills related to patient care. At the successful completion of a minimum of two (2) academic years and all program requirements, the graduate is qualified to make application to write the National Council Licensure Exam for Registered Nurses (NCLEX-RN).

The program is accredited by the Board of Nurse Examiners for the State of Texas and by the National League for Nursing (NLN).

Admission Requirements:

1. A new class begins each fall semester. Qualified applicants will be admitted according to space available. To be considered for admission to the associate degree nursing 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. make application to the ADN department;
 - d. score 19 or higher on ACT composite or a minimum combined math and verbal SAT score of 750;
 - e. submit official transcripts of all previous college work to both the ADN Department and the ACC Records Office;
 - f. attend an information session with the ADN director or her designate for a review of program requirements and policies;